



## DIGITAL LEARNING POLICY

### Internet, Social Media and Digital Devices

#### 1.0 INTRODUCTION

Marist-Sion College, Warragul (**Marist-Sion College**) implements the use of Information and Communications Technology (ICT) and digital technologies as part of the curriculum in a safe, balanced, and appropriate way that supports and enables learning.

#### 2.0 PURPOSE

To ensure that all Marist-Sion College staff, students and members of our College community understand:

- our commitment to providing students with the opportunity to benefit from digital technologies, to support and enhance learning and development at school including our one-to-one (**1:1**) personal device program
- expected student behaviour when using digital technologies including the internet, social media, and digital devices (including computers, laptops, tablets)
- the College's commitment to promoting safe, responsible and discerning use of digital technologies, and educating students on appropriate responses to any dangers or threats to wellbeing that they may encounter when using the internet and digital technologies
- our College's policies and procedures for responding to inappropriate student behaviour on digital technologies and the internet
- the various Diocese of Sale Catholic Education Limited (**DOSCEL**) policies on digital learning, including social media, that our College follows and implements when using digital technology
- our College prioritises the safety of students whilst they are using digital technologies

#### 3.0 SCOPE

This policy applies to all students and staff at Marist-Sion College.

Student and College staff use of technology is also governed by the following policies:

- Acceptable Use of ICT Policy
- Acceptable Use of ICT Procedure
- Cyber Safety Policy
- Social Media Policy

College staff, contractors, volunteers and College Advisory Committee members also need to adhere to codes of conduct relevant to their respective roles. These codes include:

- Marist-Sion College Child Safety Code of Conduct
- [The Victorian Teaching Profession Code of Conduct](#) (teaching staff).

## 4.0 DEFINITIONS

For the purpose of this policy, “digital technologies” are defined as digital devices, tools, applications and systems that students and College staff use for learning and teaching; this includes DOSCEL approved software and locally sourced devices, tools and systems.

## 5.0 POLICY

### **Vision for digital learning at our College**

The use of digital technologies is a mandated component of the Victorian Curriculum F-10. Safe and appropriate use of digital technologies, including the internet, applications (**apps**), iPads, computers and tablets, can provide students with rich opportunities to support learning and development in a range of ways.

Through increased access to digital technologies, students can benefit from learning that is interactive, collaborative, personalised, engaging and transformative. Digital technologies enable our students to interact with and create high quality content, resources and tools. It also enables personalised learning tailored to students’ particular needs and interests, including accessing digital materials using assistive technologies, and transforms assessment, reporting and feedback, driving new forms of collaboration and communication.

Marist-Sion College believes that the use of digital technologies at the College allows the development of valuable skills and knowledge and prepares students to thrive in our globalised and inter-connected world. Our College’s vision is to empower students to use digital technologies safely and appropriately to reach their personal best and fully equip them to contribute positively to society as happy, healthy young adults.

### **Personal Devices at Marist-Sion College**

Marist-Sion College has a strong commitment to prepare students for learning in the 21st Century and to live and work in a digital world. The College has embraced a 1:1 laptop program where the technology provides our students meaningful learning experiences in more effective and contemporary ways through the integration of ICT in the classroom.

The College is well resourced providing remarkable student access to ICT. Teachers embed Information Technology into learning opportunities to ensure learning is more effective and engaging. Students and teachers use a range of software such as SIMON, Microsoft Teams, OneNote, Google and Microsoft 365 to share resources, collaborate and communicate with each other, submit assessment tasks, and offer and receive feedback. SIMON, the College’s online learning management system, provides students with access to learning resources and student grades, while the Parent Access Module (PAM), allows parents to view tasks and assessment results, view and accept permission notes and advise of student absences.

With a strong focus on developing responsible global digital citizens, junior students participate in a Digital and Information Literacy program that assists with the development of fundamental skills with software applications, the responsible and safe use of the Internet and are introduced to a wide

range of digital and physical resources and technologies. Marist-Sion College is committed to ensuring that staff have the necessary skills to integrate all aspects of technology into the classroom through collaborative professional development.

Tuition fees for the College include the leasing of a 1:1 Dell/Lenovo laptop for each student. Parents, guardians and carers can pay these fees annual or via direct debit throughout the year. There is a Fees Remission Program that provides assistance to families who are experiencing financial difficulties. Parents are encouraged to ensure their student maintains their computer in a condition that will enable it to be used for educational purposes and ensure that the laptop and all laptop accessories are returned if the student ceases to be enrolled at the College.

Student laptops are covered by a three-year manufacturer warranty. In the event of a hardware malfunction, a report must be made to the IT Support Office as soon as possible for warranty repairs to be organised. Any accidental damage to the laptop or accessories (i.e. case or laptop charger) must be reported to the IT Support Office. In the event of accidental damage, a fee will be charged to fix or replace (like with like) the damaged component(s). This fee is up to \$200 and is subject to an annual review. Loss, theft and malicious damage must be reported to the student's Head of House immediately. Appropriate reports and paperwork will need to be completed at this time. In the event of total loss due to theft, a verified police report will be required. In the event that malicious damage is determined, the full replacement or repair cost of the laptop will be charged.

Parents are required to pay for any repairs or replacements, resulting from loss, theft, accidental damage, malicious damage or misuse. Students are responsible for taking care of their own laptop, ensuring the laptop and "skins" are kept clean and free from graffiti and stickers and stored in the College provided laptop bag when not in use. Laptops should be brought to school each day with a fully charged battery. Students will have standard user 'rights' to the laptop and are not permitted to copy, transfer or delete software supplied by the College.

Students, parents, guardians and carers who would like more information or assistance regarding our 1:1 laptop program are encouraged to contact [ITSupport@mscw.vic.edu.au](mailto:ITSupport@mscw.vic.edu.au).

### **Safe and appropriate use of digital technologies**

Digital technologies, if not used appropriately, may present risks to users' safety or wellbeing. At Marist-Sion College, we are committed to educating all students to use digital technologies safely, equipping students with the skills and knowledge to navigate the digital world.

At Marist-Sion College, we:

- use online sites, digital tools and video conferencing platforms that support students' learning, and focus our use of digital technologies on being learning-centred
- use digital technologies in the classroom for specific purpose with targeted educational or developmental aims
- supervise and support students using digital technologies for their schoolwork, including where programs are delivered virtually via video conferencing platforms, off-site, by another College or instructor while our students remain on-site
- effectively and responsively address any issues or incidents that have the potential to impact on the wellbeing of our students
- have programs in place to educate our students to be safe, responsible and discerning users of digital technologies, including guest speakers, Year 7 and 8 Digital Technologies Curriculum, Year 7 Parents/Students and new students ICT Orientation, Senior Students Parent/Guardian/Carer/Student Information Sessions on expectations in the Senior School, VCE Handbook and Work Experience Information sessions

- educate our students about digital issues such as privacy, intellectual property and copyright, and the importance of maintaining their own privacy and security online
- actively educate and remind students of our College's values and expected student behaviour, including online behaviours
- have an Acceptable Use Agreement outlining the expectations of students when using digital technologies for their schoolwork
- use clear protocols and procedures to protect students working in online spaces, which includes reviewing the safety and appropriateness of online tools and communities and removing offensive content at the earliest opportunity
- educate our students on appropriate responses to any dangers or threats to wellbeing that they may encounter when using the internet and other digital technologies
- provide a filtered internet service at the College to block access to inappropriate content
- refer suspected illegal online acts to the relevant law enforcement authority for investigation
- support parents, guardians and carers to understand the safe and responsible use of digital technologies and the strategies that can be implemented at home through regular updates in our newsletter, information sheets, website/College portal and information sessions.

Distribution of College owned devices to students and personal student use of digital technologies at College will only be permitted where students and their parents, guardians or carers have completed and signed an Acceptable Use Agreement.

It is the responsibility of all students to protect their own password and not divulge it to another person. If a student or College staff member knows or suspects an account has been used by another person, the account holder must notify their Head of House or a trusted staff member immediately.

All messages created, sent or retrieved on the College's network are the property of DOSCEL. DOSCEL reserves the right to access and monitor all messages and files on the computer system, as necessary and appropriate. Communications including text and images may be required to be disclosed to law enforcement and other third parties without the consent of the sender.

Further information on supervision arrangements for students engaging in digital learning activities is available in the Acceptable Use of Information and Communications Technology Policy.

### **Social media use**

Marist-Sion College has a Social Media Policy to ensure social media is used safely and appropriately in student learning and to ensure appropriate parent, guardian and carer notification occurs or, where required, consent is sought. Where the student activity is visible to the public, it requires consent.

The College uses Facebook as a social media platform to communicate about school events. This is not used as a learning platform in the College. Social media platforms are not accessed as a learning platform in the College. Collaboration and resource sharing occurs through SIMON, OneNote, Google, Microsoft Teams and Office 365.

In accordance with the Social Media Policy, College staff will not 'friend' or 'follow' a student, including a recent former student (i.e. enrolled at a DOSCEL school within a two-year period before connecting) or parents, guardians and carers of current students on a personal social media account or accept a 'friend' request from a student, parent, guardian or carer of current students using a personal social media account unless it is objectively appropriate, for example where a parent is a

personal friend or a student is also a family member of the staff member and the staff member has advised the Principal of the connection and the circumstances.

If a staff member of our College becomes aware that a student or a parent, guardian or carer of a current student at the College is 'following' them on a personal social media account, the staff member is required to ask the student, parent, guardian or carer to 'unfollow' them, and to notify the College if the student or parent, guardian or carer does not do so.

### **Student behavioural expectations**

When using digital technologies, students are expected to behave in a way that is consistent with Marist-Sion College's Student Code of Conduct, Acceptable Use of Information and Communications Technology Policy, Cyber Safety Policy and Anti-Bullying and Bullying Prevention Policy (Students). When a student acts in breach of the behaviour standards of our College community (including cyberbullying, using digital technologies to harass, threaten or intimidate, or viewing/posting/sharing of inappropriate or unlawful content), Marist-Sion College will institute a staged response, consistent with the student engagement and behaviour policies.

Breaches of this Policy by students can result in a number of consequences which will depend on the severity of the breach and the context of the situation. This includes:

- removal of network access privileges
- removal of email privileges
- removal of internet access privileges
- removal of printing privileges
- other consequences as outlined in the DOSCEL's, Cyber Safety Policy and Anti-Bullying and Bullying Prevention Policy (Students), Enrolment Policy and Enrolment Handbook.

## **6.0 COMMUNICATION**

This policy will be communicated to our College community in the following ways:

- Available publicly on our College's website and in PAM
- Included in College staff, contractor and volunteer induction processes
- Discussed at staff briefings/meetings as required
- Included in our staff handbook/manual
- Discussed at parent information nights/sessions
- Included in student planners so that it is easily accessible to parents, guardians, carers and students
- Included in transition and enrolment packs
- Included as annual reference in College newsletter
- Discussed at student forums/through communication tools
- Made available in hard copy from College Reception upon request
- Embedded into the Year 7 and 8 Digital Technology curriculum.

## 7.0 RELATED POLICIES AND PROCEDURES

This policy is to be read in conjunction with other related College policies, procedures, documents and codes. These include:

- Acceptable User Agreement
- Child Safety Code of Conduct
- Student Code of Conduct
- Child Safety and Wellbeing Policy - student version
- Acceptable Use of Information and Communications Technology Policy
- Acceptable use of ICT Procedure
- Anti-Bullying and Prevention Policy (students)
- Cyber Safety Policy
- Social Media Policy
- Social Media Policy – Request to connect with current parents or recent former students
- Student Use of Mobile Phones and Portable Digital Devices Policy

### Other related documents and resources

- [eSafety Commissioner – Report Online Harm](#)
- [The Victorian Teaching Profession Codes of Conduct](#)
- [Ministerial Order No. 1359, Child Safe Standards – Managing the Risk of Child Abuse in School and School Boarding Facilities](#)

## 8.0 AUTHORITY, MONITORING AND REPORTING

DOSCEL, a Company incorporated under the *Corporations Act 2001* (Cth.), is the Governing Authority of primary and secondary schools in the Diocese of Sale.

The Chief Executive Officer, DOSCEL, is responsible for the management and general administration of DOSCEL schools. Based on the principle of subsidiarity and in keeping with the DOSCEL Delegation Register for Schools, a broad range of duties, functions, powers and authority are delegated to the Principal. This includes the effective implementation of this policy and the compliance obligations outlined in this policy.

However, the Chief Executive Officer, DOSCEL, remains responsible for monitoring the development and implementation of this policy and for providing reports as required to the Directors of the DOSCEL Board.

The Principal is responsible for:

- ensuring compliance with the obligations outlined in this policy;
- assigning authority, responsibility and accountability at appropriate levels within the College for policy implementation and compliance;
- providing delegated staff with the direction, support and resources necessary to fulfil policy requirements;
- ensuring cyclic reviews of the policy;
- reporting and escalating concerns, issues and policy breaches to the Chief Executive Officer, DOSCEL, and working collaboratively with the Chief Executive Officer, DOSCEL, to resolve them.

Whilst the Principal will play an important role in effective implementation of this policy and compliance with the Standards, it is noted that responsibility for compliance with the Standards ultimately remains with DOSCEL.

## 9.0 POLICY STATUS AND REVIEW

This Policy is endorsed by the Chief Executive Officer, DOSCEL.

<b>Approved by:</b>	Principal, Marist-Sion College
<b>Implementation Date:</b>	July 2022
<b>Last Amended:</b>	February 2024
<b>Consultation:</b>	Student Representative Council (SRC) Child Safety and Wellbeing Team Executive Team Human Resources Team Marketing Team Facilities Team Parent Advisory Committee
<b>Review Date:</b>	February 2025. This policy is reviewed annually.