



Digital Learning Policy

OakTree College ('the College') is an independent co-educational specialist senior secondary school providing education opportunities for young people of migrant backgrounds who are at risk of disengaging from education.

OakTree College ('the College') seeks to provide a safe and supportive environment where all students can safely participate in the educational experiences offered by the College.

The College is committed to developing students who can apply digital skills in flexible and dynamic ways. This includes being able to maximise technology and digital platforms to build their learning and to create new content for a range of purposes.

Empowering students to engage authentically in their learning requires access to, and use of, appropriate and relevant technology and online tools.

The College is equally committed to ensuring digital learning takes place in a safe environment and will empower students to use digital technologies safely and appropriately to reach their full potential.

This policy provides direction to staff, students and parents, carers and guardians on procedures, responsibilities, and expectations with regard to the College's Digital Learning program.

The goals of the College Digital Learning program are to:

- Empower students to develop essential digital learning skills for their preferred futures,
- Increase student engagement in learning,
- Improve student learning outcomes,
- Ensure student use of digital technologies is safe.

The College is committed to providing the necessary digital infrastructure and specialist software to deliver a successful learning program for all students.

1. Purpose

The purpose of this policy is to:

- Explain the use of digital technologies to support and enhance student learning and engagement;
- Explain the expectations of students using digital learning devices including the internet, social media and digital devices (computers, laptops and tablets);
- Provide essential information for safety and care of College provided devices (such as laptops);
- Support students to be safe and responsible when using technology, and to be positive digital citizens;
- Explain acceptable use of digital technology at the College;
- Provide ICT Use Agreement to be signed by students and parents, carers and guardians before using digital technologies.

2. Scope

This policy applies to all students, staff, parents, carers and guardians at the College.

Students are expected to sign the ICT Use Agreement for Students and to adhere to the Student Code of Conduct and the Child Safe Code of Conduct.

Teaching staff are required to adhere to the Victorian Teaching Profession Code of Conduct.

3. Definitions

Digital technologies are defined as digital devices, tools, applications and systems that students and teachers use for learning and teaching and includes College provided software and locally sourced devices, tools and systems.

4. Digital Learning at OakTree College

The global world and modern workforces continue to evolve rapidly, and digital literacy is key to successful engagement in society and an interconnected world. Access to digital technologies is critical in preparing students for their rapidly evolving future, and the skills developed through daily access are fundamental to their learning and future choices.

The core objectives of our Digital Learning program are to develop vital knowledge and skills, ensuring students leave the College as confident and forward-thinking members of the community.

The integration of digital technologies in the classroom, allows our staff to transform our curriculum program. This allows our staff to provide students with fast and effective feedback and to effectively deliver more personalised learning for all students. Other benefits to students using technology for learning include:

- More focused, engaged and effective learning,
- Prepares students for jobs of the future,
- Improves ability to retain information and concepts learned,
- More customised learning working at the student's own pace,
- Develops digital literacy and communication skills,
- Supports students with learning difficulties.

5. Digital Devices at OakTree College

The College will deliver its programs with the use of Chromebook laptops on loan to students by the College. The College will provide students with access to curriculum software and the College wireless network. This will allow students access to the College's home drive, printing and internet access.

There are restrictions in place to ensure students are using the College network in safe and appropriate ways. Students are reminded that avoiding or circumventing these restrictions is in breach of College policies and may lead to suspension and possible police intervention.

All devices remain the property of the College which will maintain licensing software and programs for the duration of the student's enrolment.

The College will charge laptops overnight ready for use by students each day. It is recommended that students save all work to the computer hard drive and to a personal external hard drive or USB as back up.

Students are asked to care for their laptops by:

- Not consuming drinks or having the laptop near water or steam,

- Avoiding moving around with the laptop,
- Not placing items between the screen and keyboard and closing it, as this may damage the screen,
- Not wrapping the cord too tightly around the power adapter as the cord may become damaged,
- Returning laptops to Reception at the end of each day to be charged and stored overnight.

5.1 Loss, theft or accidental damage

The use of technology entails personal responsibility for the user. Approved use of devices by users during the instructional day is restricted to education related purposes. It is expected that users will comply with the College Student Behaviour Management Policy, Student Code of Conduct and the ICT Use Agreement.

Any loss, theft or accidental damage to College owned devices must be reported immediately to the classroom teacher or to the Business and Administration Manager.

If a student has a personal device at College which is lost, stolen or damaged, it will be handled in the same manner as other personal property, which may include behaviour management responses. The College does not provide insurance for accidental loss or damage to personal devices brought to the College for use by students.

5.2 Virus protection

As the College has ownership of student laptops it will provide anti-virus software for each device and run anti-virus checks regularly.

6. Acceptable Use of Learning Technologies

It is essential that students and families are clear on their rights, responsibilities and expectations of acceptable use of College technology.

Appendix 1 contains the ICT Use Agreement, which needs to be read, understood and signed by students and parents, carers and guardians. Students will be unable to access the College network until this document is signed and returned to the College.

6.1 College responsibilities

The College is committed to:

- Supporting the rights of all members of the College community to engage in and promote a safe, inclusive and supportive learning environment.
- Having a Digital Learning Policy (this policy), and corresponding ICT Use Agreement.
- Educating students to be safe and responsible users of digital technologies.
- Raising students' awareness of issues such as online privacy, child safety, intellectual property and copyright.
- Supervising students when using digital technologies for educational purposes.
- Providing a network filtered Internet service for use of technology while at the College.
- Responding to issues or incidents that have the potential to impact on the wellbeing, safety and reputation of students, staff and the College.
- Ensuring the Digital Learning Policy is followed by applying consequences for inappropriate use in accordance with the Student Behaviour Management Policy, which may include confiscation of device for evidence, time out, suspension and/or

exclusion. Where a student is suspected of any unlawful activity, this will be reported to Victoria Police.

- Providing parents, carers or guardians with a copy of this policy and the ICT Use Agreement.
- Supporting parents, carers or guardians to understand the importance of safe and responsible use of digital technologies, the potential issues that surround their use and strategies that they can implement at home to support and protect their child.
- Using teaching and learning strategies to build digital skills.

6.2 Student responsibilities

Students should:

- Adhere to the ICT Use Agreement and keep a copy of it for future reference.
- Follow the cyber-safety strategies and instructions whenever using learning technologies on the College site or at any College related activity, regardless of its location.
- Ensure their device is taken to all lessons.
- Ensure their behaviour and activities are in line with the learning program and teacher direction. Off task behaviours will be subject to behaviour management responses.
- Ensure their device is fully functional and seek swift resolution of any problems. Any issues should be raised with teaching staff for rectification.
- Avoid any involvement with material or activities that could put at risk their own safety, or the privacy, safety or security of the College or other members of the College community.
- Understand that any pornographic material, illegal movies, TV series, game downloads, etc will result in suspension and/or exclusion. Any unlawful activity will be reported to Victoria Police.
- Take care of College technology and devices. If students have been involved in the damage, loss or theft of the College's technology or devices they will be subject to behaviour management responses, including suspension and exclusion, and their family may have responsibility for the cost of repairs or replacement.
- Access applications and files in safe and ethical ways. Students must not disrupt the smooth running of any College ICT systems nor attempt to interfere with or gain unauthorised access to any system.
- Ask their classroom teacher when unsure about anything to do with the ICT Use Agreement.
- Report issues of concerns related to security or behaviour, including well-being, to a teacher or the Executive Principal.
- Seek support where their own welfare or device has been affected by others, or where they become aware that the welfare or device of a peer, has been affected by others.

6.3 Cyber safety

Students can use ICT to publish their learning, as evidence of achievement or to invite feedback for improvement. It is important to both protect and teach students while they learn to use ICT and become responsible digital citizens. This includes the College anticipating and mitigating risks and students learning how to avoid exposure to inappropriate material or activities, and protecting themselves when they are online.

Students need to learn how to use ICT, including mobile technologies and social networking sites, in responsible and ethical ways. In addition, they need to feel confident about alerting the adults in their lives, including College staff, when they are feeling unsafe, threatened, bullied or exposed to inappropriate events. In response, the College needs to take appropriate actions to protect its students.

Key aspects of cyber safety include:

- Students must not give out identifying information online, use only their first name, and not share their home address, telephone number or any other personal information such as financial details (e.g. credit card), telephone numbers or images (video or photographic) of themselves or others.
- Students must not use their College e-mail address in non-school online communications as this e-mail address contains their personal name and College details.
- Students must use the Internet, e-mail, mobile phones or any ICT equipment only for positive purposes, not to be mean, rude or offensive, or to bully, harass, or in any way harm anyone else, or the College itself, even if it is meant as a joke.
- Students must not forward inappropriate material to others.
- Students should never respond to message or bulletin board items that are suggestive, obscene, belligerent, threatening or make them feel uncomfortable – these messages should be reported to a teacher immediately.
- Students must inform their teacher immediately if they see anything on a website that is inappropriate, unpleasant or makes them uncomfortable.
- Parents, carers or guardians and teachers should actively monitor online behaviour and encourage their child/student to follow cyber-safe strategies.

Staff, students and parents, carers or guardians should familiarise themselves with the information about eSafety for young people available from the eSafety Commissioner at www.esafety.gov.au/young-people.

6.4 Inappropriate Internet use at College

Students may use the Internet only for learning-related activities that are approved by their classroom teacher. They must not cause interference or disruption to other people or equipment, and students may not access or distribute inappropriate material. This includes:

- distributing spam messages,
- accessing or distributing malicious, offensive or harassing material, including jokes and images,
- bullying, harassing, defaming or giving offence to other people,
- spreading any form of malicious software (e.g. viruses, worms),
- accessing files, information systems, communications, devices or resources without permission,
- using for personal financial gain,
- using non-approved file sharing technologies,
- using for non-educational related streaming audio or video,
- downloading or sharing non-educational material.

The College will make every reasonable effort to provide a safe and secure online learning experience for students. However, internet filtering is not always 100 per cent effective, and it is not possible to guarantee that students will not be exposed to inappropriate material. If a student inadvertently accesses inappropriate material the student must advise the classroom teacher immediately.

The cost to access the internet at is included in the College fees and allows for students to make reasonable use of the internet for the purpose of learning.

If a student feels unsafe, uncomfortable or believes that they are the subject of unwanted contact or attention through use of the internet this should be reported to the classroom teacher or another adult at the College immediately.

6.5 Use of social media

Social media is online services and tools used for publishing, sharing, discussing and collaborating. The list of social media types is extensive with new and innovative social media apps being continuously developed. Commonly used social media platforms include Facebook, Instagram, TikTok and X.

It is important to understand that social media operates in open and closed online communities. An open community on the web is visible to everyone worldwide. It is possible to have a closed community which restricts information and comments to a specific group of people.

At the College, we acknowledge that social media offers potential for teaching and learning, whilst also carrying risks. Generally, the use of social media while at College is not permitted in class. Acceptable use of social media at the College will only occur as part of a teaching and learning program, under supervision of a teacher.

6.6 Use of mobile phones

The College recognises that students and their parents, carers or guardians will want their child to have their mobile phone with them for before and after school for safety or security reasons.

The College allows students the use of mobile phones within the following parameters:

- Mobile phones are brought to College entirely at the student's risk. The College accepts no responsibility for replacing lost, stolen or damaged mobile phones.
- Students are advised that if they bring a mobile phone to College it should be turned off or switched to silent mode during each class.
- Parents are reminded that in cases of emergency they should contact the Reception who will ensure the student is reached quickly and assisted in any appropriate way.
- If students do bring their mobile phone to College, it should be clearly marked with their name.

Exceptions to these guidelines will require the approval of the Assistant Principal/Curriculum Leader and may be applicable in cases where the student needs to use a mobile phone for medical reasons (it is used for instance to monitor diabetes medication requirements) or there is an immediate family or legal reason. Parents should discuss their specific requirements with the Assistant Principal/Curriculum Leader and to seek any necessary permission.

Students using mobile phones during class may have their phone confiscated for the day, or banned long term if they consistently breach this rule. Parents, carers or guardians will be contacted regarding their child's mobile phone use where necessary.

6.7 Printing

Staff and students are encouraged to transmit work electronically rather than to print their work. Students will have access to printers through the College network for use when it is appropriate for students to produce hard copies of their work.

6.8 Misuse of technology

The College utilises laptops as a tool for the learning process. Student misuse of technology will be managed in line with College behaviour management expectations. Students are reminded that actions including misuse, cyberbullying or theft can lead to restrictions, suspension and police action.

7. User Identification and Passwords

The College will provide students with a unique user identification (user-ID) that must be protected by a secure password. Students are required to create a password that they keep must keep confidential and not display openly. Students must not disclose their personal passwords to any other person.

Students will be accountable for any inappropriate actions (e.g. bullying, accessing or sending inappropriate material) undertaken by someone else using the student's personal user-ID.

8. Support

Students

It is important that students have key skills and abilities to use their laptop for the greatest learning outcomes. College staff will ensure students receive support in the following areas:

- Students will be given key information for operations such as accessing the network and printing.
- Students will learn computer and technology skills throughout various subjects to support them with the use of their device for maximum learning outcomes.
- Students will be given information to access College systems for their learning activities and submission of assignments, feedback, communication with staff as required, and to check the timetable and lesson notes.

Staff

The College will support its teachers and staff to continue to keep up to date with technology and contemporary teaching and learning practices to ensure students are using their laptops to their full potential and developing essential skills for their future study and work.

9. Communication

This policy and the ICT Use Agreement will be communicated to students and parents, carers and guardians via the College website, in the Student & Parent/Guardian Handbook, and in the student enrolment pack.

10. Related policies and procedures

- Child Safety Code of Conduct
- Child Safety Policy
- Duty of Care Policy

- Enrolment Policy and Enrolment Agreement
- Parent Code of Conduct
- Student Behaviour Management Policy
- Student Code of Conduct

11. Approval and Review

Document Owner:	Executive Principal
Approved by:	College Board
Approval date:	15 June 2024
Next review date:	June 2025 and every 12 months thereafter



Appendix 1 - ICT Use Agreement

Parents, carers and guardians play a critical role in developing knowledge, understanding and ethics around their child's safety and safe practices for themselves and the people around them regardless of the time of day. Being cyber-safe is no exception and we ask you to discuss with your child the following strategies to support them and the College to stay safe when using ICT equipment at College and/or at home.

As a student at the College, I will follow the following strategies:

1. I will not use College ICT equipment until my parents/carer/guardian and I have signed the ICT Use Agreement and the signed Agreement has been returned to College.
2. I will create a complex password and keep it private.
3. I will log on only with my own user name. I will not allow anyone else to use my account.
4. While at College or on a College related activity, I will inform the teacher of any involvement with any ICT material or activity that might put me or anyone else at risk (e.g. bullying or harassing) or make me feel uncomfortable.
5. I will use the Internet, e-mail, mobile phones, or any ICT equipment only for positive purposes, not to be mean, rude or offensive, or to bully, harass, or in any way harm anyone else, or the College itself, even if it is meant as a joke.
6. I will not use my mobile phone during class time.
7. While at College, I will:
 - only access, attempt to access, download, save and distribute age appropriate and relevant material;
 - report to the College any attempt to get around or bypass security, monitoring and filtering that is in place at College.
5. If I accidentally access inappropriate material, I will:
 - not show or share with others
 - turn off the screen or minimise the window
 - report the incident to a teacher immediately.
10. My privately owned ICT equipment/devices, such as mobile phone or USB/portable drive which I bring to College or a College related activity, is also covered by this Agreement. Any images or material on such equipment/devices must be appropriate to the College environment.
11. I will connect ICT devices to the College ICT system or run software (e.g. a USB/portable drive or phone) only with direction from the teacher. This includes all wireless/Bluetooth technologies.
12. I will follow all cyber safety practices before I put any personal information online. Personal identifying information includes any of the following:
 - my full name, address or phone number
 - my e-mail address
 - photos of me and/or people close to me.
13. I will respect all College ICT and will treat all ICT equipment/devices with care. This includes:

- not intentionally disrupting the smooth running of any College ICT systems,
 - not attempting to interfere with or gain unauthorised access to any system,
 - following all College cyber-safety strategies, and not joining in if other students choose to be irresponsible with ICT,
 - reporting any breakages/damage to a staff member.
14. The College may monitor traffic and material sent and received using the College ICT network. The College may use filtering and/or monitoring software to restrict access to certain sites and data, including e-mail.
15. The College may monitor and audit its computer network, Internet access facilities, computers and other College ICT equipment/devices or commission an independent forensic audit. Auditing of the above items may include any stored content, and all aspects of their use, including e-mail.
16. If I do not follow this User Agreement, the College may inform my parents/carer/guardian. In serious cases, the College may take disciplinary action against me. My family may be charged for repair costs.
17. If illegal material or activities are involved or e-crime is suspected, it may be necessary for the College to inform Victoria Police and hold securely personal items for potential examination by police. Such actions may occur even if the incident occurs off-site and/or out of school hours.

ICT Use Agreement

To the parent/carer/legal guardian:

Please ensure you and your child have read the entire ICT Use Agreement.

Please read this page carefully to check that you understand your responsibilities under this Agreement.

Return a signed copy of this Agreement to the College.

I understand that OakTree College will:

- Do its best to enhance learning through the safe use of ICTs. This includes working to restrict access to inappropriate, illegal or harmful material on the Internet or on College ICT equipment/devices at College, or at College related activities; and enforcing the cyber-safety requirements detailed in user Agreements;
- Respond to any breaches in an appropriate manner;
- Provide students with cyber-safety education designed to complement and support user initiatives;
- Welcome enquiries at any time from parents/carers/legal guardians or students about cyber-safety or any College ICT systems.

For the Parent/Carer/Legal Guardian: My responsibilities include...

- reading this User Agreement carefully and discussing it with my child so we both have a clear understanding of our roles in the College's work to maintain a cyber-safe environment,
- ensuring this Agreement is signed by my child and by me and returned to the College,
- encouraging my child to follow the cyber-safe strategies and instructions,
- contacting the College if there is any aspect of this User Agreement I would like to discuss.

For the Student: My responsibilities include...

- reading this Agreement carefully,
- following the cyber-safety strategies and instructions whenever I use the school's ICTs,
- following the cyber-safety strategies whenever I use privately-owned ICT devices on the school site or at any school related activity, regardless of its location,
- avoiding any involvement with material or activities that could put at risk my own safety, or the privacy, safety or security of the school or other members of the school community,
- taking proper care of school ICTs. I know that if there is evidence that I have caused damage, loss or theft of ICT equipment/devices, I and/or my family may have responsibility for the cost of repairs or replacement,
- creating a complex password and keeping it private,
- keeping this document somewhere safe so I can refer to it in the future,
- asking my classroom teacher if I am not sure about anything to do with this agreement.

Please note: This Agreement will remain in force as long as your child is enrolled at this College. If it becomes necessary to add/amend any information or rule, you will be advised in writing.

I/We have read and understand this ICT Use Agreement and are aware of the College's initiatives to maintain a cyber-safe learning environment.

Student (*print name*)

Student (*signature*)

Date.....

Parent/Carer/Guardian (*print name*)

Parent/Carer/Guardian (*signature*)

Date

PLEASE RETURN TO COLLEGE RECEPTION