

DIGITAL LEARNING POLICY

(INTERNET, SOCIAL MEDIA & DIGITAL DEVICES)

PURPOSE

To ensure that all students and members of our school community understand:

- a) our commitment to providing students with the opportunity to benefit from digital technologies to support and enhance learning and development at school [including our BYOD program]
- b) expected student behaviour when using digital technologies including the internet, social media, and digital devices (including computers, laptops, tablets)
- c) the school'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
- d) our school's policies and procedures for responding to inappropriate student behaviour on digital technologies and the internet

SCOPE

This policy applies to all students at Epping Secondary College.

Staff use of technology is governed by the Department's Acceptable Use Policy.

<https://www.education.vic.gov.au/hrweb/Documents/ICT-acceptable-use-policy.pdf>

DEFINITIONS

For the purpose of this policy, "digital technologies" are defined as being any networks, systems, software or hardware including electronic devices and applications which allow a user to access, receive, view, record, store, communicate, copy or send any information such as text, images, audio, or video.

POLICY

Vision for digital technology at our school.

Epping Secondary College understands that safe and appropriate use of digital technologies including the internet; apps, computers and tablets 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 enhanced learning that is interactive, collaborative, personalised and engaging. 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 and transforms assessment, reporting and feedback, driving new forms of collaboration and communication.

Epping Secondary College believes that the use of digital technologies at school allows the development of valuable skills and knowledge and prepares students to thrive in our globalised and interconnected world. Our school'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.

BYOD at Epping Secondary College

In order to provide modern curriculum to students, Epping Secondary College has utilised a BYOD (Bring Your Own Device) program.

Our school operates a Bring Your Own Device (BYOD) program, which means students must bring their own purchased device with them to school each day. Epping Secondary College has special arrangements with Edunet and LWT, two distributors who provide discounted prices for hardware to be used at Epping Secondary College.

Students are required to have their own device that must meet the following minimum laptop specifications:

- 11-inch Screen
- Windows 11 / macOS Ventura
- 8GB RAM
- 128GB storage (SSD/HDD)
- Wi-Fi enabled

For senior students looking to use a tablet as their device, only iPadOS will be supported, not Android.

Student devices must be charged daily to ensure consistent use throughout the school day. If students require charging facilities, they must:

- Have their charger tested for any flaws by the Technical Team
- Use their charger in a way that does not violate OH&S policies
- Use their computer in a manner that reflects Epping Secondary College's school values

Please note that our school does not have insurance to cover accidental damage to students' devices, and parents/carers are encouraged to consider obtaining their own insurance for their students' devices.

Epping Secondary College has in place arrangements to support families who may be experiencing long or short-term hardship to access netbooks for schoolwork. Families looking to use this program are to apply through the Wellbeing department, using the BYOD Financial Hardship form. We also have a small number of spare devices that can be loaned to students in certain circumstances.

Students, parents and carers who would like more information or assistance regarding our BYOD program are encouraged to contact Epping Secondary College on 9401 2599.

Safe and appropriate use of digital technologies

Digital technology, if not used appropriately, may present risks to users' safety or wellbeing. At Epping Secondary College, we are committed to educating all students to be safe, responsible and discerning in the use of digital technologies, equipping them with skills and knowledge to navigate the digital age.

At Epping Secondary College, we:

- use online sites and digital tools that support students' learning and focus our use of digital technologies on being learning-centred.
- focus the use of digital technologies in the classroom to specific uses with targeted educational or developmental aims through support and network solutions such as firewalls and internet filtering software.
- supervise and support students using digital technologies in the classroom.
- 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 promoting safe, responsible and discerning use of digital technologies, including the core Digital Technologies curriculum delivered at Year 7 and Year 9, the Health curriculum and various speakers/experts presenting to students about responsible use of technologies.
- educate our students about digital issues such as online privacy, intellectual property and copyright, and the importance of maintaining their own privacy online.
- actively educate and remind students of Epping Secondary College's SWPBS Matrix that outlines our school's values and expected student behaviour, including online behaviours.
- have an Acceptable Use Agreement outlining the expectations of students when using digital technology at school that is signed when connecting to Epping Secondary College's Wi-Fi network for the first time.
- use clear protocols and procedures to protect students working in online spaces, which includes reviewing the safety and appropriateness of online tools and communities, 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 to block access to inappropriate content.
- refer suspected illegal online acts to the relevant law enforcement authority for investigation.
- support parents and carers to understand safe and responsible use of digital technologies and the strategies that can be implemented at home through regular updates in our newsletter and annual information sheets.

Distribution of school owned devices to students and personal student use of digital technologies at school will only be permitted where students and their parents/carers have completed a signed 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 staff member knows or suspects an account has been used by another person, the account holder must notify Year Level Coordinators, Technical Team or Leading Teacher - Digital Technologies as appropriate, immediately.

All messages created, sent or retrieved on the school's network are the property of the school. The school 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.

Student behavioural expectations

When using digital technologies, students are expected to behave in a way that is consistent with Epping Secondary College's SWPBS Matrix. When a student acts in breach of the behaviour standards of our school community (including cyberbullying, using digital technologies to harass, threaten or intimidate, or viewing/posting/sharing of inappropriate or unlawful content), Epping Secondary College will institute a staged response, consistent with our policies and the Department's Student Engagement Policy Guidelines.

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 school's Student Wellbeing and Engagement and Bullying Prevention policies.

[Student Wellbeing & Engagement Policy.pdf](#)

POLICY REVIEW AND APPROVAL

Policy last reviewed	March 2025
Approved by	School Council
Next scheduled review date	March 2027