**CROYDON SDS DIGITAL LEARNING (Internet, Social Media and Digital Devices) POLICY**

**Help for non-English speakers**

If you need help to understand the information in this policy please contact the school office on ph 9725 4933 or by email on croydon.sds@education.vic.gov.au

**Purpose**

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

1. our commitment to providing students with the opportunity to benefit from digital technologies to support and enhance learning and development at school including ipads, computer banks, osmo and other electronic programs.
2. expected student behaviour when using digital technologies including the internet, social media, and digital devices (including computers, laptops, tablets)
3. 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
4. our school’s policies and procedures for responding to inappropriate student behaviour on digital technologies and the internet
5. the various Department policies on digital learning, including social media, that our school follows and implements when using digital technology
6. our school prioritises the safety of students whilst they are using digital technologies

**Scope**

This policy applies to all students and staff at Croydon Special Developmental School.

Staff use of technology is also governed by the following Department policies:

* [Acceptable Use Policy for ICT Resources](https://www2.education.vic.gov.au/pal/ict-acceptable-use/overview)
* [Cybersafety and Responsible Use of Digital Technologies](https://www2.education.vic.gov.au/pal/cybersafety/policy)
* [Digital Learning in Schools](https://www2.education.vic.gov.au/pal/digital-learning/policy) and
* [Social Media Use to Support Student Learning](https://www2.education.vic.gov.au/pal/social-media/policy).

Staff, volunteers and school councillors also need to adhere to codes of conduct relevant to their respective roles. These codes include:

* Croydon Special Developmental School Child Safety Code of Conduct
* [The Victorian Teaching Profession Code of Conduct](https://www.vit.vic.edu.au/__data/assets/pdf_file/0018/35604/Code-of-Conduct-2016.pdf) (teaching staff)
* [Code of Conduct for Victorian Sector Employees](https://www2.education.vic.gov.au/pal/code-conduct/overview) (staff)
* [Code of Conduct for Directors of Victorian Public Entities](https://www2.education.vic.gov.au/pal/school-council-conduct/policy) (school councillors)

**Definitions**

For the purpose of this policy, “digital technologies” are defined as digital devices, tools, applications and systems that students and teachers use for learning and teaching; this includes Department-provided software and locally sourced devices, tools and systems.

**Policy**

**Vision for digital learning at our school**

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, apps, 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 and transforms assessment, reporting and feedback, driving new forms of collaboration and communication.

Croydon SDS believes that the use of digital technologies at school allows the development of valuable skills and knowledge and prepares students to thrive in their community and inter-connected 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.

**Safe and appropriate use of digital technologies**

Digital technologies, if not used appropriately, may present risks to users’ safety and wellbeing. At Croydon SDS, 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 Croydon SDS, we:

* use online sites and digital tools 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
* effectively and responsively address any issues or incidents that have the potential to impact on the wellbeing and safety of our students
* have programs in place to educate our students to be safe, responsible and discerning users of digital technologies, including SWPBS, Community Health, and E-Smart
* 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 Student Engagement and Wellbeing policy that outlines our School’s values and expected student behaviour, including online behaviours
* 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 school 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 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/school portal and information sessions.

**Social media use**

Our school follows the Department’s policy on [Social Media Use to Support Learning](https://www2.education.vic.gov.au/pal/social-media/policy) to ensure social media is used safely and appropriately in student learning and to ensure appropriate parent notification occurs or, where required, consent is sought. Where the student activity is visible to the public, it requires consent.

In accordance with the Department’s policy on social media, staff will not ‘friend’ or ‘follow’ a student on a personal social media account, or accept a ‘friend’ request from a student using a personal social media account unless it is objectively appropriate, for example where the student is also a family member of the staff.

If a staff member of our school becomes aware that a student at the school is ‘following’ them on a personal social media account, Department policy requires the staff member to ask the student to ‘unfollow’ them, and to notify the school and/or parent or carer if the student does not do so.

**Student behavioural expectations**

When using digital technologies, students are expected to behave in a way that is consistent with Croydon Special Developmental School’s SWPBS Values, Student Wellbeing and Engagement policy, and Bullying Prevention policy.

When a student acts in a way that doesn’t align with the policies and schools values listed above (behaviours including cyberbullying, using digital technologies to harass, threaten or intimidate, or viewing/posting/sharing of inappropriate or unlawful content), Croydon Special Developmental School will review the incident and respond accordingly in consultation with the leadership team.

As a result of any incidence occurring, there may be any number adjustment made which will depend on the severity of the breach and the context of the situation. These includes:

* removal of network access privileges
* removal of email privileges
* removal of internet access privileges
* removal of printing privileges
* any other adjustment deemed appropriate

**COMMUNICATION**

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

* Available publicly on our school’s website
* Included in staff induction
* Discussed at staff briefings/meetings as required
* Included in our staff handbook/manual
* Discussed at parent information nights/sessions
* Explicitly taught during community health lessons
* Included as annual reference in school newsletter
* Discussed at student forums/through communication tools
* Made available in hard copy from school administration upon request

**Policy review and approval**

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| Policy last reviewed  | February 2023 |
| Approved by  | Principal, Christine Pillot |
| Next scheduled review date  | February 2025  |