

DIGITAL LEARNING (INTERNET, SOCIAL MEDIA AND 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
- (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
- (e) the various Department of Education and Training (DET) and Monash Children's Hospital's policies on digital learning, including social media, that our school follows and implements

SCOPE

This policy applies to all students and staff at Monash Children's Hospital School (MCHS).

Staff use of technology is also governed by the following Department of Education and Training and Monash Children's Hospital's policies:

- [Acceptable Use Policy for ICT Resources](#)
- [Cybersafety and Responsible Use of Digital Technologies](#)
- [Digital Learning in Schools](#) and
- [Social Media Use to Support Student Learning](#).

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

- MCHS Child Safety Code of Conduct
- [The Victorian Teaching Profession Code of Conduct](#) (teaching staff)
- [Code of Conduct for Victorian Sector Employees](#) (staff)



- [Code of Conduct for Directors of Victorian Public Entities](#) (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.

MCHS 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 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.

Personal Devices at MCHS

Education sessions at MCHS are delivered with the use of iPads/tablets/notebook computers. Students are encouraged to bring a charged device to the teaching and learning sessions run by MCHS.

Our school supports a Bring Your Own Device (BYOD) program, which means students are encouraged to bring their own purchased or leased device with them to school sessions each day. The devices are usually purchased or leased through their base school provider. MCHS has



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a number of desktops, laptops and iPads which can be loaned out to the students while they are inpatients of the hospital.

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 child's device.

Safe and appropriate use of digital technologies

Digital technologies, if not used appropriately, may present risks to users' safety or wellbeing. At MCHS, we are committed to educating all students to use digital technologies in ways that respect the dignity of ourselves and others and equipping students with the skills and knowledge to navigate the digital world.

At MCHS, 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 educational sessions 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 of our students
- have programs in place to educate our students to be safe, responsible and discerning users of digital technologies, including eSafety sessions and Resilience, Rights and Respectful Relationships 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 *Student Engagement* policy 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 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



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- 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 – internet access is provided by Monash Health and they have their own filtering processes
- 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 and in the hospital

Distribution of school owned devices to students and personal student use of digital technologies at school is at the discretion of the MCHS teacher and this is device is provided for the education session only.

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 the MCHS Leading Teacher – Technology and nurse manager immediately.

Communications including text and images may be required to be disclosed to law enforcement and other third parties without the consent of the sender.

Social media use

Our school follows the Department's policy on [Social Media Use to Support Learning](#) 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 MCHS's *Statement of Values, Student Wellbeing and Engagement* policy, and *Bullying Prevention* policy.

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), MCHS will institute a staged response, consistent with our student engagement and behaviour policies as well as inform the appropriate Monash Children's Hospital and Early in Life Mental Health Services leadership personnel.

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.

REVIEW CYCLE

This policy was last updated on 16 March 2020 and is scheduled for review by March 2022.



ANNEXURE A: ACCEPTABLE USE AGREEMENT Acceptable Use of ICT Student Agreement

School Vision

Our children and young people will have access to high quality and responsive teaching and learning that will ensure continuity of their education.

School Values

Collaboration, Inclusion & Excellence

Context

Context: Monash Children's Hospital School (MCHS) will serve patients with medical or mental health conditions who are at-risk of disengaging from education, or who are unable to attend their regular school or educational setting. MCHS will deliver education services that wrap around treatment, recovery and reintegration.

At Monash Children's Hospital School we support the right of all members of the school community to access safe and inclusive learning environments, including digital and online spaces. This form outlines the School's roles and responsibilities in supporting safe digital learning, as well as the expected behaviours we have of our students when using digital or online spaces.

At our School we:

- Have a **Student Engagement Policy** that outlines our School's values and expected standards of student conduct, including consequences for breaching the standards. This Policy extends to online conduct;
- Have programs in place to educate our students to be safe and responsible users of digital technologies. There will be a one on one induction process to explain to students their responsibilities of using ICT in the hospital setting and that they are also required to follow the guidelines of their regular school in relation to acceptable use of ICT.
- Provide information about digital access issues such as online privacy, intellectual property and copyright;
- Supervise and support students using digital technologies in the hospital;
- Use clear protocols and procedures to protect students working in online spaces. This includes reviewing the safety and appropriateness of online tools and communities, removing offensive content at earliest opportunity, and other measures;
 - [Duty of Care and Supervision](#)



(www.education.vic.gov.au/about/programs/bullystoppers/Pages/prindutycare.aspx)

- Provide a filtered internet service to block inappropriate content. We acknowledge, however, that full protection from inappropriate content cannot be guaranteed. The filtered system is managed by Monash Health.
- Use online sites and digital tools that support students' learning;
- Address issues or incidents that have the potential to impact on the wellbeing of our students;
- Refer suspected illegal online acts to the relevant Law Enforcement authority for investigation;
- Support parents and care-givers to understand safe and responsible use of digital technologies and the strategies that can be implemented at home. The following resources provide current information from both the Department of Education & Training and The Children's eSafety Commission:
 - [Bullystoppers Parent Interactive Learning Modules](http://www.education.vic.gov.au/about/programs/bullystoppers/Pages/parentmodules.aspx)
(www.education.vic.gov.au/about/programs/bullystoppers/Pages/parentmodules.aspx)
 - [iParent | Office of the Children's eSafety Commissioner](https://www.esafety.gov.au/education-resources/iparent)
(<https://www.esafety.gov.au/education-resources/iparent>)



Acceptable Use of ICT Student Agreement - Adolescent Cohort

Student Declaration

Access to technology:

I understand that my devices will be stored securely and that I will have access to them solely for the purposes of continuing my education during my time in hospital.

School sessions will be conducted Monday to Friday between 9:30 – 12:00pm and 2:00pm – 3:15pm.

In circumstances where I require additional time to complete assessment tasks outside of these hours, a MCHS teacher will provide signed approval for this and display this on my bedside whiteboard for nursing staff to see. I understand that at the completion of the extended time my devices will be placed in storage. When I use digital technologies and the internet I agree to be a safe, responsible and ethical user at all times by:

- Only using my device for purposes of continuing my education during school sessions or approved independent study. This means no time spent on social media;
- Social media includes and is not limited to sites such as Instagram, Twitter, TikTok, Instagram, WhatsApp and Messenger;
- Due to the privacy of myself and other patients and staff in the hospital, cameras are to be switched off at all times;
- Respecting others and communicating with them in a supportive manner;
- Never participating in online bullying (e.g. forwarding messages and supporting others in harmful, inappropriate or hurtful online behaviours);
- Protecting my privacy by not giving out personal details, including my full name, telephone number, address, passwords and images;
- Protecting the privacy of others by never posting or forwarding their personal details or images without their consent;
- Talking to a teacher/health professional or a trusted adult if I personally feel uncomfortable or unsafe online, or if I see others participating in unsafe, inappropriate or hurtful online behaviour;
- Thinking carefully about the content I upload or post online, knowing that this is a personal reflection of who I am and can influence what people think of me;
- Reviewing the terms and conditions of use for any digital or online tool (e.g. age restrictions, parental consent requirements), and if my understanding is unclear seeking further explanation from a trusted adult;
- Meeting the stated terms and conditions for any digital or online tool, and completing the required registration processes;



- Handling ICT devices with care and notifying a teacher of any damage or attention required;
- Abiding by copyright and intellectual property regulations by requesting permission to use images, text, audio and video, and attributing references appropriately;
- Not accessing media that falls outside the School's policies;
- Not downloading unauthorised programs, including games;
- Not interfering with network systems and security or the data of another user;
- Nor attempting to log into the network with a user name or password of another student.

Signature

I understand and agree to comply with the terms of acceptable use and expected standards of behaviour set out within this agreement.

I understand that there are actions and consequences established within the school's Student Engagement Policy if I do not behave appropriately.

Student name: _____

Student signature: _____

School contact name for support and /or agreement: _____

School contact no.: _____

Parent/Guardian Name: _____

Parent/Guardian Signature: _____

Date: _____

