

DIGITAL LEARNING POLICY



Help for non-English speakers

If you need help to understand the information in this policy, please contact the BSC office at +61 (03) 9467 1511 or bundoora.sc@education.vic.gov.au.

PURPOSE

To ensure that all students and members of our school 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 1-to-1 personal device program or insert other appropriate programs as relevant to your school]
- Expected student behaviour when using digital technologies including the internet, social media, and digital devices (including computers, laptops, tablets)
- 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
- Our school's policies and procedures for responding to inappropriate student behaviour on digital technologies and the internet
- The various Department policies on digital learning, including social media, that our school follows and implements when using digital technology
- Our school prioritises the safety of students whilst they are using digital technologies

SCOPE

This policy applies to all students and staff at Bundoora Secondary College. Staff use of technology is also governed by the following Department policies:

- [Acceptable Use Policy for ICT Resources](#)
- [Cybersafety and Responsible Use of Digital Technologies](#)
- [Digital Learning in Schools](#)
- [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:

- Bundoora Secondary College's 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)

DEFINITION

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 Bundoora Secondary College

Bundoora Secondary College places an emphasis on students attaining competencies and qualities to thrive in the 21st century. Our school’s vision of empowering students incorporates the use of digital technologies safely and appropriately to fully equip them to contribute positively to society and strive for mastery in their chosen pathway.

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.

Bundoora 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 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 Bundoora Secondary College

Bundoora Secondary operates a [Bring Your Own Device \(BYOD\) program](#). Classes at our school are delivered with the use of Laptops or Tablets (2 in 1’s).

Parents/carers are invited to purchase or lease a device for their child to bring to school. Bundoora Secondary College has made special arrangements with *Learning with technologies* who offer discounted prices for the lease or purchase of devices for our students. Bundoora Secondary College can refer parents to government or community support programs that may help them if they wish to purchase a device for their child to own, rather than use what is provided for free by the school. Minimum requirements have been put into place to accommodate students with financial needs or who are using second hand equipment.

Students are required to bring their own device to school each day to be used during class time for different learning activities. When bringing their own device to school, students should ensure that it:

- Operates Windows 10- 64 bit

- Intel Core i3 or i5- 5th generation (ideally i5 or i7 – 7th generation)
- Has at least 256 GB of storage and a minimum of 4 (ideally 8) GB of RAM
- Is fully charged each morning
- Is in a protective case

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.

Students, parents and carers who would like more information or assistance regarding our BYOD program are encouraged to contact itsupport@bundoorasc.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 Bundoora Secondary 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 Bundoora Secondary College, 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 of our students
- Have programs in place to educate our students to be safe, responsible and discerning users of digital technologies.
- 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
- Have an Acceptable Use Contract 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 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.

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 their House Leader 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.

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 behavioral expectations

When using digital technologies, students are expected to behave in a way that is consistent with Bundoora Secondary College'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), Bundoora Secondary will institute a staged response, consistent with our student engagement and behaviour policies.

Breaches of this policy by students can result in several 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.

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 and child safety training processes
- Periodically referenced in our eNewsletter
- Made available in hard copy from school administration upon request

POLICY REVIEW AND APPROVAL

Requirement for local policy: Not required - other mandatory requirements

Review cycle: 2 years – mandatory

Policy Owner: [Full name]

Policy last reviewed: December 2025

Next scheduled review: December 2027

Approval requirements: Principal

Consultation requirements: Required - School community, Recommended - School Council

Approved by: Reviewer Full Name, Role