

Digital Learning Policy

Overview

Digital learning is more than just providing students with a laptop; Technology is a mechanism that facilitates the delivery of the educational content. It includes Internet access and hardware, which can range from a desktop to a laptop, to an iPad, to a smartphone. Digital Learning a high-quality academic material that are engaging, interactive and have adaptive software, materials include interactive simulations, virtual reality and video lectures all delivered through technology.

Whyalla Secondary College (WSC) is a Microsoft Transformation School with a focus on understanding and meeting the needs of all students. WSC has decided to deploy hybrid laptops with dual functionality i.e., touch screen stylus and keyboard. The decision is based on contemporary research which states that students learn better when they have more interaction with the content through multiple tools.

Scope

This policy provides direction to students, staff and families about managing digital devices and digital leaning environment used at the college. Digital devices include, but are not limited to laptops, smartwatches, tablets, Lumination VR/AR KIT, and media devices. This policy applies while students are at the college or attending an authorised WSC activity.

Details

General Policy

Obligations of students and the responsibilities of the staff and parents/caregivers

1. Students are required to take the laptop they are assigned to all lessons unless directed by the teacher.
2. Students are issued with a username and password; students are asked to keep their passwords private.
3. Inappropriate use of the device will be subject to consequences in line with the Whyalla Secondary College Positive Behaviour for Learning Key Process Statement.
4. Any illegal movies, TV series, game download, pornographic material etc. found on a laptop will result in consequences in line with the [Whyalla Secondary College Respectful Behaviour Policy](#).
5. Students must not attempt to hack, disrupt or gain unauthorised access to any of the ICT systems.
6. Consequences of inappropriate use of the device will be in accordance with the Whyalla Secondary College Respectful Behaviour Policy and may include confiscation of the device for a period of time or privileges remove by the appropriate assistant principal. Leadership staff will be responsible for the device and the communication regarding the return of the device. If it is suspected that a student has conducted unlawful activity, it will be reported to the South Australian Police.
7. The use of the device is on the understanding that students will listen and follow instructions of the teacher and access files and applications in a safe and ethical way.
8. Whyalla Secondary College staff reserve the right to monitor and control the content and activity on a student device. Live monitoring may be conducted on the device while at school.
9. At the discretion of the college any student's device may be shared with a large display screen for educational purposes.
10. When a student is suspended their device will be confiscated for the period of suspension, they will need to complete written work if they are in years 7-9.
11. The cameras on devices are only to be used if directed by a teacher or staff member. Photos of another person must be with their permission.
12. This policy extends outside the college hours and when attending off-site activities.

Devices for 7-9 community:

Surface Pro Go Laptops will be available for year 7-9 students to be used at the college only. A laptop will be assigned to each individual student. A slot in the secured Charge Station Trolley will be provided to store and charge overnight at the college. The student is required to abide by the 'Laptop User Agreement' signed by the student and their parent/caregiver at the start of the college year. The student will be liable for any damage to the assigned laptop beyond a reasonable wear and tear.

Devices for 10, 11, 12 Community

Surface Pro 7 Laptops will be available to take home for year 10, 11 and 12 students by an annual lease agreement of \$500 per year. Ownership of these laptops is then transferred to the students after receipt of 3 x \$500 payments = \$1,500 total payment. Parents/caregivers will be invoiced annually for one-third of the cost of the device each year.

School card eligible students: You *will not* have to pay for a laptop in year 10. The laptop will be provided to you which is part of the Department's Secondary Student Device Program. If a student is eligible for school card in year 10 but not in subsequent years 11/ 12, the provided laptop will be used for the remainder of year 11/12. Families will not need to pay \$500 each in year 11 and 12. School card application forms are available from Student Services or these can be filled out online at www.sa.gov.au.

An 'IT Device Lease-Commitment to Pay Form' and the 'Laptop User Agreement must be signed prior to receiving the device. A device will then be assigned to each individual student and the student will be liable for any damage of the laptop beyond reasonable wear and tear. Any default on payments will be legally recovered. Students will bring the laptop fully charged and ready to use each morning as there is no charging facilities available at the college.

Buying out Plan

At the end of applicable payment plan, parents/caregivers may opt to purchase the device outright by ensuring that payment has been made in full for the laptop \$1500. If a student leaves the school prior to the completion of the program i.e. before the end of year 12, they can buyout the device by paying residual amount. To enquire more about buying out a device, contact the Finance Team.

Students can also opt to return the device to the school, please be advised that any outstanding unpaid lease invoices will need to be paid as per the IT Device Lease-commitment to pay form that was signed by parents. The schools Debt Collection Policy will apply (available on school website).

Warranty or accidental damage of the device.

Where failure or damage occurred to a device, warranty or accidental damage is incurred. The ICT staff at WSC will evaluate the device and log a request based on the issue of the device. In an event of warranty or accidental damage the student primary contact will be notified by the appropriate assistant principal. Accidental damage has a fee of \$99 to replace the device. This is at a cost to the parent/caregiver. Each student is entitled to two claims over the three years of loaning the laptop.

Device Theft

WSC strongly encourages families to add the supplied laptop to their own home and/or content insurance. In the event that the laptop is stolen/lost and not under any contents insurance, families will be required to pay the full balance of the laptop \$1,500 (minus any payments made) to the school.

Cyber security

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 school e-mail address in non-school online communications as this e-mail address contains their personal name and school 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 school 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.
- Students must inform their teacher immediately if they see anything on a website that is inappropriate, unpleasant or makes them uncomfortable.
- Parents/caregivers and teachers should actively monitor online behaviour and encourage their child/student to follow Cyber-safe strategies.

Internet usage at School

In accordance with the department for education ICT security, Internet Access and Use, and Electronic Mail and use policies students may only use the internet for learning related activities that are approved by the teacher.

While WSC makes every effort to ensure that we provide a safe and secure learning environment, internet filters are not 100 percent effective, and it is not possible to guarantee that your student/s will not be exposed to inappropriate materials.

Passwords

Department for Education ICT Security and Internet Access and Use policies contain the following main provisions with regard to passwords:

- Passwords must be kept confidential and not displayed or written down in any form.
- Passwords must not be words found in a dictionary or based on anything somebody else could easily guess or obtain using person-related information.
- Students must not disclose their personal passwords to any person other than WSC ICT staff or appropriate staff members.
- Students will be accountable for any inappropriate actions (e.g. bullying, accessing or sending inappropriate material) undertaken by someone using their personal user ID.

Copyright

Students must realise their responsibilities regarding intellectual property and copyright law and ethics, including acknowledging the author or source of information. To ensure compliance with copyright laws, students must only download or copy files such as music, videos or programs, with the permission of the owner of the original material. If students infringe the Copyright Act 1968, they may be personally liable under this law.

Charging of laptops

It is the responsibility of the student to charge their own laptop at home. Students are not permitted to charge their laptop at school uniform their own charger.

Printing

Students are permitted to print onsite at the college with set limitations that will refreshing at the start of every semester. Restrictions and charges may apply when a student exceeds the provided allowance.

Software installation, games and music

Non-educational software or games are not permitted to be installed on student devices. Students using non education software, games or files will be subject to consequences according to the 'general policy' section.

Social Networking

Social networking sites may be beneficial for learning purposes. However, in some instances social networking sites are distracting and unsafe. WSC uses internet filters to block many social networking sites. Students are to seek permission from their teacher prior to access the sites. If students are found to be using the social networking sites without permission during lesson time consequences will occur.

Booking System:

Swivl Kits and media equipment including cameras and PA systems available to borrow via the college Library.

Specialised rooms, such as Lumination and the Media Room will be available to book through the Daymap resources booking system.

Supporting Information

[Device User Agreement and Commitment to Pay form](#)