

Muhammadiyah Australia College

DIGITAL LEARNING POLICY



Endorsed on:	April 2026
Endorsed by:	Board of Directors
Next Review:	April 2028

Purpose

This policy is to ensure that all students and members of Muhammadiyah Australia College community understand:

- (a) our commitment to providing students with the opportunity to benefit from digital technologies to support and enhance learning and development at the College.
- (b) the expected student behaviour when using digital technologies including the internet, social media, and digital devices (including computers, laptops, tablets).
- (c) the College'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 College's policies and procedures for responding to inappropriate student behaviour on digital technologies and the internet.
- (e) how the College ensures that the use of digital technology is supported by age appropriate user agreements.

Scope

This policy applies to all students, parents and staff at Muhammadiyah Australia College. Student and staff use of technology is also supported [or informed]by:

- Muhammadiyah Australia College's Acceptable Use of the Internet, Digital Technologies and School Devices Agreement
 - The eSafety Commissioner's [eSafety Toolkit for Schools](#)
 - The eSafety Commissioner's [Best Practice Framework for Online Safety](#)
 - The eSafety Commissioner's [Classroom resources](#)

Staff, volunteers and the Board of Directors also need to adhere to codes of conduct or governance charter relevant to their respective roles. These codes include:

- Muhammadiyah Australia College's Child Safety Code of Conduct
- Muhammadiyah Australia College Staff Code of Conduct
- [The Victorian Teaching Profession Code of Conduct](#) and Code of Ethics (teaching staff)

Digital Technologies

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 the College-provided software and locally sourced devices, tools and systems.

Vision for digital learning at our College

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.

Muhammadiyah Australia College believes that the use of digital technologies at the College allows the development of valuable skills and knowledge and prepares students to thrive in our globalised and interconnected world. The use of digital technologies appropriately and safely will empower students and help them to reach their full potential. This is in accordance with our mission to nurture our students to become global citizens with the capacity to engage in meaningful work, embrace and respect society's laws and norms, and to make a personal contribution to civil society.

Devices at Muhammadiyah Australia College

Classes at Muhammadiyah Australia College are delivered with the use of iPads and/or laptops. The College will provide a set of iPads/laptops for each class. Students are expected to use them in a safe and responsible manner.

All iPads and/or laptops remain the property of the College which will maintain licensing software and programs for use at school. The College will also provide anti-virus software for each device and run regular anti-virus checks.

Students are not allowed to bring their own personal devices to the College.

Safe and appropriate use of digital technologies

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

At Muhammadiyah Australia 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 Policy that outlines our College'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
- 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 the College to block access to inappropriate content
- refer suspected illegal online acts to the relevant law enforcement authority for investigation
- support parents and guardians 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/College portal and information sessions.

Distribution of College owned devices to students and personal student use of digital technologies at the College will only be permitted where students and their parents/guardians have completed a signed Acceptable Use Agreement. Refer to Appendix I.

Parents are responsible for ensuring their child understands the need to protect their own password and not divulge it to another student. Students are responsible for not sharing their password with their friends or adults outside the College. Teachers at the College will reinforce this requirement with students in the classroom.

If a student, parent or staff member knows or suspects an account has been used by another person, the student or parent must notify the classroom teacher and or the business manager, immediately.

All messages created, sent or retrieved on the College's network are the property of the College. The College 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 College recognises its duty of care to students and its responsibility to ensure that all digital communication and publication practices are safe, age-appropriate, and consistent with current regulatory and sector expectations, including restrictions relating to student access to social media platforms under the age of 16.

The College is committed to safeguarding students and promoting responsible digital engagement. Student participation in College-managed digital environments is limited to approved, supervised, and age-appropriate platforms that do not require personal social media accounts for students under 16.

Where student work, images, or other identifiable information is published or shared externally by the College, appropriate parent or carer consent is obtained in accordance with privacy legislation, consent requirements, and the College's child safety and wellbeing policies.

The College may maintain official communication and publication channels, such as website-based publications and College-managed digital platforms, to share information, celebrate student learning, and engage with the school community. These platforms are managed by the College and do not require students under 16 to hold or access personal social media accounts. Parents and carers are encouraged to direct any queries or concerns regarding digital communication practices to the Principal.

In accordance with the Staff Code of Conduct and Child Safety and Wellbeing Policy, staff must not establish or maintain personal social media connections with students, including "friending," "following," messaging, or otherwise engaging with students through personal social media accounts, except where there is a pre-existing familial relationship and where such contact is appropriate, transparent, and disclosed in line with College expectations.

Where a staff member becomes aware that a student is attempting to connect with them via personal social media, the staff member must decline the request, disengage from the interaction, and, where appropriate, report the matter in accordance with College child safety reporting procedures and/or notify a parent or carer.

Student behaviour expectations

When using digital technologies, students are expected to behave in a way that is consistent with Muhammadiyah Australia College's values and policies designed to protect student safety, as well as to observe the Acceptable Use Agreement for the Internet and Digital Technologies (see Appendix II I).

When a student acts in breach of the behaviour standards of our College community

(including cyberbullying, using digital technologies to harass, threaten or intimidate, or viewing/posting/sharing of inappropriate or unlawful content), Muhammadiyah Australia College will institute a staged response, consistent with our student engagement and behaviour policies.

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 and not limited to:

- removal of network access privileges
- removal of email privileges
- removal of internet access privileges
- other consequences as outlined in the College's Student Behaviour Management Policy and Bullying and Harassment Policy

Relevant policies

Bullying and Harassment Policy

Child Safety Policy

Duty of Care Policy

Student Behaviour Management Policy

Student Code of Conduct

Communication

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

- Available publicly on our College's website.
- Included in staff induction processes.
- Discussed at staff briefings/meetings as required.
- Discussed at parent information nights/sessions.
- Made available in hard copy from the Admin office upon request.

Appendix I: Guidelines for Acceptable Use of the Internet, Digital Technologies and School Devices

At Muhammadiyah Australia College, the right of all members of the school community to access safe and inclusive learning environments, including digital and online spaces is supported. 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.

Part A - School support for the safe and responsible use of the internet and digital technologies

Muhammadiyah Australia College uses various Internet and digital technologies as teaching and learning tools. We see the Internet and digital technologies as valuable resources but acknowledge they must be used responsibly.

Your child has been asked to agree to use these Internet and digital technologies responsibly at school. Parents and guardians should be aware that the nature of the Internet is such that full protection from inappropriate content can never be guaranteed.

Muhammadiyah Australia College:

- has a relevant policy that outlines our school's values and expected student behaviour, including online behaviours
- has curriculum programs in place to educate students to be safe and responsible users of digital technologies (e.g. eSmart Schools Framework)
- educates students about digital issues such as online privacy, intellectual property and copyright
- supervises and supports students using digital technologies in the classroom
- uses 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
- provides a filtered internet service to block inappropriate content. The College acknowledges, however, that full protection from inappropriate content cannot be guaranteed;
- uses online sites and digital tools that support students' learning;
- addresses issues or incidents that have the potential to impact on the wellbeing of our students;
- refers suspected illegal online acts to the relevant Law Enforcement authority for investigation;
- support parents/guardian 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 Victorian government and The Children's eSafety Commission:
 - [Bully Stoppers | vic.gov.au](http://www.vic.gov.au/bully-stoppers))
 - [Parent resources | eSafety Commissioner](http://www.esafety.gov.au/parent-resources)

Part B: Student Laptop and iPad Use

1. Appearance and Personalisation

- Devices provided by the College must remain in their original condition.
- No stickers, markings, or personal decorations are permitted.
- The device identification number must not be altered, removed, or obscured.

2. Damage and Repairs

- Any damage to a College-owned device must be reported to the IT Department via the College IT Manager immediately.
- Conditions of this policy include:
 - a) Careless or negligent damage will be taken seriously and may result in disciplinary action.
 - b) Parents/guardians will be liable for the full replacement cost in cases of vandalism or wilful damage.
 - c) The College will assess the damage and, if necessary, send the device to the manufacturer. If the damage is not covered under warranty, the parent/guardian will be responsible for repair or replacement costs.

3. Software, Games, Music, and Non-College Applications

- Installation of non-College approved applications, games, music, or files is strictly prohibited.
- Devices must only be used for educational purposes and in accordance with College guidelines.
- Breaches of this policy may result in disciplinary action, determined in consultation with the Teacher, Business Manager, and Principal or their delegate.

4. Appropriate Use Guidelines

To maintain a safe and productive learning environment, students must adhere to the following:

- Avoid accessing websites or content that promote terrorism, violence, racism, sexism, pornography, offensive language, or illegal activities.
- Do not vandalise, damage, or disable College property or attempt to degrade system performance (e.g., spreading viruses).
- Do not access, store, or distribute content that is Islamically inappropriate or contrary to College values.
- Chat lines, file downloads, and similar activities are only permitted when part of a supervised class activity.
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- Misuse of internet or email (e.g., impersonation) is a serious offence.
- Passwords must remain confidential. Students must not use another student's login credentials.
- Do not delete or alter system files or folders.
- Do not use offensive or inappropriate names for files or folders.
- Do not bring or use games or materials that may offend others.
- Cyberbullying and e-crime are strictly prohibited.
- Photos or videos may only be taken with teacher instruction and written permission.
- Under privacy laws, it is illegal to photograph or film individuals without their consent and share such content publicly.

5. Cyberbullying and E-Crime

- Cyberbullying involves using digital technologies to harass, intimidate, or harm others. This includes filming harassment, impersonation, exclusion, and stalking.
- E-crime refers to criminal activities involving electronic devices, including threats, harassment, and illegal content sharing.
- All incidents of cyberbullying or e-crime will be addressed under the College's Bullying Policy. Serious breaches may be referred to Victoria Police and dealt with under State and Federal laws.

6. Consequences of Cyberbullying and E-Crime

Any form of cyberbullying or electronic crime (e-crime) is a serious violation of College policy and will be addressed through the following measures:

- All incidents will be managed in accordance with the College's Bullying Policy, which is available on the College website.
- Depending on the severity of the incident, disciplinary actions may include counselling, suspension, or other appropriate consequences.
- Serious breaches, including threats, harassment, impersonation, or distribution of illegal content, may be referred to Victoria Police and dealt with under State and Federal laws.
- The College reserves the right to restrict or revoke access to College devices and networks in response to misuse.

Appendix II: Student Acceptable Use of the Internet, Digital Technologies and School Devices Agreement

Student Declaration

When I use digital technologies, I communicate respectfully by:

- always thinking and checking that what I write, or post is polite and respectful
- being kind to my friends and classmates and thinking about how the things I do or say online might make them feel
- not sending mean or bullying messages or forwarding them to other people
- creating and presenting my own work, and if I copy something from online or use Artificial Intelligence tools, letting my audience know by sharing the website link to acknowledge the creator or let them know that I had used an AI tool as part of my research.

When I use digital technologies, I protect personal information by being aware that my full name, photo, birthday, address and phone number is personal information and is not to be shared online. This means I:

- protect my friends' information in the same way I protect my passwords and don't share them with anyone except my parents or guardians
- only ever join spaces with my parents or teacher's guidance and permission
- never answer questions online that ask for my personal information
- know not to post three or more pieces of identifiable information about myself.

When I use digital technologies, I respect myself and others by thinking about what I share online. This means I:

- stop to think about what I post or share online
- use spaces or sites that are appropriate, and if I am not sure I ask a trusted adult for help
- protect my friends' full names, birthdays, school names, addresses and phone numbers because this is their personal information
- speak to a trusted adult if I see something that makes me feel upset or if I need help
- speak to a trusted adult if someone is unkind to me or if I know someone else is upset
- don't deliberately search for something rude or violent
- turn off or close the screen if I see something I don't like and tell a trusted adult
- am careful with the equipment I use.

I acknowledge that Muhammadiyah Australia College does not allow students to bring mobile phones to school. However if in the case to case basis that I am allowed to, they are handed in to the Office of Principal on arrival at school.

I will use this knowledge at school and everywhere I use digital technologies.

I accept the above conditions under which I am being admitted to study in Muhammadiyah Australia College.

Student Name: _____ Date: _____

Student Signature: _____

Parent/Guardian Name: _____ Date: _____

Parent/Guardian Signature: _____ Date: _____