

DIGITAL LEARNING POLICY

Muhammadiyah Australia College



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Endorsed by	Board of Directors
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ABN 67 626 804 877

1-3 Killarney Drive Melton VIC 3337

www.macollege.com.au info@macollege.com.au

Table of Content

POLICY	3
Digital Technologies	4
Vision for digital learning at our College	4
Devices at Muhammadiyah Australia College	5
Supports during remote learning periods	5
Safe and appropriate use of digital technologies	5
Social media use	7
Student behavioural expectations	7
Student Attendance During Remote Learning	8
Communications	8



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POLICY

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) 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) the various Department policies on digital learning, including social media, that our College follows and implements

This policy is to complement what is already outlined in the Student Policy, especially in the Internet and Media Use section.

This policy applies to all students and staff at Muhammadiyah Australia College. Staff use of technology is also governed by:

- Muhammadiyah Australia College's Acceptable Use Agreement for the Internet and Digital Technologies
- The Department's Cybersafety and Responsible Use of Digital Technologies
- The Department's Digital Learning in Schools and
- The Department's Social Media Use to Support Student Learning.

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



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- Muhammadiyah Australia College's Child safety Code of Conduct
- Muhammadiyah Australia College Staff 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 (Board of Directors)

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.



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Devices at Muhammadiyah Australia College

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

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

Supports during remote learning periods

When remote and flexible learning take place, the College will support parents and students by:

- Holding an information session for parents and students to communicate:
 - How to access learning from home
 - Learning expectations, including the emphasis on student welfare and wellbeing
 - How parents can support and supervise their children at home
 - How to set up conducive learning environments
 - Learning tools/platforms used for remote learning
 - Online resources they can access
- Providing technical support, including on how to login, join the meetings and submitting work
- Providing an option to obtain hard copies of resources and learning materials upon request
- Lending a device to students if required.

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.



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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 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/College portal and information sessions.



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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/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 [insert relevant role/s, i.e. classroom teacher, the administration], 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 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.

Our College has maintained a Facebook page, an Instagram account and WhatsApp chat group to communicate its policies and to showcase students' work where parents and peers can provide appropriate feedback and comments on. Parents are welcome to contact the Principal if they have any questions or concerns about students participating in this forum.

In accordance with the Department's policy on social media and the College Staff Code of Conduct, 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 College becomes aware that a student at the College is 'following' them on a personal social media account, the staff member must ask the student to 'unfollow' them, and to notify the College 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 Muhammadiyah Australia College's values and the College Student Policy and observe



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the Acceptable Use Agreement for the Internet and Digital Technologies (see Appendix XII, [Student Policy](#))

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:

- removal of network access privileges
- removal of email privileges
- removal of internet access privileges
- removal of printing privileges
- other consequences as outlined in the College's Student Policy.

Student Attendance During Remote Learning

Teachers will use a range of mechanisms to determine if students are attending a remote learning session. This includes:

- Learning Engagement: teacher verifies that a student has attended a class through:
 - participation in the learning activities,
 - teacher's direct interactions with the student, and
 - student's submission of work.
- Onsite attendance: student is recorded as present at a school site for onsite programs.
- The college will continue to make contact with students, parents or carers to verify and enhance students' attendance and participation.

Communications

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

- Available publicly on our College's website [Digital Learning](#)



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- 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