

# DIGITAL TECHNOLOGIES POLICY



*Charles La Trobe P-12 College takes a zero-tolerance approach to child abuse and is fully committed to ensuring that its strategies, policies, procedures and practices meet all **Child Safety Standards as specified in Ministerial Order No. 870 (2015).***

## RATIONALE

- Schools need to use digital technologies as an integral component of their learning and teaching programs safely and responsibly.
- Information Technology Division (ITD) coordinates the ICT procurement and infrastructure provision to Victorian Government schools which is central to the effective integration of digital technologies into the curriculum.
- The Victorian Curriculum and Assessment Authority AusVELS website provides the framework for curriculum development for the Information and Communications Technology domain.
- A range of online systems, tools and resources are available to support digital learning in schools:
- ICT school planning resources will assist schools to plan for the effective use of digital technologies in their everyday practices to prepare students for the demands of an ever-changing world, to achieve powerful learning and teaching, and improve learning, teaching and administration.
- Note: Schools enrolling international students must ensure that no more than 25% of the student's total course is undertaken by distance or online learning. International students cannot be enrolled exclusively in distance or online learning units in any compulsory study period (defined as two terms of one semester).

## PURPOSE

- To ensure Charles La Trobe College is aware of and uses available technology-based teaching and learning resources in a safe and responsible way, to improve student learning.
- To ensure the College complies with DET policy and guidelines.

## IMPLEMENTATION

The College will ensure the following resources are utilised in the delivery of the Information and Communications Technology domain and in the development of the eLearning Plan:

- ICT Professional Learning Resources to build educators' skills and confidence in using digital learning through structured professional learning, collaborative networks such as personal learning networks (PLN) and through inquiry driven communities of practice.
- Safe and Responsible Use Resources to support the school community to understand the behaviours and processes that will help them to act in a safe and responsible manner when using digital technologies.
- FUSE for access to online educational resources from around the world. Students and teachers will be able to search for websites, interactives, images, audio and video as well as other online resources. Teachers can log into 'My Desk' to manage and upload resources, create resource packages to share and access licenced content. All resources are recommended and reviewed

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- by educators, and tagged according to audience, AusVELS and post-compulsory curriculum frameworks.
- Global2 is the Department's blogging community and provides space for online collaboration, opportunities for teachers and students to post and comment on blogs, collaborate on wikis, set up discussion forums and embed videos and images. Personal levels of access can be customized for the space.
  - Virtual Conferencing opens doors to learning outside the classroom. It enables teachers and students to collaborate online with other classrooms, connect with experts or access professional learning. It can be accessed via the internet or by using a dedicated videoconferencing system. It allows for participants in multiple locations to interact using a wide range of media. For more information about the many virtual conferencing tools that Victorian schools have access to, see: [Virtual Conferencing](#)
  - The Digital Deck is like a pack of cards and provides a quick overview of the range of digital resources available to schools. It starts with an eduSTAR overview then explores other resources and methods along a continuum. Each card has a description, advice for getting started and classroom ideas. The cards are available in hard copy or can be accessed online. For more information, see: [Digital Deck](#)
  - The eduSTAR software image provides educational software that adds value to teaching and learning. Teachers and students can search the online eduSTAR Catalogue for software by learning area, once authenticated they can download core software and install it on multiple devices. see: [eduSTAR catalogue](#). The three software images available to schools are:
    - core image - contains over 80 pieces of software including the Microsoft Office Suite, software for video, image and music creation, thinking skills, literacy, mathematics and science
    - secondary image - contains additional licensed software including the Adobe Pepe Suite, Inspiration, and Mathematica
    - tablet image - removes programs that are not compatible with tablet devices.
  - Software is available for Windows and Apple Mac devices, see: [eduSTAR software for Windows](#) or [eduSTAR software for Mac](#)
  - For resources and professional learning for teachers to build their digital teaching capabilities, see: [Digital Learning for Teachers](#)
  - The use of Department-provided software will comply with relevant legislation and Department policy, protect the personal information of individuals, and respect the individual's right to control how and for what purpose their personal information is used.
  - The school will:
    - educate staff and students on the importance of maintaining privacy when using software and other online services for learning and teaching, see:
    - provide parents and carers with an Parents Information Pack on software which includes an Opt Out form, see:
  - Software and Privacy Advice
    - [The 4 'Ws' of Privacy for Online Learning and Teaching Tools \(docx - 181.6kb\)](#) - Information Pack for Schools

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- Please refer also to the school’s *Child Safe Policies, the Personal Devices – Parent Payments & Access Policy, the Bullying & Harassment Policy* and the *Internet Use/Social Media Policy*.

### EVALUATION

This policy will be reviewed as part of the school’s three-year review cycle or if guidelines change (latest DET update late June 2018).

### RATIFICATION

This update was ratified by College Council on 15<sup>th</sup> February, 2018. However this policy does not require school council ratification.

### REFERENCES

[www.education.vic.gov.au/school/principals/spag/curriculum/Pages/techsupport.aspx](http://www.education.vic.gov.au/school/principals/spag/curriculum/Pages/techsupport.aspx)