DIGITAL LEARNING POLICY

Internet, Social Media and Digital Devices

Proprietor	Global Village Learning Ltd (ABN 52 090 773 470)
School	Global Village Learning, New Gisborne Campus
Policy owner	Board of Directors
Responsible officer	Executive Director, with Campus Lead for day-to-day implementation
Date adopted	September 2024 (reviewed October 2026)
Review cycle	Every two years
Next review	March 2028
Regulatory context	Ministerial Order No. 1359 (clause 13); Education and Training Reform Act 2006 (Vic); Privacy Act 1988 (Cth); Online Safety Act 2021 (Cth)

1. Purpose

To ensure that all young people and members of our Global Village Learning community understand:

- our commitment to providing young people with the opportunity to benefit from digital technologies to support and enhance learning and development at Global Village Learning
- expected young person behaviour when using digital technologies, including the internet, social media, and digital devices such as computers, laptops and tablets
- Global Village Learning's commitment to promoting safe, responsible and discerning use of digital technologies, and educating young people on appropriate responses to any dangers or threats to wellbeing that they may encounter when using the internet and digital technologies
- Global Village Learning's policies and procedures for responding to inappropriate behaviour on digital technologies and the internet
- Global Village Learning prioritises the safety of young people whilst they are using digital technologies.

2. Scope

This Policy applies to:

- all Guides, including casual relief Guides and volunteers
- all young people.

Guides, volunteers and Global Village Learning board members also need to adhere to codes of conduct relevant to their respective roles. These codes include:

- Global Village Learning's Child Safety Code of Conduct
- the Victorian Teaching Profession Code of Conduct (Guides)
- the Guide Code of Conduct.

3. Definitions

For the purpose of this Policy, digital technologies are defined as digital devices, tools, applications and systems that young people and Guides use for learning and teaching. This includes GVL-supplied software and locally sourced devices, tools and systems.

4. Vision for digital learning at Global Village Learning

The use of digital technologies is a mandated component of the Australian Curriculum F-10.

Safe and appropriate use of digital technologies, including the internet, apps, computers and tablets, can provide young people with rich opportunities to support learning and development in a range of ways.

Through increased access to digital technologies, young people can benefit from learning that is interactive, collaborative, personalised, engaging and transformative. Digital technologies enable our young people to interact with and create high quality content, resources and tools.

This also enables personalised learning tailored to young people's particular needs and interests and transforms assessment, reporting and feedback, driving new forms of collaboration and communication.

Global Village Learning believes that the use of digital technologies allows the development of valuable skills and knowledge and prepares young people to thrive in our globalised and inter-connected world. Our vision is to empower young people 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.

5. Personal devices at Global Village Learning

Global Village Learning is a Microsoft Education environment where we use the full range of professional Microsoft tools to enhance teaching, learning and communication. As such it is mandatory for every young person attending to bring a suitable Windows device daily.

Please note that Global Village Learning does not have insurance to cover accidental damage to young people's devices, and parents and carers are encouraged to consider obtaining their own insurance for their young person's device.

Global Village Learning has a number of spare devices that can be loaned to young people in certain circumstances.

6. Safe and appropriate use of digital technologies

Digital technologies, if not used appropriately, may present risks to users' safety or wellbeing. At Global Village Learning, we are committed to educating all young people to use digital technologies safely, equipping young people with the skills and knowledge to navigate the digital world.

At Global Village Learning, we:

- use online sites and digital tools that support young people's learning, and focus our use of digital technologies on being learning-centred
- use digital technologies in the learning space for specific purposes with targeted educational or developmental aims
- supervise and support young people using digital technologies for their learning
- effectively and responsively address any issues or incidents that have the potential to impact on the wellbeing of our young people

- have programs in place to educate our young people to be safe, responsible and discerning users of digital technologies, including cybersafe programs, digital footprint programs and respectful engagement programs
- educate our young people 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 young people of our Young Person Wellbeing and Engagement Policy that outlines our Global Village Learning values and expected young person behaviour, including online behaviours
- have an Acceptable Use Agreement outlining the expectations of young people when using digital technologies for their learning
- use clear protocols and procedures to protect young people 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 young people 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 Global Village Learning 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, Global Village Learning portal and information sessions.

7. Social media use

Global Village Learning ensures social media is used safely and appropriately in young person learning, and that appropriate parent notification occurs or, where required, consent is sought. Where young person activity is visible to the public, it requires consent.

Guides must not 'friend' or 'follow' a young person on a personal social media account, or accept a 'friend' request from a young person using a personal social media account unless it is objectively appropriate, for example where the young person is also a family member.

8. Young person behavioural expectations

When using digital technologies, young people are expected to behave in a way that is consistent with Global Village Learning's Young Person Wellbeing and Engagement Policy and Bullying Prevention Policy.

When a young person acts in breach of the behaviour standards of our Global Village Learning community (including cyberbullying, using digital technologies to harass, threaten or intimidate, or viewing, posting or sharing inappropriate or unlawful content), Global Village Learning will institute a staged response, consistent with our young person engagement and behaviour policies.

Breaches of this Policy by young people 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 Global Village Learning's Young Person Wellbeing and Engagement Policy and Bullying Prevention Policy.

9. Communication

This Policy is communicated to our Global Village Learning community in the following ways:

- available publicly on our Global Village Learning website
- included in Guide induction and child safety training processes
- discussed at Guide briefings and meetings as required
- discussed at parent information nights and sessions as required
- included in transition and enrolment packs
- made available in hard copy from Global Village Learning administration upon request.

10. Related policies

- Child Safety and Wellbeing Policy
- Child Safety Code of Conduct
- Young Person Wellbeing and Engagement Policy
- Bullying Prevention Policy
- Data Management Policy
- Procurement Policy.

Endorsement

Endorsement by Board	28 October 2026
Review date	October 2026
Next review date	October 2028