

Digital Learning Policy and Acceptable Use Agreement

1. Purpose

This policy and agreement outline Holmes Grammar School's (HGS) commitment to supporting digital learning and the responsible use of technology. It informs all members of our community about expectations for safe, respectful, and lawful participation in digital environments.

2. Scope

This policy applies to under 18 students in relation to Child Safety matters. It also extends to other HGS students in Years 11 and 12, as well as staff, parents, contractors, and visitors using digital technologies or online platforms associated with the school.

Staff use of technology is guided by the Victorian Department of Education policies, including:

- Acceptable Use Policy for ICT Resources
- Cybersafety and Responsible Use of Digital Technologies
- Digital Learning in Schools
- Social Media Use to Support Student Learning

Staff, volunteers, and school councilors must also adhere to the following codes of conduct:

- Holmes Grammar School Child Safety Code of Conduct
- Victorian Teaching Profession Code of Conduct (for teaching staff)

3. Definitions

Digital technologies include all devices, applications, systems, and online platforms used for learning, communication, and administration. 'Digital Learning' refers to the purposeful use of these technologies to enhance education. 'BYOD' means Bring Your Own Device, allowing students to use their personal devices securely for school-related learning.

4. Vision for Digital Learning

Holmes Grammar School strives to build a learning environment where technology enhances creativity, collaboration, and independent learning. Students are encouraged to use digital tools safely, ethically, and effectively to support academic growth and digital literacy.

5. Safe and Responsible Use of Digital Technologies

Students must:

- Use digital technologies respectfully and only for educational purposes.
- Protect personal information and passwords.

- Follow teacher instructions when using devices or accessing online resources.
- Report inappropriate or unsafe online behaviour immediately.
- Avoid engaging in or supporting cyberbullying, harassment, or offensive communication.
- Comply with all relevant school policies including Child Safety, Privacy, and Safe Environment.

6. Social Media and Online Communication

Students and staff must maintain professionalism and safety in all online communication. Staff will not 'friend' or 'follow' students on personal social media accounts. Online communication between staff and students must be educationally appropriate and aligned with the Victorian Department of Education's social media Policy.

7. Roles and Responsibilities

Principal – ensures compliance with Department, VRQA, and CCYP standards.

Teachers – model positive and ethical use of digital technologies, integrating them into teaching and supervising student engagement.

Students – act responsibly and respectfully, using digital tools for learning and wellbeing.

Parents/Guardians/Carers – reinforce safe digital behaviour at home and engage with the school about concerns or guidance related to digital wellbeing.

8. Education and Induction

Holmes Grammar School ensures that all members of the school community are informed about and educated on the expectations outlined in this policy.

Students are introduced to the Digital Learning Policy and Acceptable Use Agreement during orientation and in homeroom sessions. The key elements of the policy are then summarised and revisited throughout the school year, ensuring students continue to understand their responsibilities and the importance of safe and respectful digital participation. Education around digital safety, wellbeing, and ethical online behaviour is embedded across their learning journey at HGS.

Staff are introduced to the policy as part of their induction process. The Digital Learning Policy is summarised annually at the commencement of each new school year, with any updates or amendments presented to staff. New staff members who have not previously worked at HGS are also educated on the policy and its expectations upon commencement.

9. Summary of Key Expectations

- Be safe – protect personal information and use technology securely.
- Be respectful – communicate positively and treat others kindly online.
- Be responsible – use devices and networks for learning and not for personal entertainment during class.
- Seek help – contact teachers or staff if something online feels unsafe or confusing.
- Balance use – maintain healthy digital habits and balance screen time with offline activities.

10. Acknowledgement of Understanding

By providing this policy and agreement, Holmes Grammar School is informing all students and parents/guardians of the expectations regarding the use of digital technologies and participation in digital learning. Students and families are encouraged to read this document carefully and to contact the school for clarification or further information if required. Engagement in school-based digital learning programs or the use of school ICT systems indicates awareness of these expectations and a shared commitment to using digital technologies safely, respectfully, and responsibly.

11. Review

The Digital Learning Policy is a dynamic document that reflects the evolving nature of technology and online environments. Holmes Grammar School reviews the policy annually to ensure it remains relevant and effective in supporting safe and purposeful digital learning. Each review considers technological advances, Department of Education guidance, cyber safety developments, and feedback from staff and students to maintain the policy's alignment with best practice and school needs.

Responsible Officer		Principal	
Implementation Officer		Head of School	
Review Date		October 2027	
Approved by			
School Council			
Associated Documents			
Child Safety Policy - HGS Privacy Policy & Procedure Safe Environment Policy			
Version	Brief Description of the Changes	Date Approved	Effective Date
1.0	New Policy	29/09/2025	29/09/2025

Further Information and Resources

This policy should be read in conjunction with:

- Child Safety Policy – HGS
- Privacy Policy & Procedure
- Safe Environment Policy

Department of Education Policies:

- Acceptable Use Policy for ICT Resources (<https://www2.education.vic.gov.au/pal/ict-acceptable-use/overview>)
- Cybersafety and Responsible Use of Digital Technologies (<https://www2.education.vic.gov.au/pal/cybersafety/policy>)
- Digital Learning in Schools (<https://www2.education.vic.gov.au/pal/digital-learning/policy>)
- Social Media Use to Support Student Learning (<https://www2.education.vic.gov.au/pal/social-media/policy>)