DIGITAL TECHNOLOGIES
(INTERNET, SOCIAL MEDIA AND DIGITAL DEVICES)

RATIONALE

ICT and the use of digital technologies play a major role in most aspects of day-to-day life and education. The evolution of technology has had an increasing impact on the way students think, learn and communicate. Our College embraces the use of digital technologies as a significant tool in producing global citizens who are prepared for and gain the skills, knowledge and understanding that will allow them to succeed in a technology rich world.

GUIDING PRINCIPLES

To maximise the efficient and productive use of digital technologies in the College, the College has a compulsory Bring Your Own Device (BYOD) policy. This ensures the most effective use of technology by teachers across all classes. The College is committed to the principles of inclusion and equity to ensure the most disadvantaged students can access devices.

PURPOSE

To ensure that all students and members of our school community understand:

(a) our commitment to providing students with the opportunity to benefit from digital technologies to support and enhance learning and development at school [including our 1-to-1 personal device program or insert other appropriate programs as relevant to your school]
(b) expected student behaviour when using digital technologies including the internet, social media, and digital devices (including computers, laptops, tablets)
(c) the school'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 school's policies and procedures for responding to inappropriate student behaviour on digital technologies and the internet

SCOPE

This policy applies to all students at St Albans Secondary College.

Staff use of technology is governed by the Department's *Acceptable Use Policy, ICT Users Agreement Policy and BYOD Policy.*

DEFINITIONS

For the purpose of this policy, "digital technologies" are defined as being any networks, systems, software or hardware including electronic devices and applications which allow a user to access, receive, view, record, store, communicate, copy or send any information such as text, images, audio, or video.

POLICY

Vision for digital technology at our school

St Albans Secondary College understands that digital technologies including the internet, apps, computers and tablets 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 enhanced learning that is interactive, collaborative, personalised and engaging. 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.

St Albans Secondary College believes that the use of digital technologies at school allows the development of valuable skills and knowledge and prepares students to thrive in our globalised and inter-connected world. Our school's vision is to empower students to use digital technologies to reach their personal best and fully equip them to contribute positively to society as happy, healthy young adults.

Laptop or Tablets at St Albans Secondary College

Our school operates a Bring Your Own Device (BYOD) program, which means students must bring their own purchased or leased device with them to school each day. St Albans Secondary College has special arrangements with a range or providers that offers discounted prices for the lease or purchase of devices for St Albans Secondary College students. For more information please refer the BYOD section of the [College Website](#)

Students are required to have their own device that must:

- be brought to school in a protective case. Computer bags cannot be brought to class and are to be left inside lockers
- meet the technical specifications outlined in the BYOD section of the [College Website](#)

Students are required to:

- to ensure that their behaviour does not in any way damage or interfere with the College's network or equipment.
- to ensure their device is brought to school each day, fully charged.
- to take all reasonable steps to safeguard their personal privacy and the privacy of others. Students should keep their network passwords confidential.
- to take all reasonable steps to safeguard their personal equipment.
- to use the College's IT equipment and infrastructure in a legal and appropriate manner, and not attempt to nullify or negate any policies or procedures the College has in place.
- to be aware that all other users have similar rights to their own.
- to ensure they do not use their device to engage in any acts involving cyber bullying, threatening behaviour or denigration of others.

Please note that our school does not have insurance to cover accidental damage to students' devices, and parents/carers are encouraged to consider obtaining their own insurance for their child's device.

BYOD Equity Scheme

Student experiencing excessive hardship can apply for additional support to assist them as detailed below. The College will make available a limited number of ICT devices to support families who have experienced emergency circumstances or who are experiencing extreme financial hardship.

- **Category 1** - Emergency circumstances. To be eligible for a device under the criteria of emergency circumstances:
  - A family would be experiencing a change in financial circumstances as a result of a sudden or unexpected event which results in a sudden loss of income or access to resources (e.g. a fire, flood, theft etc).
- **Category 2** – Financial Hardship. To be eligible for a device under the criteria of financial hardship:
  - A family needs to present a valid Health Care Card, and;
  - Both parents/caregivers are not currently in full time employment.

- In all cases, the loan of a device is temporary (up to 6 months) to provide a family with time to purchase their own device.
- A deposit $50 is paid at the time of loan, which will be refunded once the device is returned in good working order.
- An application form can be found in this policy (Appendix 1) and should be submitted to Year Level Coordinators who can support students and families in all aspects of the device loan process.
- For more information on support available and eligibility criteria, students and families should speak to their Year Level Coordinator.

Safe and appropriate use of digital technologies

Digital technology, if not used appropriately, may present risks to users' safety or wellbeing. At St Albans Secondary College, we are committed to educating all students to be safe, responsible and discerning in the use of digital technologies, equipping them with skills and knowledge to navigate the digital age.

At St Albans Secondary College, we:

- use online sites and digital tools that support students' learning, and focus our use of digital technologies on being learning-centred
- restrict the use of digital technologies in the classroom to specific uses with targeted educational or developmental aims
- supervise and support students using digital technologies in the classroom
- 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 promoting safe, responsible and discerning use of digital technologies
- educate our students about digital issues such as online privacy, intellectual property and copyright, and the importance of maintaining their own privacy online
- actively educate and remind students of our *Student Engagement* and Wellbeing policy that outlines our School's values and expected student behaviour, including online behaviours
- have an Acceptable Use Agreement outlining the expectations of students when using digital technology at school
- use clear protocols and procedures to protect students working in online spaces, which includes reviewing the safety and appropriateness of online tools and communities, removing offensive content at 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 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 safe and responsible use of digital technologies and the strategies that can be implemented at home through regular updates in our newsletter and annual information sheets.

Distribution of school owned devices to students (through the BYOD equity scheme) and personal student use of digital technologies at school 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 the network administration or sub school, immediately.

All messages created, sent or retrieved on the school's network are the property of the school. The school 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.

Student behavioural expectations

When using digital technologies, students are expected to behave in a way that is consistent with St Albans Secondary College's *Statement of Values, Student Wellbeing and Engagement* policy, and *Bullying Prevention* policy.

When a student acts in breach of the behaviour standards of our school community (including cyberbullying, using digital technologies to harass, threaten or intimidate, or viewing/posting/sharing of inappropriate or unlawful content), St Albans Secondary College will institute a staged response, consistent with our policies and the Department's *Student Engagement and Inclusion Guidelines.*

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
- payment for any damaged caused and suspension
- other consequences as outlined in the school's *Student Wellbeing and Engagement* and *Bullying Prevention* policies.

REVIEW CYCLE

This policy was last updated on March 2020 and is scheduled for review in March 2023

APPENDIX 1: ACCEPTABLE USE AGREEMENT

School profile statement

At St Albans Secondary College we support the right of all members of the school community to access safe and inclusive learning environments, including digital and online spaces. 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

At our School we:
- Have a **Student Engagement and Wellbeing Policy and Student Management Policy** that outlines our School's values and expected standards of student conduct, including consequences for breaching the standards. This Policy extends to online conduct;
- Have programs in place to educate our students to be safe and responsible users of digital technologies
- Provide information about digital access issues such as online privacy, intellectual property and copyright;
- Supervise and support students using digital technologies in the classroom;
- Use 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;
    - Duty of Care and Supervision (www.education.vic.gov.au/about/programs/bullystoppers/Pages/prindutycare.aspx)
- Provide a filtered internet service to block inappropriate content. We acknowledge, however, that full protection from inappropriate content cannot be guaranteed
- Use online sites and digital tools that support students' learning;
- Address issues or incidents that have the potential to impact on the wellbeing of our students;
- Refer suspected illegal online acts to the relevant Law Enforcement authority for investigation;
- Support parents and care-givers 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 Department of Education & Training and The Children's eSafety Commission:
    - Bullystoppers Parent Interactive Learning Modules (www.education.vic.gov.au/about/programs/bullystoppers/Pages/parentmodules.aspx)
    - iParent | Office of the Children's eSafety Commissioner   (https://www.esafety.gov.au/education-resources/iparent)

Student declaration
When I use digital technologies and the internet I agree to be a safe, responsible and ethical user at all times by:
- Respecting others and communicating with them in a supportive manner;
- Never participating in online bullying (e.g. forwarding messages and supporting others in harmful, inappropriate or hurtful online behaviours);
- Protecting my privacy by not giving out personal details, including my full name, telephone number, address, passwords and images;
- Protecting the privacy of others by never posting or forwarding their personal details or images without their consent;
- Talking to a teacher or a trusted adult if I personally feel uncomfortable or unsafe online, or if I see others participating in unsafe, inappropriate or hurtful online behavior;
- Thinking carefully about the content I upload or post online, knowing that this is a personal reflection of who I am and can influence what people think of me;
- Reviewing the terms and conditions of use for any digital or online tool (e.g. age restrictions, parental consent requirements), and if my understanding is unclear seeking further explanation from a trusted adult;
- Meeting the stated terms and conditions for any digital or online tool, and completing the required registration processes;
- Handling ICT devices with care and notifying a teacher of any damage or attention required;
- Abiding by copyright and intellectual property regulations by requesting permission to use images, text, audio and video, and attributing references appropriately;
- Not accessing media that falls outside the School's policies;
- Not downloading unauthorised programs, including games;
- Not interfering with network systems and security or the data of another user;
- Nor attempting to log into the network with a user name or password of another student.

In addition, I understand use my personal mobile phone (includes smart watches) is prohibited at the College as per the College Mobile Phone Policy and if brought to school I understand I must keep it in my locker.

On excursions were approval has been given by the school to use devices I will

- keep my device on silent, and only making or answering calls or messages during break times (unless approved by a teacher)
- Only taking and sharing photographs or sound or video recordings when others are aware the recording is taking place and have provided their formal consent as part of an approved lesson/activity.

Signature

I understand and agree to comply with the terms of acceptable use and expected standards
of behaviour set out within this agreement.

I understand that there are actions and consequences established within the school's Student Engagement and Wellbeing Policy if I do not behave appropriately.

Student name: _____

Student signature: _____

School contact name for support and /or agreement: _____

School contact no.: _____

Parent/Guardian Name: _____

Parent/Guardian Signature: _____

Date: _____

ST ALBANS
SECONDARY COLLEGE

Name of Student _____ Home Room_____

Name of Parent/Guardian _____

St Albans Secondary College has access to a limited number of I.T. devices to support families who have experienced emergency circumstances or who are experiencing extreme financial hardship. **Emergency circumstances** *would apply to any situation or unexpected event which results in a sudden loss of income or access to resources (E.G, a fire, flood, theft etc). To be eligible for* **Financial Hardship** *a family would be expected to hold a Health Care Card with both parents/caregivers not currently in full time employment. In all cases, the loan of a device is temporary (up to 6 months) to provide a family with time to purchase their own device.*

Reason for application

☐ Category 1 - Emergency circumstances

☐ Category 2 - Financial Hardship

In applying for the loan of a College device we agree and understand the following:

☐ We understand that the loan is for a maximum period of six months and will be issued through the library borrowing system. All devices must be returned 2 weeks prior to the final day of attendance for the Year Level;

☐ We agree to put a plan in place to purchase a device;

☐ We agree to pay a $50 deposit for the loan of a device. This deposit will be refunded upon return of the device. If the device is not returned, I understand I will be invoiced for the replacement cost of the device;

☐ We agree to attend an interview with a Year Level Coordinator to discuss our circumstances;

☐ We understand all device loans are at the College's discretion;

☐ We understand that if the application is successful we are liable for all damage to the loaned device and will ensure this is reported immediately to the IT department;

☐ We understand that a device must not be shared and is only approved for use by the named student applicant in this application.

Student Signature: _____ Print name:_____ Date: _____

Parent/Guardian Signature: _____ Print name:_____ Date: _____

Students please submit completed applications to your Year Level Coordinator who will organise a parent/guardian interview to proceed with application.

Office use only.

Date of Interview: _____ Name of YLC:_____

Device Approved: ☐ Yes ☐ No   Signature of YLC:_____

Receipt of deposit confirmed: ☐ Yes ☐ No   E-form and COMPASS Chronicle Entry Completed: ☐ Yes ☐ No

All forms must be filed in student files at the General Office.