



DIGITAL TECHNOLOGIES (INTERNET, SOCIAL MEDIA AND DIGITAL 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
- (b) expected student behaviour when using digital technologies such as the internet, social media, and digital devices (including, but not limited to, computers, laptops and tablets)
- (c) the school's commitment to promoting safe, responsible and discerning use of digital technologies; and to 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 Benalla P-12 College.

Staff use of technology is governed by the Department's Acceptable Use 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

Benalla P-12 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 safely and appropriately to reach their personal best and fully equip them to contribute positively to society as happy, healthy young adults.

Benalla P-12 College understands that safe and appropriate use of 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. They also enable personalised learning tailored to students' particular needs and interests and transform assessment, reporting and feedback, driving new forms of collaboration and communication.

Students and teachers at Benalla P-12 College have access to a range of digital devices to support learning in the classroom, including iPads, laptops and desktop computers. These devices are available for use across the College in class sets and are regularly maintained and updated.

Optional BYOD Program

Students in Grade 6 and above are currently permitted to bring an iPad to school and have it connected to the school network. Year 10-12 students are permitted to bring a laptop (Windows or Mac) and have that connected. Other devices may be connected at the discretion of the Principal.

The iPad BYOD program is in the process of being phased out. Parents are no longer being asked to purchase an iPad at the start of Grade 5 or replace an iPad for a student in Grade 6 and above.

Please note that our school does not have insurance to cover accidental damage to students' iPads or laptops. Parents/carers are encouraged to consider obtaining their own insurance for their child's iPad.

Students, parents and carers who would like more information or assistance regarding our BYOD program are encouraged to contact

Safe and appropriate use of digital technologies

Digital technology, if not used appropriately, may present risks to users' safety or wellbeing. At Benalla P-12 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 Benalla P-12 College, clear protocols and procedures are in place to protect students working in online spaces. 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 at the College to specific uses with targeted educational or developmental aims
 - provide a filtered internet service to block access to inappropriate content
- 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, including Digital Technologies, Cyber Safety
- 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* policy that outlines our School's values and expected student behaviour, including online behaviours
- 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.
- have an Acceptable Use Agreement outlining the expectations of students when using digital technology at school

Distribution of school owned devices to students 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.

The College may agree to loan out digital devices to students for home use under certain circumstances. These will be looked at on a case by case basis and will be approved by the Principal.

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 IT department or Sub-School as appropriate, immediately.

Data Collection

All data 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 Benalla P-12 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), Benalla P-12 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
- temporary confiscation of device
- other consequences as outlined in the school's *Student Wellbeing and Engagement* and *Bullying Prevention* policies.

Basis for discretion:

The basis for discretion lies with the Principal as an operational matter.

<i>Compulsory</i>	<i>School Council Ratification Required</i>	<i>Date Implemented</i>	<i>Reviewed</i>	<i>Due for Review</i>
Yes	No	October 2020		October, 2021

References

School Policy and Advisory Guide Links:

- [DET Using Technology to Support Teaching](#)
- [DET Schools and Cybersafety](#)
- [DET Acceptable Use Agreements and Consent](#)
- [DET Duty of Care and Supervision](#)
- [DET Using Social Media](#)
- [DET Students Using Mobile Phones](#)
- [DET Photographing and Filming Students](#)

Resources

- *Safe Schools are Effective Schools* <http://www.eduweb.vic.gov.au/edulibrary/public/stuman/wellbeing/SafeSchoolsStrategy.pdf>

- *Bullying Solutions :Evidence based approaches to bullying in Australian schools – McGrath H & Noble T (ed)*
- *Don't be a Bully Bystander – Ryebuck Media*
- *Hector's World - Cyberbullying*
<https://www.esafety.gov.au/educators/classroom-resources/hectors-world/cyberbullying>
- *Bullying – Kids Helpline*
<https://kidshelpline.com.au/teens/issues/bullying>
- *Copyright Amendment Act 2006 and the Education Copyright License.*
<https://www.copyright.com.au/licences-permission/educational-licences/copying-under-education-licence/>