**Help for non-English speakers**

If you need help to understand the information in this policy please contact one of our Assistant Principals for assistance with scheduling a Language Loop meeting, ph: 03 9280 1955.

## 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.

(b) Expected student behaviour when using digital technologies including the internet, social media, and digital devices (including computers, laptops, tablets, etc.).

(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.

(e) The various Department policies on digital learning, including social media, that our school follows and implements.

## Scope

This policy applies to all students at *Mildura Senior College and Mildura English Language Centre (College)*. Staff use of technology is also governed by the following Department policies:

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

Staff, volunteers and school councillors also need to adhere to codes of conduct relevant to their respective roles. These codes include:

- The College's Child Safety Code of Conduct
- The Victorian Teaching Profession Code of Conduct (teaching staff)
- Code of Conduct for Victorian Sector Employees (staff)
- Code of Conduct for Directors of Victorian Public Entities (school councillors)

For students, an annual ICT Acceptable Use Agreement is completed as part of the College's Student Enrolment documents at the start of each school year or upon enrolment if students enrol during the school year. 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. Both the student and Parent/Carer are required to read and acknowledge that they will comply with the terms of the College's Student ICT Acceptable Use Agreement.

## Definitions

For the purpose of this policy, "digital technologies" are defined as digital devices, tools, applications and systems that students and teachers use for learning and teaching; this includes Department-provided software and locally sourced devices, tools and systems. Including 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**

*Mildura Senior College and Mildura English Language Centre (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, engaging and transformative. 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.

The 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.

**Personal Devices**

Our College 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, to maximise access to the curriculum.  With recent world events it has become more essential than ever that students have access to a device at home and school to ensure they can access the technology used to advance and support learning.  Students must bring a charged device to school each day to be used during class time for different learning activities.

The College ICT Support Team can provide advice on device purchasing if required.  When choosing a device, the College recommends that you pick a device that is:

- Portable enough for the student to take from class to class
- Has a battery that will hold enough charge for a full day of work
- Easy enough for the student to use e.g. has a physical keyboard and large enough screen

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.

The College has in place arrangements to support families who may be experiencing long or short-term hardship to access devices for schoolwork.

Students, parents and carers who would like more information or assistance regarding our BYOD program are encouraged to contact ICT Support Team, Ph 03 5021 2911

**Safe and appropriate use of digital technologies**

Digital technologies, if not used appropriately, may present risks to users' safety or wellbeing. At Example School, we are committed to educating all students to use digital technologies in ways that respect the dignity of ourselves and others and promote full flourishing for all, equipping students with the skills and knowledge to navigate the digital world.

At *the College* we:

- Use online sites and digital tools that support students' learning, and focus our use of digital technologies on being learning-centred.
- use of digital technologies in the classroom to specific uses with targeted educational or developmental aims.
- Supervise and support students using digital technologies for their schoolwork.

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- 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 Family Zone School Manager.
- 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.
- Have an Acceptable Use Agreement outlining the expectations of students when using digital technology for their schoolwork.
- 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 at school 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 newsletters, website/Compass portal and information sheets.

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.

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 ICT Support Team as appropriate, 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.

**Social Media Use**

Our school follows the Department's policy on Social Media Use to Support Learning to ensure social media is used safely and appropriately in student learning and to ensure appropriate parent notification occurs or, where required, consent is sought. Where the student activity is visible to the public, it requires consent.

In accordance with the Department's policy on social media, staff will not 'friend' or 'follow' a student on a personal social media account, or accept a 'friend' request from a student using a personal social media account unless it is objectively appropriate, for example where the student is also a family member of the staff.

If a staff member of our school becomes aware that a student at the school is 'following' them on a personal social media account, Department policy requires the staff member to ask the student to 'unfollow' them, and to notify the school and/or parent or carer if the student does not do so.

**Student behavioural expectations**

When using digital technologies, students are expected to behave in a way that is consistent with the 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), the College will institute a staged response, consistent with our policies student engagement and behaviour policies.

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.
- Other consequences as outlined in the school's *Student Wellbeing and Engagement* and *Bullying Prevention* policies.

**Communication**

This policy will be communicated to our school community in the following ways:

- Available publicly on school website
- Included in staff induction processes
- Included in our staff handbook/manual
- Included in our MSC Student handbook
- Annual reference in school newsletter
- Hard copy available from school administration upon request

**Further Information & Resources**
- The Department's Policy and Advisory Library (PAL):
  Acceptable Use Policy
- 1.02 Bullying Prevention Policy
- 1.18 Statement of Values & School Philosophy
- 1.19 Student Wellbeing & Engagement Policy
- Student Enrolment Application Form – Student ICT Acceptable Use Agreement

**Review and Evaluation**

Given the rapidly changing nature of digital technology and its uses, risks and benefits, it is recommended that this policy is reviewed every 1-2 years.

| Ratified by: | SOP | Ratified date: | 23.08.2019 |
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