

# DIGITAL TECHNOLOGIES POLICY

## 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 BYOD (1-to-1 personal device program).
- (b) The expected behaviour of students when using digital technologies including the internet, social media, and digital devices (including smart phones, 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

## SCOPE

This policy applies to all students at Beaumaris Secondary College. At school times or when communicating matters relating to Beaumaris Secondary College or any members of our community.

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

Our students are living in an increasingly technological world. At Beaumaris 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 policy ~~form~~ outlines BEAUMARIS'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 space.

At BEAUMARIS we:

- Have a **Student Wellbeing and Engagement 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 which includes:
  - Programs that educate and model safe and responsible use of digital technologies to our students.
  - Information about digital access issues such as online privacy, intellectual property and copyright;
  - Supervision and support students using digital technologies in the classroom;
  - Protocols and procedures to protect students working in online spaces. This includes reviewing the safety and appropriateness of online tools and communities, and removing offensive content at earliest opportunity;
    - Duty of Care and Supervision  
([www.education.vic.gov.au/about/programs/bullystoppers/Pages/prindutycare.aspx](http://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 in accordance with BEAUMARIS Student Wellbeing Policy.
  - 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](#)
    - [iParent | Office of the Children's eSafety Commissioner](#)
- (<https://www.esafety.gov.au/education-resources/iparent>)

#### Vision for digital technology at our school

Beaumaris 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.

Beaumaris 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.

#### Devices at Beaumaris Secondary College

Learning at Beaumaris Secondary College is delivered with the use of a laptop which is touchscreen and uses a stylus. Students must bring a charged device to school each day to be used during class time for different learning activities.

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. Beaumaris Secondary College recommends a provider but parents can source the device elsewhere.

Students are required to have their own device that must:

- Have a touchscreen and stylus
- be brought to school in a protective case and fit in the school bag
- include a front and back camera and microphone
- have Wifi and bluetooth
- have insurance
- run Windows 10

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.

Beaumaris Secondary College has in place arrangements to support families who may be experiencing long or short-term financial hardship to access devices for schoolwork while at school.

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

## Safe and appropriate use of digital technologies

Digital technology, if not used appropriately, may present risks to users' safety or wellbeing. At Beaumaris 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 Beaumaris 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* 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 information evenings.

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 Tech Support Assistant 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.

## Student behavioural expectations

Beaumaris Secondary College is committed to providing a safe, inclusive and stimulating learning environment for all students. The College believes that students can only reach their full potential when they are engaged, healthy and safe. A progressive, supportive and shared school culture provides a strong foundation that acknowledges student wellbeing and student learning outcomes are inextricably linked.

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

Protocol	Why?
.	To be respectful to all members of a learning space.
All students MUST restart their device each day at the start of session 1.	The network at the College is set up to ensure that all students can have access to the most up-to-date software and programs. To access the most recent updates students must restart their device.
Any programs, sites or applications not specifically related to the Learning Session must be closed prior to the commencement of each session and must not be accessed at any time throughout the session.	To avoid distractions and wasting of learning time.
Students MUST arrive to Session 1 with 100% battery life on their learning device with OneNote synced.	Devices will be used extensively during the school day. If a device is fully charged and used appropriately during the day, the battery will last the whole day. Charging stations for all students are not available at the College.
Spotify is NOT to be used at school.	Streaming and/or listening to music on Spotify drains battery life.
YouTube is blocked at the College.	Streaming on YouTube drains battery life.
Headphones are not to be used in Learning Areas without the teacher's permission.	To be respectful to all members of a learning space.
No games are to be downloaded at school.	At school your device is to be used for educational purposes.
No games are to be played during learning sessions without teacher consent.	Learning sessions are for educational purposes.
Students are not to touch or use another student's device or stylus without their permission.	Devices are student's personal property and responsibility.
<b>Use of Microsoft OneNote and Teams.</b> Information documented in OneNote and Teams must relate to learning areas. No Beaumaris language is to be used. Students are not to edit or delete the work of other students or create teams for social interactions.	Microsoft OneNote and Teams are used as a platform for learning not a social media outlet.
The stylus pen must be brought to every class.	The stylus pen is part of the stationary list and is essential to teaching and learning.
All devices are to be in working order. A broken device needs to be repaired in a timely manner.	Devices are essential for our teaching and learning program.
Taking photos of students, Teachers or school Staff is prohibited unless specific consent has been obtained.	It is a breach of the privacy act to take photos of people without their consent. Photographs, video or digital images of a student are considered "personal information" and therefore their use and disclosure are governed by the Information Privacy Act 2000 (Vic) (IP Act) and the Information Privacy Principles contained within it. Photographs, video and digital images of students may also contain copyright, and therefore may also be governed by the Copyright Act 1968 (Cth) (Copyright Act).
Students will only use official BEAUMARIS internet access (Wi-Fi) during school hours. Personal internet access	BEAUMARIS protocols for online student safety, including firewall will be maintained.

pathways are prohibited without express permission of teaching staff.	
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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), Beaumaris 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
- other consequences as outlined in the school's *Student Wellbeing and Engagement and Bullying Prevention* policies.

#### **REVIEW CYCLE**

**This policy was last updated on August 2018 and is scheduled for review in August 2019.**

#### **ANNEXURE A: ACCEPTABLE USE AGREEMENT**

##### **Acceptable Use Agreement**

- [Acceptable Use Agreement for Primary Schools - Template](#)
- [Acceptable Use Agreement for Upper Primary and Secondary Schools - Template](#)
- [Further information - Consent, Acceptable Use Agreements and Online Services](#)