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 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 Mirboo North SC.

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

Mirboo North SC understands that digital technologies including the internet, apps, computers and tablets provide students with rich opportunities to support learning 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.

Mirboo North SC 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.

Netbooks and Laptops at Mirboo North SC

Classes at Mirboo North SC are delivered with the use of netbooks or laptop computers.

Our school operates a Bring Your Own Device (BYOD) program, which means students may bring their own purchased or leased netbook or laptop with them to school each day. Mirboo North SC has special arrangements with EduTech a local computer supplier that offers discounted prices for the lease or purchase of netbooks and laptops appropriate for Mirboo North SC students.

Students devices must:

- be brought to school fully charged in a protective case
- have at least 10 GB of storage space available

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

Mirboo North SC has in place arrangements to support families who may be experiencing long or short-term hardship to access netbooks for schoolwork. We have spare netbooks and ipads that can be used by students in certain circumstances.

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

Safe and appropriate use of digital technologies

Digital technology, if not used appropriately, may present risks to users' safety or wellbeing. At Mirboo North SC, 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 Mirboo North SC, 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
- 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 annual 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 [insert relevant role, i.e. classroom teacher, the administration] 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

When using digital technologies, students are expected to behave in a way that is consistent with Mirboo North SC *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), Mirboo North SC 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 October 2018 and is scheduled for review in two years.

ANNEXURE A: ACCEPTABLE USE AGREEMENT

Acceptable Use Agreement

Mirboo North Secondary College recognises the need for students to be safe and responsible users of digital technologies. We believe that explicitly teaching students about safe and responsible online behaviours is essential and is best taught in partnership with parents/guardians . We request that parents/guardians work with us and encourage this behaviour at home.

NB Parents/guardians and students should be aware that files stored on netbooks, laptops or on the school's server, are not private.

When I use digital technologies 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 writing or participating in online bullying (for example, forwarding messages and supporting others in harmful, inappropriate or hurtful online behaviours)

- Protecting my privacy; not giving out personal details, including my full name, telephone number, address, passwords and images

- Protecting the privacy of others; never posting or forwarding their personal details or images without their consent

- Talking to a teacher if I personally feel uncomfortable or unsafe online, or if I see others participating in unsafe, inappropriate or hurtful online   behaviours

- · Carefully considering the content that I upload or post online; this is often viewed as a personal reflection of who I am

- Investigating the terms and conditions (e.g. age restrictions, parental consent requirements). If my understanding is unclear I will seek further explanation from a trusted   adult

- Handling ICT devices with care and notifying a teacher if it is damaged or requires attention

- Abiding by copyright and intellectual property regulations. If necessary, I will request permission to use images, text, audio and video and cite references

- Not interfering with network systems and security, the data of another user or attempting to log into the network with a user name or password of another student

- Not bringing to school or downloading unauthorized programs, and/or content, including content that is pornographic or vilifies, defames, degrades or humiliates another   person

- Only accessing the internet at school through the school's approved proxy server (set as the default proxy setting)

DIGITAL TECHNOLOGIES ACCEPTABLE USE AGREEMENT

I have read the Digital Technologies Policy and Acceptable Use Agreement and agree to abide by them.

Device Brand, Model and Serial Number:_____

(completed by the school)

Student Agreement:

Signed

Student . …. . . . . . . …. . . . . ……… . …… . . . . Date: ………………………

Name

(print).. . . . . …. ….. . . ….. . . . . ….. . . . . . .…. Form: . . . . . …. ………

Parent/Guardian Agreement:

I have read this entire document I agree to all its terms and conditions.

Signed: .. . .…… .. ….. ..…..… . ….. . . . . **Date:** ………………………………

(print) ……… …. . .. . . ……………………………….