



## Digital Technology 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 via our BYOD program.
- (b) Expected student behaviour when using digital technologies including the internet, social media, and digital devices including laptops.
- (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 and staff at Alexandra Secondary 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:

- Alexandra Secondary 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)

### 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 students BYOD devices, Department-provided software and locally sourced devices, tools and systems.

## Policy

### Vision for digital learning at our school

The use of digital technologies is a mandated component of the Victorian Curriculum F-10.

Safe and appropriate use of digital technologies, including the internet, apps and computers can provide students with rich opportunities to support learning in a range of ways.

Through access to digital technologies, students can benefit from 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.

Alexandra 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. We strive to ensure our students develop the skills they need for a life of learning and community. ICT is a key component of our teaching and learning program across all learning areas, with all staff, for all students.

We will:

- Develop staff capacity to provide engaging, empowering, and transformative learning experiences. Effective use of digital technologies will underpin this.
- Provide opportunities for all students to use ICT to solve real-life challenges.
- Develop student capabilities to use ICT for success in their learning.
- Focus on clear communications with our school community, supported by technology.

### Personal Devices at Alexandra Secondary College

Alexandra Secondary College operates a Bring Your Own Device (BYOD) program.

Parents/carers are invited to purchase a device for their child to bring to school. Alexandra Secondary College has made special arrangements with Learning with Technologies and Country Tech, Alexandra to offer discounted prices for the purchase of devices for our students.

Students are asked to bring their own device to school each day to be used during class time for different learning activities. When bringing their own device to school, students should ensure that it:

- Is fully charged each morning
- Is brought to school in a protective case
- 128 GB minimum storage capacity
- Operates on Windows 10 version or later

Please note that our school does not have insurance to cover accidental damage to students' devices, and parents/carers are strongly encouraged to obtain insurance along with a 3-year warranty for their child's device.

Students, parents and carers who would like more information or assistance regarding our BYOD program are encouraged to contact Jacki Tossol on 03 57 70 2000.

### **Safe and appropriate use of digital technologies**

Digital technologies, if not used appropriately, may present risks to users' safety or wellbeing. At Alexandra Secondary College, 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 Alexandra Secondary College, we:

- Use online sites and digital tools that support students' learning and focus our use of digital technologies on being learning-centred.
- Use digital technologies in the classroom for specific purpose with targeted educational or developmental aims.
- Supervise and support students using digital technologies for their schoolwork.
- 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 safe, responsible and discerning users of digital technologies, including through Digital Technology classes at Years 7&8 and through Life-skills classes.
- Educate our students about digital issues such as privacy, intellectual property and copyright, and the importance of maintaining their own privacy and security 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 technologies 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 and removing offensive content at the 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.

On occasions students may be loaned school-owned devices. 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 Jacki Tossol, the Leading Teacher for ICT 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 Alexandra Secondary College's *Statement of Values, Student Wellbeing and Engagement* policy, and *Bullying Prevention* policy. Students are required to sign an ICT Student Use Agreement (see appendix 1)

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), Alexandra Secondary College will institute a staged response, consistent with our 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:

- Restriction of internet access 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 our school's website
- Included in staff induction processes
- Discussed at staff briefings/meetings as required

## Review Cycle

Policy last reviewed	November 2021
Approved by	Principal
Next scheduled review date	November 2023

# Appendix 1

## Student ICT Use Agreement

The Alexandra Secondary College Information Communication Technology (ICT) network is provided for staff and students to promote educational excellence by facilitating resource sharing, innovation, and communication. All students are given access to the network with an individual logon account. Students will also have college-administered individual email and individual Internet access. Students are granted \$10.00 print credit at the beginning of the school year and, if necessary, can pay for additional print credits at the office before school, or during recess and lunchtime at any time during the school year. We encourage students to submit work electronically whenever possible and students are provisioned with methods to do this.

We ask the following of students:

- To keep their passwords a secret, and not tell anyone else
- To only use their own accounts, files and folders
- To use their school email at all times when signing up for school based accounts online
- To not bypass Internet restrictions knowingly
- To engage in responsible and safe online behaviour at all times
- To not change or alter school designated settings
- Ensure that any files or documents they bring to school are appropriate for school usage
- Follow copyright and other relevant laws
- Only use the school ICT system for work directly related to school
- Report any misuse/damage of ICT resources to staff straightaway
- Adhere to other applicable school policies

Please note that all student work, including email and Internet activity may be monitored.

If students are unable to comply with the above, they will be denied access to the computer system and disciplinary action will be taken. A list of such disciplinary actions is available from the College on request.

Before you use the ICT network at Alexandra SC, we ask you to sign this contract which binds you to these conditions. Removal from the network and disciplinary action will result if these conditions are broken.

<b>Student Name:</b>		<b>Form:</b>		<b>Home Group:</b>	
<b>I (the student) have read the rules contained in the Computer Use Policy above, and agree to follow the guidelines and conditions set in it.</b>					
<b>Student Signature:</b> _____ <b>Date:</b> _____					

