

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 Alkira Secondary 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

Alkira Secondary 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. Our aim is to utilise the benefits of mobile technologies and on-line environments for educational benefit within the confines of appropriate use.

Mobile technologies are important communication tools, essential in providing a safe and effective school environment; however, they must be used appropriately, in context to school rules, DET policies / protocols and Child Safety Standards.

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.

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

Digital technology, if not used appropriately, may present risks to users' safety or wellbeing. At Alkira 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.

Bring Your Own Device (BYOD) at Alkira Secondary College: Student Responsibilities

- The student is responsible for ensuring their device is networked in the school and only accesses educational sites for class room activities and / or independent research.
- Students should only access their devices when instructed by the classroom teacher.
- The parameters of technology use are at the determination of the teacher, for the specific task and / or class. Student behaviour when using BYOD, College computers (or other technologies) the network, the internet, any on-line communication mode and / or photo sharing must be consistent with College expectations.
- All sites and programs accessed at school must be Education Department approved.
- A mobile phone is not a 'Bring Your Own' device (BYOD). No phones are to be turned on or in use during school time. This includes accessing the phone to check the time or COMPASS for their class schedule.
- Mobile technologies owned by students and staff are brought to College at their own risk.
- Students are not allowed to record conversations or events or take pictures without the express consent of those affected. This includes students, teachers, volunteers, contractors or any other person on school grounds or off school grounds whilst on an activity / camp.
- 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.

Bring Your Own Device (BYOD) at Alkira Secondary College: Teacher Responsibilities

- Adhering to the school's Child Safe Code of Conduct; staff will be expected to take all reasonable steps to inform students of the expectations surrounding appropriate use of technologies and use of the internet, including;
 - Vigilantly supervising students in all school environments;
 - Communication on access of appropriate sites.
 - Distribution to others of any material that would be considered inappropriate.
 - Discrimination in any form is unacceptable and will not be tolerated through use of the mobile technologies, electronic communication, accessing or distributing such material based on race, ethnicity, gender, ability, disability, sexuality and religion
- Alkira Secondary Staff will listening and respond to the views and concerns of children, particularly if they are worried about their safety / the safety of another child;

- The cultural safety, participation and empowerment of Aboriginal and Torres Strait Islander children;
- The cultural safety, participation and empowerment of children with culturally and / or linguistically diverse backgrounds;
- Promoting the safety, participation and empowerment of children with a disability;
- Promoting the safety, participation and empowerment of children living in Out-of-Home Care.
- Alkira Secondary staff will ensure that they do not have any on-line contact with a child other than for school-related necessities. This includes social media, instant messaging, photo sharing technologies and / or provision of personal contact details (phone / personal email address details);
- Alkira Secondary College staff will not photograph or video a child in a school environment except in accordance with school policy or where required for duty of care purposes.

Bring Your Own Device (BYOD): College Responsibilities

At Alkira Secondary College, we will ensure that:

- information published on the Internet by students or the College is of a high standard, and meets legal requirements and standards of general practice within the community in relation to copyright, safety and decency.
- the consequences of publishing, accessing or failing to notify the co-ordinator of inappropriate material shall include the removal of access rights, notification of parents and further consequences as deemed necessary.
- students will sign an Internet usage notice that sets out the expectations in use of on-line devices and being an appropriate digital citizen.
- students will be held responsible for all activity that occurs under their log-in and password.
- an IT Manager will manage all e-mail access, maintenance of the College's web site, web filters, and all other issues related to internet access by students to ensure compliance with expectations.
- the use online sites and digital tools that support students' learning, and focus our use of digital technologies on being learning-centred
- we restrict the use of digital technologies in the classroom to specific uses with targeted educational or developmental aims
- we supervise and support students using digital technologies in the classroom
- we effectively and responsively address any issues or incidents that have the potential to impact on the wellbeing of our students
- we have programs in place to educate our students to be promoting safe, responsible and discerning use of digital technologies, including [insert details of specific programs]
- we educate our students about digital issues such as online privacy, intellectual property and copyright, and the importance of maintaining their own privacy online
- we 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

- we 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
- we 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
- we provide a filtered internet service to block access to inappropriate content
- we refer suspected illegal online acts to the relevant law enforcement authority for investigation
- we will 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.

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 Alkira Secondary 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), Alkira 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 AND EVALUATION

This policy was last updated on April 2020 and is scheduled for review April 2024.

ANNEXURE A: ACCEPTABLE USE AGREEMENT

Acceptable Use Agreement

To be added later.

- [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](#)