DIGITAL TECHNOLOGIES (INTERNET, SOCIAL MEDIA AND DIGITAL DEVICES)

PURPOSE

Elevation Secondary College's vision is to be an inclusive and outward facing community that values improving student learning, social emotional outcomes and educational attainment for all students. This includes the use of digital technologies.

The purpose of this policy is to ensure that all students and members of our school community understand:

(a) our commitment to providing students with the learning and engagement opportunities that are afforded by 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 Elevation Secondary College.

Staff use of technology is governed by the Department of Education and Training'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 Elevation Secondary College

Digital technologies at Elevation Secondary College are used to support and enhance student learning and social emotional outcomes.

Elevation Secondary College understands that when digital technologies including the internet, apps, computers and tablets are used appropriately, they can provide students with rich opportunities to support learning and development.

Elevation Secondary College

Through access to and education in 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.

Digital technologies at Elevation Secondary College will be used to:

- enhance and support student learning
- teach students subject specific Technology skills and programs
- enhance learning across subject areas through the use of technology
- record and save student learning files and records of student learning
- provide a communication and collaboration platform for students and teachers
- build critical, creative and deep thinking skills.

Digital technologies will not be used:

- where there is no curriculum intention or link to Victorian Curriculum F-10 standards
- as an "engagement" strategy without curriculum intention, curriculum documentation or assessment
- for purely social purposes during school hours
- to bully, harass, cause harm or otherwise discriminate against any person.

Safe and appropriate use of digital technologies

Digital technology, if not used appropriately, may present risks to users' safety or wellbeing. At Elevation Secondary College, we are committed to educating all students to follow the schools values (Achievement, Acceptance, Responsibility and Community) and behavioural expectations (Aim High, Work Hard, and Be Good) when using digital technologies.

At Elevation Secondary College, we:

- provide a filtered internet service to block access to inappropriate content
- 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
- use online sites and digital tools that support students' learning, and focus our use of digital technologies on being learning-centred
- have programs in place to educate our students to be promoting safe, responsible and discerning use of digital technologies, including esmart and cybersmart schools
- 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 School's values and Behavioural Expectations, including online behaviours.

Unacceptable Use may include but is not limited to:

- uses that violate federal, state or local laws
- uses that violate student school values and Behavioural Expectations
- attempts to bypass or disable any filtering or security devices. This includes any attempt to access, gain or discover passwords, operating systems or other network or Internet devices.
- uses that promote commercial or political activities unless specifically related to the curriculum

- transmission or display of obscene or pornographic images, messages or cartoons, or any transmission or use of communications that may be construed as harassment or disparagement of others
- uses that intentionally or negligently disrupt normal network use and service
- creation and/or deployment of a computer virus, Trojan or worm
- uses that gain or attempt to gain unauthorized entry into a file to use, read or change the contents of the file
- unauthorized transfer of a file
- downloading or use of entertainment software, websites or other files not related to the mission and objectives of Elevation Secondary College. This includes, but is not limited to: freeware, shareware, copyrighted commercial and non-commercial software, and non-instructional websites.

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 the Year Level Coordinator, Assistant Principal 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 Elevation 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 Elevation 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 *Bullying Prevention* and *Student Wellbeing and Engagement* policies.

REVIEW CYCLE

This policy was last updated on Term 3 2019 and is scheduled for review in Term 2 2020

ANNEXURE A: ACCEPTABLE USE AGREEMENT

ACCEPTABLE USE AGREEMENT

DIGITAL TECHNOLOGIES
(INTERNET, SOCIAL MEDIA AND DIGITAL DEVICES)

At Elevation 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 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.

Digital technology, if not used appropriately, may present risks to users' safety or wellbeing. At Elevation Secondary College, we are committed to educating all students to follow the schools values (Achievement, Acceptance, Responsibility and Community) and behavioural expectations (Aim High, Work Hard, and Be Good) when using digital technologies.

At our School we:

- Have a **Student Engagement Policy** that outlines our School's values and Behavioural Expectations. This Policy extends to online conduct
- Have a Digital Technologies policy
- Have programs in place through Personal Development classes and our Digital Technologies subject, to educate our students to be safe and responsible users of digital technologies
- Provide information about digital access issues such as online privacy, intellectual property and copyright
- Supervise and support students using digital technologies for learning
- Have a Duty of Care policy
- Provide a filtered internet service to block inappropriate content. We acknowledge, however, that full protection from inappropriate content cannot be guaranteed
- Address issues or incidents that have the potential to impact on the wellbeing of our students
- 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
    - (www.education.vic.gov.au/about/programs/bullystoppers/Pages/parentmodules.aspx)
  - iParent | Office of the Children's eSafety Commissioner
    - (https://www.esafety.gov.au/education-resources/iparent)

Student behavioural expectations

When using digital technologies, students are expected to behave in a way that is consistent with Elevation Secondary College's *Digital Technologies policy, 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), Elevation 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. These include removal of network, email and internet access privileges, removal of printing privileges and other consequences as outlined in the school's *Bullying Prevention* and *Student Wellbeing and Engagement* policies.

Student declaration

When I use digital technologies and the internet 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 participating in online bullying (e.g. forwarding messages and supporting others in harmful, inappropriate or hurtful online behaviours)
- Protecting my privacy by not giving out personal details, including my full name, telephone number, address, passwords and images
- Protecting the privacy of others by never posting or forwarding their personal details or images without their consent
- Talking to a teacher or a trusted adult if I personally feel uncomfortable or unsafe online, or if I see others participating in unsafe, inappropriate or hurtful online behavior
- Thinking carefully about the content I upload or post online, knowing that this is a personal reflection of who I am and can influence what people think of me
- Reviewing the terms and conditions of use for any digital or online tool (e.g. age restrictions, parental consent requirements), and if my understanding is unclear seeking further explanation from a trusted adult
- Meeting the stated terms and conditions for any digital or online tool, and completing the required registration processes
- Handling ICT devices with care and notifying a teacher of any damage or attention required
- Abiding by copyright and intellectual property regulations by requesting permission to use images, text, audio and video, and attributing references appropriately
- Not accessing media that falls outside the School's policies
- Not downloading unauthorised programs, including games
- Not interfering with network systems and security or the data of another user
- Not attempting to log into the network with a user name or password of any other person.

Signature

I understand and agree to comply with the terms of acceptable use and expected standards of behaviour set out within this agreement.

I understand that there are actions and consequences established within the school's Student Engagement Policy if I do not behave appropriately.

Student name: _____

Student signature: _____

Parent/Guardian Name:_____

Parent/Guardian Signature: _____

Date: _____

See links below for template Acceptable Use Agreements on the Department's website:

Elevation Secondary College

- [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](#)