



# Digital Technologies Policy

## (Internet, Social Media and Digital Devices)

<b>Date Reviewed</b>	
<b>Date Implemented</b>	3 <sup>rd</sup> September 2019
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<b>Approved By</b>	College Council / Policies sub-committee
<b>Approval Authority (Signature &amp; Date)</b>	<i>Gail Hardman 16/10/19</i>
<b>Responsible for Review</b>	Assistant Principal
<b>Review Date</b>	August 2022
<b>References</b>	DET

### PURPOSE

To ensure that all students and members of our school community understand:

- our commitment to providing students with the opportunity to benefit from digital technologies to support and enhance learning and development at school [including our personal device program].
- expected student behaviour when using digital technologies including the internet, social media, and digital devices (including computers, laptops, tablets)
- 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
- 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 Seymour 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**

Seymour 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.

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.

Seymour 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.

### **BYOD at Seymour College**

Classes at Seymour College are delivered with the use of Student Owned Laptops. Students must bring a charged BYOD 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 Laptop/iPad/Macbook with them to school each day. Seymour has special arrangements with Learning with Technologies (LWT) an Internet based computer store that offers discounted prices for all departments within the education sector.

Students are required to have their own Laptop/Ipad/Macbook that:

#### **Windows PC**

Hard drive Above 60GB (For installation of Microsoft Office)

4 GB RAM

6 Hour or above battery life

11.6” or above screen size

Windows 8 / 8.1 / 10

Warranty to cover laptop lifetime (3/4 years) and accidental damage insurance.

#### **Apple Macbook**

4GB Ram

6 Hour or above battery life

OSX 10.8 or above

Warranty to cover laptop lifetime (3/4 years) and accidental damage insurance.

#### **Apple iPad**

Ipad (4th Generation)/ Ipad Mini 2 or higher

External keyboard (A keyboard is strongly recommended if using an iPad to allow for the typing of student responses at a length expected in Year 7 and above.)

\* Please note iPads cannot connect to network shared drives, and students would need to use Office365 to save and retrieve their files.

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.

Seymour College has in place arrangements to support families who may be experiencing long or short-term hardship to access Laptops for schoolwork.

Students, parents and carers who would like more information or assistance regarding our BYOD program are encouraged to contact the IT Department at Seymour College on 0357711300

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

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

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 IT department 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 Seymour 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), Seymour 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.

## EXPECTATIONS

- This policy will be reviewed as part of the College's review cycle; however, it does not require College Council approval as we do not collect parent payments for electronic devices used to deliver the curriculum.
1. This policy will be made available on the College's website.
  2. This policy was ratified by College Council on 

16/10/2019
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## Child Safe Standards

*"Victorian government schools are child safe environments. Seymour College actively promotes the safety and wellbeing of all students, and all school staff are committed to protecting students from abuse or harm in the school environment in accordance with their legal obligations including the Child Safe Standards. The College's Child Safety Code of Conduct is available on the school's website."*



# Seymour College

## ICT Acceptable Use Agreement

### Year 7-12

ICT and the use of digital technologies now play a major role in most aspects of day-to-day life.

To maximize the efficient and productive use of Digital Technologies in the College, each user has a number of Rights and Responsibilities that they should be aware of and adhere to. This agreement sets out those Rights and Responsibilities.

Student Name: \_\_\_\_\_ Student ID: \_\_\_\_\_ Home Group: \_\_\_\_\_

## Student Rights & Responsibilities

### Note:

The school has the right to monitor access and review all use. This includes personal communications sent and received on computer(s) accessing the school network/internet and/or the network facilities at all times.

### Rights:

- ✓ To have access to the College's IT network, hardware (desktops, notebooks and portable devices as determined by the College's policies), supporting equipment (including printers, cameras, etc.) and the software that is appropriate to their studies.
- ✓ To have access to the internet, with filtering appropriate to their year level and studies.
- ✓ To receive IT Technician support for issues relating to connection the college network and internet.
- ✓ To leave devices with a school technician for company pickup/Repair if it was purchased through the schools recommended suppliers.
- ✓ To expect the network to be a safe and secure environment in which to work and learn.

### Responsibilities:

- ✓ To ensure that their behaviour does not in any way damage or interfere with the college's network or equipment.
- ✓ To ensure their device is brought to school each day fully charged.
- ✓ To take all reasonable steps to safeguard their personal privacy and the privacy of others. Students should keep their network passwords confidential.
- ✓ To take all reasonable steps to safeguard their personal equipment.
- ✓ To respect the rights of others, and observe correct copyright obligations.

## College Rights & Responsibilities

### Rights:

- ✓ To expect that all users understand their Rights and adhere to and accept the responsibilities.
- ✓ To deny access to the network and internet for any student who abuses their responsibilities.
- ✓ To manage the level of access to the internet for individual students to maximize the benefit to all members of the college community.
- ✓ To determine which digital devices are suitable for connection to the school's network.

## Responsibilities:

- ✓ To take all steps to provide a quick, seamless, responsive and functional IT network and infrastructure, particularly during college hours.
- ✓ To put in place policies and procedures that safeguard user's privacy secures their files, safeguard against illegal, inappropriate or destructive usage and which meet the monitoring requirements of the DET.
- ✓ To provide user support that relates to connection to the college network (including supporting devices such as printers), access to the college's internet services and minor operational issues.
- ✓ To provide support for warranty repairs where a device was brought from one of the school's recommended suppliers.

## Consequences

Where a student does not meet their responsibilities and their behaviour relates to:

- ✓ Disruption/damage to the network.
- ✓ Inappropriate use of the network (e.g. viewing inappropriate content, cyber-bullying, gaming in class time, spreading a virus).
- ✓ Damage to college equipment.
- ✓ Theft or damage to devices owned by other students/staff.

The college will impose consequences which include, but are not limited to detention, disconnection from the network, payment for any damage, and suspension. This agreement covers all student devices connected to the network, whether they are personally owned, or supplied by the school through the existing netbook or equity programs.

I understand the rights and responsibilities that I have as a user of the Seymour College IT Network, infrastructure and equipment and agree to be bound by them.

I also agree that I should be uncertain of a particular issue or situation, and whether it meets my Rights and Responsibilities, I will seek clarification from the College.

Student Name: \_\_\_\_\_

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Parent/Guardian  
Name: \_\_\_\_\_

Parent/Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_