Student Digital Technologies Policy

Rationale:

- Stawell Secondary College recognises that safe and appropriate use of digital technologies, including the internet, apps, and laptops, provide students with rich opportunities to support learning and development in a range of ways
- Through increased use of 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 and transforms assessment, reporting and feedback, driving new forms of collaboration and communication.
- Stawell Secondary College believes that the use of digital technologies at school allows the development of valuable skills and knowledges, and prepares students to thrive in our globalised and inter-connected world.
- The College's vision is to empower our 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.
- The widespread use of digital technologies among young people requires school administrators, teachers, students and parents take steps to ensure that they are used responsibly.
- Students and their parents/care-givers must read and understand this policy.
- This policy reflects the Department of Education and Training (DET) guidelines and applies while the student is at school, travelling on school provided transport, school excursions, camps and extra-curricular activities and will be supported by Parents/ Guardians.

Aims:

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 laptop 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

Definitions:

Word	Definition
Digital technologies	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
SMS	Short Message Service

Exclusions:
- This policy does not apply to mobile phones. For guidance on mobile phone usage please refer to the *Mobile Phone Policy.*
- Staff use of technology is governed by the Department's *Acceptable use Policy*.
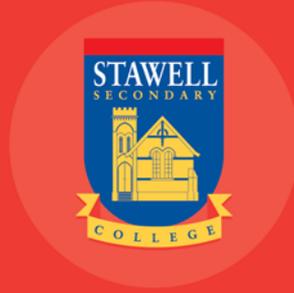

Responsibilities:
- Classes at Stawell Secondary College are supported by the use of laptops.
- Our school operates a laptop purchase program. Students and parents/guardians are required to agree to an Acceptable Use Agreement upon issue of their laptop. This Agreement outlines expected student behaviours
- It is the responsibility of each student to use their laptop appropriately.
- It is the responsibility of each student to bring their laptop charged, to class each day, to be used for different learning activities
- Students/families who are unable or who do not wish to enter a purchase agreement with the school will have access to a bank of laptops, which they can access and return to the College Library daily.
- Should students bring other digital devices to school (e.g. iPad) the school does not accept responsibility for any loss or damage
- Students, parents and carers who would like more information or assistance regarding our laptop purchase program are encouraged to contact their Year Level Coordinator or the College's Business Manager.

Safe and appropriate use of digital technologies:
Digital technology, if not used appropriately, may present risks to users' safety or wellbeing. At Stawell 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.

At Stawell Secondary 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
- have programs in place to educate our students to be promoting safe, responsible and discerning use of digital technologies
- 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
- 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
- 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 their Year Level Coordinator 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.
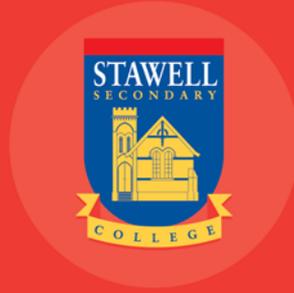
Student behavioural expectations

When using digital technologies, students are expected to behave in a way that is consistent with the College's *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), the 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.

What Parents/ Caregivers can do:
- Be supportive of our responsibilities to ensure that Stawell Secondary College has a safe environment.
- Be aware of your child's online behaviour and discuss potential concerns with them regularly.
- Be aware that threatening emails can be followed up through the Government's tracking system. The laws about threatening emails or SMS messages have been changed and people can now be charged. Discourage children from bringing devices other than their laptop to school, or inappropriately using digital technologies.
- Be aware that students can be held legally liable for cyber bullying offences.
- Download a free Internet content filter to help block, monitor and screen inappropriate websites. Encourage your child to keep passwords confidential.
- Utilise information and advice from reliable cyber safety websites such as the Office of the E-Safety Commissioner https://www.esafety.gov.au/

Loss, damage and theft
- Students and parents are reminded the students who bring electronic devices (other than their school issues laptop) to the College, do so at their own risk – the school will not accept any responsibility for loss or damage.

Evaluation:

This policy will be reviewed as part of the school's review cycle in February every year in accordance with the Child Safety Policy. The review will be led by the Wellbeing Team and referred to the Policy Sub-Committee and School Council for ratification.

Last reviewed: June 2020
Next review date: February 2021

Update history:

First issued	
Date of update	Summary of change(s)
22/6/20	Previous policy obsolete, name change to policy which now correlates DET digital technology policy.