

DIGITAL TECHNOLOGIES POLICY

(Including: INTERNET, SOCIAL MEDIA AND DIGITAL DEVICES and Acceptable Use Agreement)

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 [including our 1-to-1 personal device program or insert other appropriate programs as relevant to your 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
- (e) the various Department policies on digital learning, including social media, that our school follows and implements when using digital technology
- (f) our school prioritises the safety of students whilst they are using digital technologies

Scope

This policy applies to all students at Melbourne Girls' 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:

- Melbourne Girls' College 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 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.

Vision for digital technology at our school

Melbourne Girls' 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.

Melbourne Girls' 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.

Personal Devices at Example School

Melbourne Girls' College operates a Bring Your Own Device (BYOD) program. Classes at our school are delivered with the use of iPads/tablets/notebook computers.

Parents/carers are invited to purchase or lease a device for their child to bring to school.

Students are invited 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

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.

Students, parents and carers who would like more information or assistance regarding our BYOD program are encouraged to contact administration and ask to be directed to the IT area.

Safe and appropriate use of digital technologies

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

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 Leader and IT as soon as possible.

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 Melbourne Girls' College *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), Melbourne Girls' 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.

COMMUNICATION

This policy will be communicated to our school community in the following ways:

- Available publicly on our school's website
- Made available to all staff through policies on Compass
- Included in staff induction and child safety training processes
- Discussed at staff briefings/meetings as required
- Discussed at parent information nights/sessions as required
- Included in Course Confirmation
- Included as annual reference to parental consent
- Discussed at student forums/through communication tools
- Made available in hard copy from school administration upon request

POLICY REVIEW AND APPROVAL

Policy last reviewed	October 2023
Consultation	School Council – Oct 2023
Approved by	Principal
Next scheduled review date	Oct 2025

Evaluation and Review

This policy is not required to have School council approval

This is a VRQA required policy that will be reviewed every 2 years.

ICT Acceptable Use Agreement for internet and digital technologies

Melbourne Girls' College believes the teaching of cybersafe and responsible online behaviour is essential in the lives of students and is best taught in partnership between home and school.

21st century students spend increasing amounts of time online, learning and collaborating. To be safe online and to gain the greatest benefit from the opportunities provided through an online environment, students need to do the right thing by themselves and others online, particularly when no one is watching.

Safe and responsible behaviour is explicitly taught at our school and parents/carers are requested to reinforce this behaviour at home.

Some online activities are illegal and as such will be reported to police.

Part A - School support for the safe and responsible use of digital technologies

Melbourne Girls' College uses the internet and digital technologies as teaching and learning tools. We see the internet and digital technologies as valuable resources, but acknowledge they must be used responsibly.

Your child has been asked to agree to use the internet and mobile technologies responsibly at school. Parents/carers should be aware that the nature of the internet is such that full protection from inappropriate content can never be guaranteed.

At Melbourne Girls' College we:

- have policies in place that outline the values of the school and expected behaviours when students use digital technology and the internet.
- provide a filtered internet service.
- provide supervision and direction in online activities and when using digital technologies for learning.
- support students in developing digital literacy skills.
- have a cybersafety program at the school which is reinforced across the school.
- use mobile technologies for educational purposes (e.g. podcasts or photos from excursions).
- provide support to parents/carers to understand this agreement (e.g. language support).
- provide support to parents/carers through information evenings and through the document attached to this agreement for parents to keep at home

Device power management recommendations

1. Devices are to be charged at home overnight and brought to school with the battery in a fully charged state. Devices will then be run on batteries during the day. There is an extremely limited number of device charging facilities at school. Students are not to charge their devices during classes. If charging the device at school, during permitted times (before school, recess or lunch), students are responsible for the supervision of their device at all times, including while charging the device.
2. Students will work to save battery power by not using the device excessively for entertainment during the day. At school, the device is to be used for educational purposes only.

Bringing the device to school every day

Students who are unable to complete classroom activities appropriately due to leaving the device at home or not charging the device correctly will be expected to make up the lost time and missed work.

Backup and recovery

The school and its technicians take no responsibility for the security of data. It is up to the student to provide a regular backup of the contents to protect against loss of data (including files and folders of work stored on the computer). Students must regularly backup their own data including their school projects, assignments and assessment tasks. Work lost through inadequate backup must be re-done by the student. Loss of data is not accepted as an excuse for late/non-submission of homework or assignments (see the school's Submission of Work Policy and the VCAA's VCE Assessment Policy). Students should never have files only stored on one device; instead, students should store a copy on the device and a copy on a USB flash drive or on your home network.

Music, video and computer games

Students may, of course, save or install music, video or games onto their own device as long as those files or software meet our school Acceptable Use Agreement and policies and parents approval. But please note that copyright laws apply to digital copies of musical recordings, e.g. (MP3s, WMAs) and digital video recordings on all devices. Any music or video or games on the device should be a legal version and should not infringe copyright law.



MELBOURNE GIRLS' COLLEGE

Computer games, when accessed in appropriate ways, have been shown to have significant educational benefits. However, it is also clear that many games can be unproductive and distracting to student learning and as such gaming is not permitted during class time at school. Students should not play computer games in class (unless specifically directed by a teacher). Likewise, students are not permitted to listen to digital music or watch movies on the device during class time at school (unless given express permission by a teacher for an educational purpose).

Melbourne Girls' College Acceptable Use Agreement Internet and Digital Technologies

Part B - Student Agreement

When I use digital technology I agree to/can:

- be a safe, responsible and ethical user whenever and wherever I use it
- support others by being respectful in how I communicate with them and never write or participate in online bullying (this includes forwarding messages and supporting others in harmful, inappropriate or hurtful online behaviour)
- talk to a teacher if I feel uncomfortable or unsafe online or see others participating in unsafe, inappropriate or hurtful online behaviour
- seek to understand the terms and conditions of websites and online communities and be aware that content I upload or post is my digital footprint
- protect my privacy rights and those of other students by not giving out personal details including full names, telephone numbers, addresses and images
- use the internet for educational purposes and use the equipment properly
- use social networking sites for educational purposes and only as directed by teachers
- abide by copyright procedures when using content on websites (ask permission to use images, text, audio and video and cite references where necessary)
- think critically about other users' intellectual property and how I use content posted on the internet.
- Follow the Department of Education's Mobile Phone Policy
- Download any programs, apps or games that are offered on the Windows App Store (paid or free) while at school as directed by a teacher.
- Purchase music or games (rated G or PG) legally. Anything rated higher than G or PG must not be viewed, listened to or shared whilst on College grounds.
- Use the camera or microphone when instructed by a teacher.
- Use the laptop in the library during lunchtimes.
- Browse the web. HOWEVER BEWARE: everything you search and look at is recorded and can be recovered by the school's IT Department
- Label the laptop (engraving your name would be ideal).



MELBOURNE GIRLS' COLLEGE

When I use digital technology I understand I am unable to:

- Use the laptop to illegally download content such as movies, music, games and programs (e.g. torrent programs).
- Play or download any content (music, movies, games, etc) that is rated higher than PG whilst on College grounds.
- Use the camera or microphone at school unless given permission by a teacher.
- Have any inappropriate or offensive images set as desktop wallpaper.
- Bring the charger to school (this is an OHS requirement).
- Use social media apps or websites while at school.
- Lend/swap/borrow laptops or laptop parts (i.e. detachable screens and keyboards) with other students.
- interfere with network security, the data of another user or attempt to log into the network with a user name or password of another student
- reveal my password to anyone except the system administrator or the teacher
- bring or download unauthorised programs, including games, to the school or run them on school computers

Consequences for misuse (one or more may apply depending on the situation):

The device/internet may be taken away for a length of time. The device may be taken away and kept safe with an Assistant Principal, Year Level Leader or teacher until a nominated person, student, parent or guardian picks it up.

In breaches of the Acceptable Use Policy, disciplinary action may include detention, suspension or exclusion from school or the student may be refused permission to use the device again at school, please see

(<https://www.education.vic.gov.au/school/teachers/management/infrastructure/Pages/acceptableuse.aspx>)

The opportunity to bring and use your own device at school is accompanied by clear expectations about the responsible use and care of the device. Before the device can be used at school, students and parents must agree to and abide by the Acceptable Use Agreement at all times at school while using the laptop or tablet.

This Acceptable Use Agreement also applies during school excursions, camps and extra-curricular activities.

For further support with online issues students can call Kids Helpline on 1800 55 1800.

Parents/carers can call *Parentline* 132289 or visit <http://www.cybersmart.gov.au/report.aspx>



MELBOURNE GIRLS' COLLEGE