Manor Lakes College

DIGITAL TECHNOLOGIES POLICY (INTERNET, SOCIAL MEDIA AND DIGITAL DEVICES)

Secondary 7-12

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 Bring Your Own Device program (BYOD)

(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 Manor Lakes P12 College 7-12 (Secondary)

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. Mobile phones are not to be used as devices in classes.

POLICY

Vision for digital technology at our school

Manor Lakes P12 College understands that 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.

Manor Lakes P12 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 to

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

Devices at Manor Lakes P12 College

Classes at Manor Lakes P12 College 7-12 are delivered with the use of Devices (tablets and laptops – laptops preferred). Students must bring their device charged 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 or leased tablet/laptop with them to school each day.

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.

Manor Lakes has in place arrangements to support families who may be experiencing long or short-term hardship to access devices for schoolwork - we have a number of spare devices that can be loaned to students in certain circumstances.

Students, parents and carers who would like more information or assistance regarding our BYOD program are encouraged to contact Secondary Principal Renee Liprino on 9741 4202.

Safe and appropriate use of digital technologies

Digital technology, if not used appropriately, may present risks to users' safety or wellbeing. At Manor Lakes P12 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 Manor Lakes P12 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, including
- 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
- 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.

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 principal as appropriate, immediately. Teachers are not permitted to let students access a staff device for any reason.

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Manor Lakes College

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 Manor Lakes P12 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), Manor Lakes P12 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* policies.

Teacher expectations

- ensure students do not access a staff device for any reason
- only borrow devices from IT for class testing e.g. On Demand
- survey students at the start of the year to find out what type of device they have to ascertain what students may be able to access
- ask students who do not own a device to sign a device borrow form at the IT desk (parents must also sign this). Only students who don't own a device and have this signed are able to borrow a device from the IT desk.
- inform Year Level Coordinators of students who do not own a device – so this can be followed up
- contact parents of students who do not bring devices and run detentions for not bringing the correct equipment to class
- have written work for students who do not bring their devices

REVIEW CYCLE

This policy was last updated on 30/11/2018 and is scheduled for review in December/2021

STUDENTS EXPERIENCING FINANCIAL HARDSHIPS DEVICE BORROWING

Students who do not own a laptop or tablet due to financial hardships – and need to borrow a school device for some sessions, while they purchase a device, may borrow a device from the IT desk in the library with:

- This form signed – an agreement to follow the *Digital Technologies Policy* (it will be kept at the IT desk)
- Home contact from a YLC
- A movement pass from the teacher each session you are using the device

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Device Borrowing Permission Form

I give permission for my child ……………………………………………………………. to borrow a device from the IT Desk in the library for approved sessions this term, until a personal device is purchased.

- I understand that any devices used at school must follow the *Digital Technologies Policy.*

- I understand that a Year Level Coordinator will be in contact with our family.

- I understand that once a device is purchased, my child will need to bring this to school and should not borrow a device from the library.

- I understand that this form covers a term only

Parent/Guardian Signature: ………………………………………………… Date: …………………

Parent/Guardian Name: ………………………………………………………………………………..

Year Level Coordinator Name: …………………………………………………………………………

Year Level Coordinator Signature: ……………………………………………………………………….

Term this note covers: ………………………………..

*The Year Level Coordinator will take this form to the IT Desk in the library and make home contact