Student use of Digital Technologies Policy

1. Background

The use of ICT/digital technologies is a mandated component of the Victorian Curriculum F-10 and must be substantially addressed by every school in their curriculum programs. The use of ICT/digital technologies are found in the Digital Technologies learning area as well as the ICT capability, which is woven across all learning areas.

Melton Secondary College aims to use Information and Communication Technologies (ICT) and other digital technologies to support and enable learning in a safe, balanced and appropriate way.

2. 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

3. Guiding Principles

This policy applies to all students at Melton Secondary College.

- Student use of digital technology is governed by the Melton Secondary College *Acceptable Use Policy*
- 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.

4. Implementation

Vision for digital technology at our school

Melton Secondary 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.

Melton Secondary 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.

4.1 iPads at Melton Secondary College

Melton Secondary College is implementing a 1:1 iPad program in years 7-9. Students must bring their charged iPad to school each day to be used during class time for different learning activities.

Melton Secondary College has in place arrangements to support families who may be experiencing long or short-term hardship to access iPads for schoolwork. We also have a number of spare iPads that can be loaned to students in certain circumstances.

Students in Years 10-12 may take part in the college Bring Your Own Device (BYOD) program, which means they may bring their own purchased or leased device with them to school each day provided that it has been registered by the College IT Team onto the college network.

Please note that our school does not have insurance to cover accidental damage to students' iPads, and parents/carers are encouraged to consider obtaining their own insurance for their child's iPad.

Students, parents and carers who would like more information or assistance regarding our BYOD program are encouraged to contact the Director or Operations.

4.2 Safe and appropriate use of digital technologies

Digital technology, if not used appropriately, may present risks to users' safety or wellbeing. At Melton 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 Melton Secondary College, we
- use online sites and digital tools that support students' learning, and focus our use of digital technologies on being learning-centred
- effectively and responsively address any issues or incidents that have the potential to impact on the wellbeing of our students
- have an Acceptable Use Agreement outlining the expectations of students when using digital technology at school
- actively educate and remind students of our *Student Engagement* policy that outlines our School's values and expected student behaviour, including online behaviours
- educate our students about digital issues such as online privacy, intellectual property and copyright, and the importance of maintaining their own privacy online
- 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
- 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.

When students are participating in the on-site program and accessing digital technologies via the college network, 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
- have programs in place to educate our students to be promoting safe, responsible and discerning use of digital technologies, including eSmart.
- 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

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 [insert relevant role, i.e. classroom teacher, the administration] 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 computer systems and across the network, 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.

4.3 Student behavioural expectations
When using digital technologies, students are expected to behave in a way that is consistent with Melton Secondary College's *Acceptable Use Agreement, STARR Values Expectations Matrix, 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), Melton 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 *Student Wellbeing and Engagement* and *Bullying Prevention* policies.
- Referral to Victoria Police

5. Evaluation and Review
This policy will be reviewed in two years or as necessitated by changes/developments which may occur through requests by DET, School Council, Parents, Students or Staff within the timeframe stated above.

6. References
Student Wellbeing and Engagement Policy
Bullying Prevention
Acceptable Use Agreement
Statement of Values

Date Reviewed	2020
Author	REY
Approval required	Yes if we ask for payment for 1:1 program
Consultation required	Recommended
School Council approved	NA
School Council noted	
Mandatory	Yes
VQRA	Yes
Responsible for Review	Principal
Review Date	September 2022
Published	Website/Internal Circulation