



DIGITAL TECHNOLOGY POLICY

BACKGROUND

This Policy applies to digital technologies, various devices, social media tools and learning environments established by our school or accessed using school owned networks or systems, including (although not limited to):

- School owned ICT devices (e.g. desktops, laptops, ipads, tablets, printers, scanners)
- Mobile phones
- Wearable devices e.g. Apple Watch, ipads
- Email and instant messaging
- Internet, Intranet
- Social networking or video and photo sharing websites sites (e.g. Facebook, Instagram, Picasa, Youtube, Snapchat etc)
- Blogs
- Micro-blogs (e.g. Twitter)
- Forums, discussion boards and groups (e.g. Google groups, Whirlpool)
- Wikis (e.g. Wikipedia)
- Vod and podcasts
- Video conferences and web conferences.

This Policy and Acceptable Use Agreement applies when students are using any of the above digital technologies or (others not stated) at school, at home, during school excursions, camps and extra-curricula activities.

PURPOSE

ICT and Internet Usage

Information and Communications Technology (ICT) is the hardware and software that enables data to be digitally processed, stored and communicated. ICT can be used to access, process, manage and present information; model and control events; construct new understanding; and communicate with others. Being conversant in being able to effectively utilise ICT is now considered to be core skills for students the wider population.

The Internet offers vast, diverse, and unique resources to both students and teachers. Effective use of the Internet provides students with unprecedented opportunities to obtain information, engage in discussion, and liaise with individuals, organisations and groups both locally and internationally. Our provision of Internet access to students is clearly intended to support educational use and the practical and educational benefits this can bring. Any behaviour by students that interferes with this intention will not be tolerated and considered an infringement of this Policy and the associated *Usage Agreement*. The use of the Internet is a **privilege, not a right**, and inappropriate use will result in a suspension or cancellation of those privileges.

Mobile Phones & Electronic Devices

The use of Mobile Phones, and other electronic devices in class can be very disruptive to the learning environment of some students.

AIM

ICT and Internet/Intranet Usage

Digital Technology focuses on providing students with the tools to transform their learning and to enrich their learning environment. The knowledge, skills and behaviours identified for this domain enable students to:

- ✓ develop new thinking and learning skills that produce creative and innovative insights
- ✓ develop more productive ways of working and solving problems individually and collaboratively
- ✓ create materials that demonstrate their understanding of concepts, issues, relationships and processes
- ✓ express themselves in contemporary and socially relevant ways
- ✓ communicate locally and globally to solve problems and to share knowledge

We therefore aim to:

- Improve student learning outcomes by providing easy access to quality information and learning materials.
- Develop students' skills in effective and appropriate internet/intranet and computer usage, and,
- Develop students understanding of the implications of the use of Digital Technologies and their social and ethical responsibilities as users of ICT.

Digital Technologies

We also aim to:

- To ensure that optimal learning opportunities are available for all students, free of distraction
- To utilise the benefits of mobile phones and similar devices for learning purposes, whilst managing the problems they can potentially cause.

IMPLEMENTATION

ICT and Internet/Intranet Usage

- Our school actively supports access by students to a wide selection of quality information and learning resources. This access should be accompanied by the development of the skills necessary to filter, analyse, interpret and critically evaluate these information sources.
- All students and staff at our school will have regulated Internet and email access. All students and staff will have their own password protected Internet account and log on. Such access is a privilege that infers responsibility, and not simply a right to be expected.
- Students will be held responsible for all activity that occurs under their user account credentials.
- Student behaviour when using school computers and networks, when using the internet and e-mail, and when engaging in any activity with school computers must be consistent with the school's Student Engagement Policy.
- Inappropriate images, footage, games and/or software are not permitted to be stored/downloaded onto any school device.
- Technical support will be provided by the schools ICT personnel to manage all e-mail access, maintenance of the school's web site, web filters, and all other issues related to internet access by students.
- The school undertakes to ensure that information published on the Internet by students or the school is of an appropriate standard, and meets legal requirements and standards of general practice within the community in relation to copyright, safety and decency.
- Consequences of publishing, accessing or failing to notify ICT personnel or a member of staff of inappropriate material shall include suspension and/or removal of access rights.
- Signed parent and student consent in the form of the Acceptable Use Agreement (see Appendix below) is required to be completed in order to gain access to the Internet, or to publish work, photos or videos on the Internet. This also applies to the College Intranet.
- The privacy of students, parents, staff and other users must be recognised and respected at all times. Student's will only identify themselves on the Internet by their first name.
- Staff are expected to utilise and integrate technologies, including on-line learning opportunities, into their programs for all students, and will do so according to DET Policy.
- The school will provide appropriate professional development and support for all staff.
- **Students must NOT reveal their password to another person.**
- **Students must NOT use another user's online credentials.**

Mobile Phones and other electronic devices:

Our College recognises that mobile phones are an important means of communication and that many parents have provided students with mobile phones. Whilst the College permits certain students to have mobile phones at school, it is recognised that they can be disruptive to the learning environment, and often used inappropriately.

We acknowledge there are occasions when it is appropriate and beneficial for students to have access to a mobile phone. However, our school discourages the bringing of mobile phones to schools by all students.

Headphones, earphones or earbuds are also a distraction to learning when not used according to teacher instruction for a specific, tasks, and the inability of a student hear what is going on around them may also pose a safety risk, especially in the event of an emergency. These devices may only be used at teacher discretion during class time.

Students and parents therefore need to be aware of the following requirements in regards to Mobile Phone Use and the use of headphones, earphones or earbuds. These requirements are to ensure that these items do not disrupt learning or the safe environment of our school and students within.

1. Students in Years Foundation to 12 are **not** permitted to have mobile phones **on their person** at school during the day from 8.55 am to 3.20pm. Students who bring a mobile phone to school must keep them on silent or turned off in the mobile phone locker Mortlake P-12 College will supply each student.
2. All teachers are given full jurisdiction to confiscate a student's mobile phone, and or wearable devices such as the Apple Watch, or headphones
 - a. where at any point in time a student in years P-12 is found to have been using the device in contradiction to this policy
 - b. where at any point in time, a student in Year 11 or 12 has been distracted or disrupted from their learning by the device (phone or otherwise), the student has disrupted the learning of another student, the phone/device has/is used at recess or lunch time.

Students who, in the opinion of the responsible teacher, breach this policy are required to surrender the device/s immediately.

3. Our school reserves the right to prohibit students from bringing mobile phones into certain spaces or during certain activities e.g. excursions, school camps, sports days, etc.
4. The principal may revoke a student's privilege of bringing or using a mobile phone whilst at school.
5. Mobile phones owned by students and staff are brought to school at their own risk. The College will not compensate damaged, lost or stolen personal mobile phones.
6. Mobile phones brought to school must never be loaned to other students.
7. Parents needing to contact students during the school day **MUST** do so via the General Office.
8. Confiscated phones will be placed in the General Office for safekeeping, and may only be collected by the Parent or Guardian between 4.00pm and 4.30pm, or by the student the following day, before school starts from the school principal. Where a phone has been confiscated, parents will be notified to ensure arrangements are made for after school duty of care and phone collection purposes.
9. Appropriate action, according to our Student Engagement Guidelines will be taken against any student who;
10. uses their phone (or allows others) to take images or record another person without their consent
11. makes harassing or threatening calls, sends harassing, threatening or inappropriate messages, or allows others to use their phone to do so.
12. Refuses to hand over their phone (or other electronic device) for confiscation.

13. Students who receive inappropriate material, or whom feel they have been a victim of harassment or bullying in any form, are encouraged report it immediately to a trusted adult, who may then notify the AP, or Principal of the matter. We especially encourage this to occur during school hours.
14. Where deemed appropriate (e.g. there may be any unjust or inappropriate messages or pictures suspected to be on the phone) the school reserves the right to confiscate the phone and will seek for the student to show the content being questioned. Where a student refuses to share any content on their phone, parents will be contacted immediately. It is noted that it is a criminal offence to use a mobile phone to menace, harass or offend another person. As such, if action as sanctioned by the school is deemed ineffective, as with all such incidents, the school may consider it appropriate to involve the police.
15. In accordance with the Departments Mobile Phone Policy issued by the Minister for Education, personal mobile phones must not be used during schools hours, including lunchtime and recess, unless an exemption has been granted. (Refer to <https://www.education.vic.gov.au/school/principals/spag/safety/Pages/mobilephones.aspx> for full exception details) Where a students has been granted an exemption, the student must use their mobile phone ONLY for the purpose by which the exception was granted, and in a safe, ethical and responsible manner.
16. Students cannot bring ipads, laptops, and other electronic devices to Mortlake P-12 College. The only exception to this is for Year 11 & 12 students who have already purchased full sized laptops only. Mortlake P-12 College has supplied a Chromebook computer for every student at Mortlake P-12 College. Class sets of ipads, laptops and desktops are also available for students to use. Students will participate in training sessions and sign contracts before a machine has been issued to the student.

Parents, Visitors, Volunteers and Contractors

- All parents, visitors, volunteers and contractors are required to ensure their phone is on Silent or aircraft mode when in classrooms and whilst participating in school based activities such as assemblies, and including parent student teacher conferences and arranged meetings.
- Phone call that need to be taken or made must be done so away from teaching and learning areas.

RELATED POLICIES AND RESOURCES

- Mortlake College Student Wellbeing and Engagement and Internet and Social Media policies <http://mortlakep12.vic.edu.au/policies.html>
- <http://www.education.vic.gov.au/school/principals/infrastructure/Pages/acceptableuse.aspx>

EVALUATION

- This policy will be reviewed as part of the school's **ANNUAL** review cycle or earlier if required.

This policy was last ratified & approved by School Council in....

JUNE 2020

Danny Forrest
Principal

Bruce Goddard
School Council President

STUDENT ACCEPTABLE USE AGREEMENT

This Agreement is to be signed by both the student and parent.

When I use technology, both at school and at home I have responsibilities and rules to follow. I agree to:

- be a safe user whenever and wherever I use that technology.
- be responsible whenever and wherever I use technology. I will support others by being respectful in how I talk to and work with them, and I will never write or participate in online bullying. This includes forwarding messages and supporting others in harmful, inappropriate or hurtful online behaviour.
- report to an adult if I feel unsafe or uncomfortable online or see a friend being unsafe or being made to feel uncomfortable by others.
- Not download or copy onto my 1:1 device any software, games, images or footage, that is deemed inappropriate.

When at school I agree to:

- behave in a way outlined in the College's Student Engagement Policy when online or using mobile technology.
- keep myself and my friends safe by not giving out personal details including full names, telephone numbers, addresses and images, and by protecting my password
- use the technology at school for learning, use the equipment properly and not interfere with the work or data of another student
- not bring or download unauthorised programs or files
- not go looking for rude or offensive sites
- remember that the content on the web is someone's property and ask my teacher / parent to help me get permission if I want to use information or pictures
- think carefully about what I read on the Internet, question if it is from a reliable source and use the information to help me answer any questions (I **will not** copy and paste the information as my answer).
- talk to my teacher or another adult if:
 - I need help online
 - I am not sure what I should be doing on the internet
 - I come across sites which are not suitable
 - someone writes something I don't like, or makes me and my friends feel uncomfortable or asks me to provide information that I know is private
 - I feel that the welfare of other students at the school are being threatened

I understand, and agree to, the following school rules regarding mobile phones, headphones and earbuds, and other electronic devices:

Mobile Phones and other electronic devices:

Our College recognises that mobile phones are an important means of communication and that many parents have provided students with mobile phones. Whilst the College permits certain students to have mobile phones at school, it is recognised that they can be disruptive to the learning environment, and often used inappropriately.

We acknowledge there are occasions when it is appropriate and beneficial for students to have access to a mobile phone. However, our school discourages the bringing of mobile phones to schools by all students.

Headphones, earphones or earbuds are also a distraction to learning when not used according to teacher instruction for a specific, tasks, and the inability of a student hear what is going on around them may also pose a safety risk, especially in the event of an emergency. These devices may only be used at teacher discretion during class time.

Students and parents therefore need to be aware of the following requirements in regards to Mobile Phone Use and the use of headphones, earphones or earbuds. These requirements are to ensure that these items do not disrupt learning or the safe environment of our school and students within.

1. Students in Years Foundation to Year 12 are **not** permitted to have mobile phones **on their person** at school during the day from 8.55am to 3.20 pm. Students who bring a mobile phone to school must keep them on silent or turned off either in their locker, school bag or handed in to the General Office for secure safe keeping.
2. All teachers are given full jurisdiction to confiscate a student's mobile phone, and or wearable devices such as the Apple Watch, or headphones
 - a. where at any point in time a student in years F-12 is found to have been using the device in contradiction to this policy Students who, in the opinion of the responsible teacher, breach this policy are required to surrender the device/s immediately.
3. Our school reserves the right to prohibit students from bringing mobile phones into certain spaces or during certain activities e.g. excursions, school camps, sports days, etc.
4. The principal may revoke a student's privilege of bringing or using a mobile phone whilst at school.
5. Mobile phones owned by students and staff are brought to school at their own risk. The College will not compensate damaged, lost or stolen personal mobile phones.
6. Mobile phones brought to school must never be loaned to other students.
7. Parents needing to contact students during the school day **MUST** do so via the General Office.
8. Confiscated phones will be placed in the General Office for safekeeping, and may only be collected by the Parent or Guardian between 4.00pm and 4.30pm, or by the student the following day, before school starts. Where a phone has been confiscated, parents will be notified to ensure arrangements are made for after school duty of care and phone collection purposes.
 - Appropriate action, according to our Student Engagement Guidelines will be taken against any student who;
 - uses their phone (or allows others) to take images or record another person without their consent
 - makes harassing or threatening calls, sends harassing, threatening or inappropriate messages, or allows others to use their phone to do so.
 - Refuses to hand over their phone (or other electronic device) for confiscation.
9. Students who receive inappropriate material, or whom feel they have been a victim of harassment or bullying in any form, are encouraged report it immediately to a trusted adult, who may then notify the AP, or Principal of the matter. We especially encourage this to occur during school hours.
10. Where deemed appropriate (e.g. there may be any unjust or inappropriate messages or pictures suspected to be on the phone) the school reserves the right to confiscate the phone and will seek for the student to show the content being questioned. Where a student refuses to share any content on their phone, parents will be contacted immediately. It is noted that it is a criminal offence to use a mobile phone to menace, harass or offend another person. As such, if action as sanctioned by the school is deemed ineffective, as with all such incidents, the school may consider it appropriate to involve the police.
11. In accordance with the Departments Mobile Phone Policy issued by the Minister for Education, personal mobile phones must not be used during schools hours, including lunchtime and recess, unless an exemption has been granted. (Refer to <https://www.education.vic.gov.au/school/principals/spag/safety/Pages/mobilephones.aspx> for full exception details) Where a students has been granted an exemption, the student must use their mobile phone **ONLY** for the purpose by which the exception was granted, and in a safe, ethical and responsible manner.

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

I acknowledge and agree to follow these rules. I understand that my access to the Internet, ICT devices and mobile technology at school will be renegotiated if I do not act responsibly.

Student Name:.....Student Signature:.....

Parent Permission- *I agree to allow my child to use the Internet at school. I have discussed potential problems and responsible use of the Internet with him/her. I will contact the school if there is anything here that I do not understand or If there is a situation which concerns me.*

Parent/Guardian SignatureDate:.....