Digital Technologies Policy

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)
(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 John Fawkner College.

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.

Policy

Vision for Digital Technology at our School

John Fawkner 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.

John Fawkner 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.

1-1 Device Program

Classes at John Fawkner College are delivered with the use of laptops. Students must bring a charged laptop 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 laptop with them to school each day. John Fawkner College has special arrangements with Learning with Technologies, a computer store that offers discounted prices for the lease or purchase of Laptops for John Fawkner College students.

Students are required to have their own laptop that must meet the following specifications:

- Protection – be brought to school in a protective bag
- Hard drive – minimum 128GB
- Memory – minimum 4GB
- SPU – i5 or higher
- Operating System – Windows 10
- Software - Microsoft Office Suite

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

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

Ownership, Insurance and Damage
For Laptops purchased through Learning with Technologies, the Laptop is the property of the family who purchased it. These laptops are supported through the guarantee and warrantee period outlined at the time of

purchase and are not the responsibility of the College. Any damage caused to these devices are the responsibility of the user and not the College

For Laptops loaned through the College, the Laptop remains the property of the College. Any damage caused to devices loaned through the College are payed for the user.

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

Safe and Appropriate Use of Digital Technologies

Digital technology, if not used appropriately, may present risks to users' safety or wellbeing. At John Fawkner 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 John Fawkner 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 via Compass 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 teacher or coordinator 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 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 John Fawkner 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), John Fawkner 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 Engagement, Wellbeing and Inclusion* and *Bullying Prevention* policies.

Obligations and Requirements Regarding Appropriate use of ICT in the College-learning Environment
Students are only permitted to use ICT equipment/devices that are approved by the College. This includes the provisioning of 1:1 devices in accordance with this program. The use of other devices such as personal tablets, mobile phones or other electronic communication devices is prohibited. When accessing devices as part of the College's 1:1 program students, teachers and parents are not allowed to engage in activities such as profanity, offensive language, obscenity, pornography, unethical or illegal solicitation, racism, sexism, is derogatory or threatening to another e.g. libelous, slanderous, inflammatory, threatening, or harassing behaviours that may deceive, impersonate or misrepresent any member of the College community. Examples of such behaviours includes:
- Forwards confidential messages to persons to whom transmission was never authorised by the College, including persons within the school community and persons/organisations outside the community
- Fails to use the system as prescribed, thus permitting infection by computer virus or deliberate infection by computer virus
- Breaches copyright
- Attempts to breach security and infrastructure that is in place to protect user safety and privacy
- Brings the College name into ill repute
- Results in unauthorised external administration access to the College's electronic communication
- Propagates chain emails or uses groups or lists inappropriately to disseminate information
- Inhibits the user's ability to perform their duties productively and without unnecessary interruption,

- Interferes with the ability of others to conduct the business of the College
- Involves malicious activity resulting in deliberate damage to College ICT and/or ICT equipment/devices
- Involves the unauthorised installation and/or downloading of non‐college endorsed software
- Breaches the ethos and values of the College

In the event of accidental access of such material, Authorised Users must:
- Refrain from showing other students
- Shut down, close or minimise the window
- Report the incident immediately to the supervising teacher or the relevant Year Level Coordinator

A person who encourages, participates or otherwise knowingly acquiesces in the prohibited use of College, or privately owned communication technologies, on the school ground or at any school related activity, may also be found to have engaged in prohibited use (Refer to Student Engagement and Wellbeing Policy, Acceptable Use Policy, Anti Bullying Policy available on the College website).

Users must not have involvement with any material, which might place them at risk or breaches the ethos of this Policy whilst at school or school related activity. This includes images or material stored on privately owned ICT equipment/devices brought onto the College site, or to any College related activity.

Users must not attempt to download, install or connect any unauthorised software or hardware onto College ICT equipment that breaches the ethos of the Policy, or utilise such software/hardware. Any Users with a query or a concern about that issue must speak with the relevant subject teacher.

College Procedures
The College:
- Reserves the right at any time to check work or data on the college's computer network, email, internet, computers and other college ICT equipment/devices, without obtaining prior consent from the relevant User.
- Reserves the right to check work or data on privately owned student ICT equipment that may be bought onto College premises or at any College related activity. The User agrees to promptly make the ICT equipment/device available for purposes to check and/or cooperate in the process. The college will inform the user of the purpose of the check.
- Will restrict access to certain sites and data, record email and internet use, including the user details, time, date, sites visited, length of time viewed, and from which computer or device by using an electronic access monitoring system
- Monitors traffic and material sent and received using the college's ICT infrastructures. From time to time this may be analysed and monitored to help maintain an eSmart learning environment.
- Conduct an internal audit of its computer network, internet access facilities, computers and other college ICT equipment/devices, or may commission an independent audit of content and usage.

Copyright, Licensing, and Publication
Copyright laws and licensing agreements must be respected and sources appropriately acknowledged. Users must not breach laws of copyright, moral right or intellectual property – this includes illegal copies of software, music, videos, and images.

All material submitted for internal publication must be appropriate to the College environment and copyright laws.

Any student/s found to use an ICT equipment/device to gain advantage in exams or assessments will face disciplinary actions as sanctioned by the college.

<u>Individual Password Logons to User Accounts</u>
If access is required to the network, computers, and internet access using College facilities, it is necessary to obtain a personal user account.

Users must keep usernames and passwords confidential and not share them with anyone else. A breach of this rule could lead to users being denied access to the system.

Authorised users must not allow another person access to any equipment/device logged in under their own user account. Material accessed on a user account is the responsibility of that user. Any inappropriate or illegal use of the computer facilities and other College ICT equipment/devices can be traced by means of this login information.

Those provided with individual, class or group email accounts must use them in a responsible manner and in accordance with the Policy. This includes ensuring that no electronic communications could cause offence to others or harass or harm them, put the owner of the user account at potential risk, contain objectionable material or in any other way be inappropriate in the college environment.

For personal safety and having regard to Privacy laws, Authorised Users must not reveal personal information about themselves or others. Personal information may include, but is not limited to, home or email addresses, and any telephone numbers, including mobile numbers.

<u>Other User Obligations</u>
Avoid deliberate wastage of ICT related resources including bandwidth, through actions such as unnecessary printing and unnecessary internet access, uploads or downloads.

Avoid involvement in any incident in which ICT is used to send or display electronic communication, graphics, audio, video files which might cause offence to others and/or involve objectionable material.

Abide by copyright laws and obtain permission from any individual before photographing, videoing or recording them.

Not upload any image or video taken at the college or of any student in college uniform without the written permission of the Principal.

<u>Privacy</u>
The Privacy Act requires the College to take reasonable steps to protect held personal information from misuse and unauthorised access. Users must take responsibility for the security of their computer and not allow it to be used by unauthorised persons.

After school use of communication technologies by students is the responsibility of parents. Students are prohibited to identify, discuss, photograph or otherwise publish personal information or personal opinions about College staff, fellow students or the College.

Any such behaviour that impacts negatively on the reputation of the College may result in disciplinary action. The College takes a strong position to protect privacy and prevent personal information and opinion being published over technology networks including Facebook, You Tube and any further new technology or social media platform.

<u>Data Back Up</u>
Students are responsible for backup of data and student work. This back up is separate to the College network, eg. USB or portable hard drive.

<u>eSmart</u>

John Fawkner College is registered as an eSmart school. This is a whole school program designed in conjunction with the Education Department and the The Alannah and Madeline Foundation for schools across Australia. This is a comprehensive Cyber Safety Program which students are expected to meet the guidelines.

The College property includes network access and the contents of the ICT system. The College has the capacity to monitor and control the system and reserves the right to monitor individual usage and report, where necessary, any indications of misconduct or prohibited use.

All users, whether or not they make use of network facilities and communication technologies on College owned or personal ICT equipment/devices will have full access to this policy via the College web page.

The College's ICT, including network facilities, communication technologies, eLearning tools and ICT equipment/devices all fall under this policy.

The use of personal ICT and communication devices fall under this policy.

John Fawkner College does not have any provisioning for the use of personal devices within the College.
For further information on the use of personal devices reference should be made to the College's Engagement and Wellbeing Policy.

Further Information and Resources

- o Student Engagement, Wellbeing and Inclusion Policy
- o Bullying Prevention Policy

Review

This policy will be reviewed by the Leadership Team every 4 years.

Evaluation

This policy will be reviewed Annually

Date	Description of update	To be reviewed	Approved by
2 Apr 2020	Initial publication	2 Apr 2024	S.Council 14/5/20

College Acceptable Use Agreement

At John Fawkner College we support the right of all members of the school community to access safe and inclusive learning environments, including digital and online spaces. This form outlines the School's roles and responsibilities in supporting safe digital learning, as well as the expected behaviours we have of our students when using digital or online spaces.

At our School we:

- Have a **Student Engagement, Wellbeing and Inclusion Policy** that outlines our School's values and expected standards of student conduct, including consequences for breaching the standards. This Policy extends to online conduct;
- Have programs in place to educate our students to be safe and responsible users of digital technologies;
- Provide information about digital access issues such as online privacy, intellectual property and copyright;
- Supervise and support students using digital technologies in the classroom;
- Use clear protocols and procedures to protect students working in online spaces. This includes reviewing the safety and appropriateness of online tools and communities, removing offensive content at earliest opportunity, and other measures;
    - [Duty of Care and Supervision](www.education.vic.gov.au/about/programs/bullystoppers/Pages/prindutycare.aspx) (www.education.vic.gov.au/about/programs/bullystoppers/Pages/prindutycare.aspx)
- Provide a filtered internet service to block inappropriate content. We acknowledge, however, that full protection from inappropriate content cannot be guaranteed;
- Use online sites and digital tools that support students' learning;
- Address issues or incidents that have the potential to impact on the wellbeing of our students;
- Refer suspected illegal online acts to the relevant Law Enforcement authority for investigation;
- Support parents and care-givers to understand safe and responsible use of digital technologies and the strategies that can be implemented at home. The following resources provide current information from both the Department of Education & Training and The Children's eSafety Commission:
    - [Bullystoppers Parent Interactive Learning Modules](www.education.vic.gov.au/about/programs/bullystoppers/Pages/parentmodules.aspx) (www.education.vic.gov.au/about/programs/bullystoppers/Pages/parentmodules.aspx)
    - [iParent | Office of the Children's eSafety Commissioner](https://www.esafety.gov.au/education-resources/iparent) (https://www.esafety.gov.au/education-resources/iparent)

Student Declaration

When I use digital technologies and the internet I agree to be a safe, responsible and ethical user at all times by:

- Respecting others and communicating with them in a supportive manner;
- Never participating in online bullying (e.g. forwarding messages and supporting others in harmful, inappropriate or hurtful online behaviours);
- Protecting my privacy by not giving out personal details, including my full name, telephone number, address, passwords and images;
- Protecting the privacy of others by never posting or forwarding their personal details or images without their consent;
- Talking to a teacher or a trusted adult if I personally feel uncomfortable or unsafe online, or if I see others participating in unsafe, inappropriate or hurtful online behavior;
- Thinking carefully about the content I upload or post online, knowing that this is a personal reflection of who I am and can influence what people think of me;
- Reviewing the terms and conditions of use for any digital or online tool (e.g. age restrictions, parental consent requirements), and if my understanding is unclear seeking further explanation from a trusted adult;
- Meeting the stated terms and conditions for any digital or online tool, and completing the required registration processes;
- Handling ICT devices with care and notifying a teacher of any damage or attention required;
- Abiding by copyright and intellectual property regulations by requesting permission to use images, text, audio and video, and attributing references appropriately;
- Not accessing media that falls outside the School's policies;
- Not downloading unauthorised programs, including games;
- Not interfering with network systems and security or the data of another user;
- Nor attempting to log into the network with a user name or password of another student.

In addition, when I use my personal mobile phone I agree to be a safe, responsible and ethical user at all times, by:

- Keeping my device on silent during class times, and only making or answering calls or messages outside of lesson times (except when approved as part of a lesson);
- Only taking and sharing photographs or sound or video recordings when others are aware the recording is taking place and have provided their formal consent as part of an approved lesson.

Signature

I understand and agree to comply with the terms of acceptable use and expected standards of behaviour set out within this agreement.

I understand that there are actions and consequences established within the school's Student Engagement Policy if I do not behave appropriately.

Student Name: _____

Student Signature: _____

Parent/Guardian Name: _____

Parent/Guardian Signature: _____

Date: _____