

# DIGITAL TECHNOLOGIES POLICY

## Internet, Social Media & Digital Devices

*Reviewed by School Council in November 2019*

*Approved by the Principal in Dec 2019*



### PURPOSE

To ensure that all students and members of our school community understand:

- our commitment to providing students with the opportunity to benefit from digital technologies to support and enhance learning and development at school, including our one-to-one personal device program at Year 9 and 10.
- expected student behaviour when using digital technologies including the internet, social media, and digital devices (including computers, laptops, tablets).
- 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.
- 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 Thornbury High School. 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 addressed in the Mobile Phone Policy.

### POLICY

#### ***Vision for digital technology and digital literacy at our school***

Digital literacy refers to an individual's ability to find, evaluate and compose clear information through writing and other mediums on various digital platforms. Digital literacy develops an individual's grammar, composition, typing and problem solving skills. It builds students' ability to use technology to produce writings, images, audio and designs. Digital literacy is developed through stand-alone computers and mobile devices that access the internet and utilise social media. Digital literacy does not replace traditional forms of literacy, instead building upon the skills that form the foundation of traditional forms of literacy.

A considered and measured approach is vital when implementing a digital literacy program. Whilst there is broad, general support for technology in schools, there is a need to ensure clear goals across the curriculum. Computers are tools just like textbooks and whiteboards; simply having the tool isn't guaranteed to improve student outcomes. Our focus on traditional forms of literacy and numeracy is supplemented and supported by digital platforms.

Our digital literacy program has three distinct phases, aligning with the three phases of education.

- Year 7 and 8 students have access to school owned devices through desktop computers in our multi-use spaces and laptop computers that can be moved into any classroom.
- Year 9 and 10 students are part of our 'bring your own device' (BYOD) program. Devices are taken to the majority of classes.
- Year 11 and 12 students have the option of bringing their own device to classes.

Thornbury High School believes that the appropriate use of digital technologies at school allows the development of valuable skills and knowledge and prepares students to thrive in our globalised and interconnected world.

### **BYOD – Years 9 and 10**

Year 9 and 10 classes at Thornbury High School utilise laptops/tablets to support learning. Students must bring a charged device 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 laptop or tablet to school each day.

Student devices must meet the following requirements:

Operating system	Windows	OSX (Mac)	Chrome OS
Version	Windows 10	10.12+	Any
Browser	Google Chrome	Google Chrome	Google Chrome
Antivirus	Windows Defender or equivalent	Sophos or equivalent	N/A

We recommend that devices are 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.

Thornbury High School has in place arrangements to support families who may be experiencing long or short-term hardship to access devices for schoolwork. We also have a number of spare laptops 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 their child's Head of Year.

### **Safe and appropriate use of digital technologies**

Digital technology, if not used appropriately, may present risks to users' safety or wellbeing. At Thornbury High School, 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 Thornbury High School, we:

- use online sites and digital tools that support students' learning, and focus our use of digital technologies on being learning-centred and building digital literacy skills.
- 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.
- 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 and Wellbeing 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 the relevant sub-school leader 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 Thornbury High School'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), Thornbury High School 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.

### **School-run social media**

The following guidelines apply to Social Media accounts run by Thornbury High School:

- Proposals for establishing new Social Media platforms and accounts should be made in writing to the Principal.
- A generic Thornbury High School email address must be used to create the account (eg facebook@thornburyhs.vic.edu.au).
- Protocols around type of content, voice, frequency of posting and settings allowing interaction from the general public must all be established and approved by the Principal prior to creating the account.
- Posts must reflect the values of Thornbury High School and DET.
- Caution should be taken when responding to any private messages linked to the account. Private message replies should never speak on behalf of the school, but rather direct the enquiry to the relevant email address, phone number or webpage.
- Staff members will be given access to manage and post content at the discretion of the Principal. Thornbury High school prefers that a member of staff be employed at our school for more than six months before this access is granted.

### **REVIEW CYCLE**

This policy was last updated in November 2019 and is scheduled for review in November 2021.

## **ANNEXURE A: ACCEPTABLE USE AGREEMENT**

In order to enhance student learning, Thornbury High School is committed to the provision and use of appropriate digital technologies throughout the school. Digital devices can be used in a wide range of subjects to allow students to further develop their understanding of topics.

In addition to having to comply with the ICT Acceptable Use Policy, all users will have to comply with the Acceptable Use Policy for DEECD Information, Communications and Technology (ICT) Resources. The Policy is available at <http://www.education.vic.gov.au/aup>

### **Definition of Digital Technologies**

This agreement applies to digital technologies and social media tools including (although not limited to): school owned ICT devices (e.g. desktops, laptops, iPads, printers, scanners), mobile phones, bring your own devices (BYOD's) including chrome books and iPads, email, social networking sites (e.g. Facebook), blogs, micro-blogs (e.g. Twitter), Google Apps for Education, video and photo sharing websites (YouTube) and cameras.

### **Student Declaration**

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

- using ICT at the school for educational use only.
- protecting my privacy rights and those of other students by not giving out personal details including full names, telephone number, addresses and images.
- not bringing, storing, transferring, or displaying offensive or inappropriate material at school or on school provided services.
- handling school owned ICT devices with care and notifying a teacher if it is damaged or requires attention.
- not interfering with network systems and security, the data of another user or attempting to log into the network with a user name or password of another student.
- not bringing to school or downloading unauthorised programs, including games.
- not using ICT to bully, defame, harass, spam or discredit any member of the School community or the broader community.
- not using cameras or personal devices to take photos or videos without express permission of a staff member.

This ICT Acceptable Use Policy applies when a student is using any of the above digital technologies at school, at home, during school excursions, camps and extra-curricular activities.

This Agreement will remain in effect for the duration of the student's enrolment at Thornbury High School.