

DIGITAL TECHNOLOGIES POLICY

(INTERNET, SOCIAL MEDIA AND DIGITAL DEVICES)



Help for non-English speakers

If you need help to understand the information in this policy, please contact the College on 5979 1577 or at western.port.sc@education.vic.gov.au.

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 MyTech and BYOD programs.
- (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
- (e) the various Department policies on digital learning, including social media, that our school follows and implements when using digital technology
- (f) our school prioritises the safety of students whilst they are using digital technologies

SCOPE

This policy applies to all students and staff at Western Port Secondary College

Staff use of technology is also governed by the following Department policies:

- [Acceptable Use Policy for ICT Resources](#)
- [Cybersafety and Responsible Use of Digital Technologies](#)
- [Digital Learning in Schools](#) and
- [Social Media Use to Support Student Learning](#).

Staff also follow our school's Acceptable Use Policy.

Staff, volunteers and school councillors also need to adhere to codes of conduct relevant to their respective roles. These codes include:

- Western Port Secondary College Child Safety Code of Conduct
- [The Victorian Teaching Profession Code of Conduct](#) (teaching staff)
- [Code of Conduct for Victorian Sector Employees](#) (staff)
- [Code of Conduct for Directors of Victorian Public Entities](#) (school councillors)

DEFINITIONS

For the purpose of this policy, “digital technologies” are defined as digital devices, tools, applications and systems that students and teachers use for learning and teaching; this includes Department-provided software and locally sourced devices, tools and systems.

POLICY

Vision for digital learning at our school

The use of digital technologies is a mandated component of the Victorian Curriculum F-10.

Safe and appropriate use of digital technologies, including the internet, apps, computers and tablets, can 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 learning that is interactive, collaborative, personalised, engaging and transformative. 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.

Western Port 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.

Personal Devices at Western Port Secondary College

Classes at Western Port Secondary College are delivered with the use of approved computers and tablets. Students must bring a charged device to school each day to be used during class time for different learning activities.

Our school operates both a MyTech Managed Program and a Bring Your Own Device (BYOD) program.

MyTech Program

Students in allocated year levels are supplied with a school owned and managed device. These devices are expected to be brought to school each day, fully charged and utilised in classes regularly. Students are only supplied with a MyTech device upon receipt of both parent/carer and student digital signatures agreeing to the Terms and Conditions and Acceptable Usage Policy.

BYOD Program

Students in year levels outside of the MyTech Program must bring their own purchased or leased device with them to school each day. Western Port Secondary College has special arrangements with Edunet that offers discounted prices for the lease or purchase of devices for WPSC students.

Students are required to have their own device that must meet the current BYOD requirements as listed on the WPSC website.

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.

Western Port Secondary College has in place arrangements to support families who may be experiencing long or short-term hardship to borrow a device for schoolwork through our loan scheme.

Students, parents and carers who would like more information or assistance regarding our BYOD program are encouraged to contact our IT helpdesk at helpdesk@westernportsc.vic.edu.au

Safe and appropriate use of digital technologies

Digital technologies, if not used appropriately, may present risks to users' safety or wellbeing. At Western Port Secondary College, we are committed to educating all students to use digital technologies safely, equipping students with the skills and knowledge to navigate the digital world.

Western Port Secondary College, we:

- use online sites and digital tools that support students' learning, and focus our use of digital technologies on being learning-centred
- use digital technologies in the classroom for specific purpose with targeted educational or developmental aims
- supervise and support students using digital technologies for their schoolwork
- 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 safe, responsible and discerning users of digital technologies, including Cyber Safety Proactive Policing
- educate our students about digital issues such as privacy, intellectual property and copyright, and the importance of maintaining their own privacy and security 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 technologies for their schoolwork
- use clear protocols and procedures to protect students working in online spaces, which includes reviewing the safety and appropriateness of online tools and communities and removing offensive content at the 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 at school 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 the safe and responsible use of digital technologies and the strategies that can be implemented at home through regular updates in information sheets, the College website and information sessions
- undertake a commitment to implement and uphold the Acceptable Use Policy and to provide appropriate physical and financial resources to facilitate the successful incorporation of access to online services throughout the school's curriculum
- Have policies in place that outline the values of the College and expected behaviours when students use digital technologies and the internet
- Undertakes to ensure that information published on the Internet by students, or the School under the College's name meets legal requirements and standards of general practice within the community in relation to copyright and safety

- Provide support to parents/carers through information evenings/sessions and through the Acceptable Use Agreement for parents to keep at home
- Work with students to outline and reinforce the expected behaviours in the Acceptable Use Agreement
- Expect that staff will incorporate appropriate use of such information throughout the curriculum
- Expect that teachers will provide guidance and instruction to students in the appropriate use of such resources

(This will include staff facilitating students accessing information in support of and to enrich the curriculum while taking into account the varied instructional needs, learning styles, abilities and developmental levels of students).

- Provide supervision and direction in online activities and when using digital technologies for learning
- Support students in developing digital literacy skills

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. Devices and access to devices or technologies will be terminated if there are breaches to the Acceptable Use Agreement or the Terms and Conditions of the My Tech program.

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 classroom teacher, IT department 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.

Information on supervision arrangements for students engaging in digital learning activities is available in our Yard Duty and Supervision Policy.

Social media use

Our school follows the Department's policy on [Social Media Use to Support Learning](#) to ensure social media is used safely and appropriately in student learning and to ensure appropriate parent notification occurs or, where required, consent is sought. Where the student activity is visible to the public, it requires consent. Any website that has been categorised as 'Social Networking' such as Facebook, Instagram and Twitter are blocked at a school level and are not approved on site. The college's social media and collaborative space acceptable portals include Microsoft Teams, Compass and other approved sharing platforms/blogs etc.

If at any time a parent/carer wanted to restrict access or participation with these spaces the college has an 'opt-out' feature. Contact should be made via the ICT help desk at the college.

In accordance with the Department's policy on social media, staff will not 'friend' or 'follow' a student on a personal social media account, or accept a 'friend' request from a student using a personal social media account unless it is objectively appropriate, for example where the student is also a family member of the staff.

If a staff member of our school becomes aware that a student at the school is ‘following’ them on a personal social media account, Department policy requires the staff member to ask the student to ‘unfollow’ them, and to notify the school and/or parent or carer if the student does not do so.

Student behavioural expectations

When using digital technologies, students are expected to behave in a way that is consistent with Western Port Secondary College’s *Statement of Values, ICT Agreement Student, MyTech Agreement, 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), Western Port Secondary College will institute a staged response, consistent with our student engagement and behaviour policies.

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
- termination of MyTech program
- invoice/charges for damage or loss of WPSC owned devices or accessories
- detentions
- suspensions
- police notification
- other consequences as outlined in the school’s *Student Wellbeing and Engagement and Bullying Prevention policies.*

COMMUNICATION

This policy will be communicated to our school community in the following ways

- available publicly on our school’s website
- included in staff induction processes and staff training
- included in staff handbook/manual
- hard copy available from school administration upon request

POLICY REVIEW AND APPROVAL

Policy last reviewed	September 2022
Consultation	School Council 8 November 2022
Approved by	Principal, School Council
Next scheduled review date	Before Term 4, 2024