INTRODUCTION

All staff members of Bairnsdale Secondary College are responsible for supporting the safety, participation, wellbeing and empowerment of children. Our College values of 'respect for self' and 'respect for others' provide a strong foundation for this policy.

Students spend increasing amounts of time online, learning and collaborating. To be safe online and to gain the greatest benefit from the opportunities provided through an online environment, students must be responsible users of technology. Safe and responsible behaviour is explicitly taught at the College and parents / carers are requested to reinforce this behaviour at home.

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 BYOD Program,

(b) expected student behaviour when using digital technologies including the internet, social media, and digital devices (including computers, laptops and tablets),

(c) the College'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 Bairnsdale Secondary College. Staff use of technology is governed by the Department's Acceptable Use Policy. Some online activities are illegal and as such will be reported to the Police.

This policy applies during College excursions, camps and extra-curricular activities.

This policy is available to the school community on the College website.

POLICY

Vision for digital technology at our College

Bairnsdale Secondary College understands that 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.

The 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 College's vision is to empower students to use digital technologies to reach their personal best and fully equip them to contribute positively to society as happy, healthy young adults.

BYOD Devices at Bairnsdale Secondary College

Classes at Bairnsdale Secondary College are often delivered with the use of laptops. Students must bring a charged device to school each day to be used during class time for different learning activities.

Our College operates a Bring Your Own Device (BYOD) program, which means students must bring their own Laptop, iPad or Windows tablet with them to school each day.

Students are required to have their own device that must:
- be brought to school in a protective case
- have at least 10 GB of storage
- operate on Windows 8.1 or later for Netbooks or IOS 11 for iPads
- have sufficient battery life to last the school day (min 7 hours)

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.

The College has in place arrangements to support families who may be experiencing long or short-term hardship to access devices for schoolwork.

Students, parents and carers who would like more information or assistance regarding our BYOD program are encouraged to contact Mandy Holmes: holmes.mandy.m@edumail.vic.gov.au / 5150 4800.

Safe and appropriate use of digital technologies

Digital technology, if not used appropriately, may present risks to users' safety or wellbeing. At Bairnsdale 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 Bairnsdale Secondary 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,
- educate our students to be safe, responsible and discerning users 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 Wellbeing and Engagement* policy that outlines our College 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.

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 classroom teacher or hub leader immediately.

Student behavioural expectations
When using digital technologies, students are expected to behave in a way that is consistent with the College 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), Bairnsdale 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.

RELATED DOCUMENTS / KEY REFERENCES

College Documents:
- Bullying Prevention Policy
- Engagement and Wellbeing Policy
- Personal Property Policy

DEECD Policy references:
- Using Social Media
- Using Digital Technologies to Support Learning and Teaching
- Bullying
- Acceptable Use Agreements for students

Bully Stoppers:
- Cyberbullying Advice Sheets
- Cybersafety Advice Sheets
- Cyber Teach Toolkit - Safe and Responsible Use of Digital Technologies
- Using Social Media: Guide for DEECD Employees

APPENDIX 1: BYOD Program Acceptable Use Agreement

BYOD Program

Acceptable Use Agreement

School Profile Statement

At Bairnsdale Secondary 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 and Wellbeing 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;
- Educate our students about digital issues such as online privacy, intellectual property and copyright, and the importance of maintaining their own privacy online;
- 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;
- 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)
  - iParent | Office of the Children's eSafety Commissioner

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.

Signatures

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:

My Device Details:

Make:

Model:

Serial Number::