

INTRODUCTION

All staff members of Bairnsdale Secondary College are responsible for supporting the safety, participation, wellbeing and empowerment of children.

Bairnsdale Secondary College aims for every student to develop and demonstrate the knowledge, skills, practices and attitudes necessary in a progressively digital environment. The College is committed to equity for all our students and embraces the opportunities that digital technology provides to students in their future endeavours and aspirations.

As responsible users of technology, students can be safe online and gain the greatest benefit from the opportunities provided when using digital technologies in the classroom. 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:

- 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
- expected student behaviour when using digital technologies including the internet, social media, and digital devices (including computers, laptops and tablets)
- 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
- our school's policies and procedures for responding to inappropriate student behaviour on digital technologies and the internet
- the various Department policies on digital learning, including social media, that our College follows and implements when using digital technology
- our school prioritises the safety of students while they are using digital technologies

SCOPE

This policy applies to all students at Bairnsdale Secondary College. Staff use of technology is governed by the following Department policies:

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

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

- BSC's 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)

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

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

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 College

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.

Bairnsdale 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 Bairnsdale Secondary College

Classes at Bairnsdale Secondary 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 a range of learning activities.

All students must bring their charged laptop in its protective case with them to school each day, whether they are BYOD or 1:1 devices.

Laptops should be securely stored in a locked locker when not in use during class time.

1:1 laptop program

Our College is phasing in a 1:1 program over three years starting in 2021 for all Year 7 students. Year 7 students who opt out of our 1:1 program and students in other year levels must provide a Bring Your Own Device (BYOD).

Benefits of our 1:1 program include:

- availability of onsite technical support
- some accidental damage covered by a warranty agreement
- access to online resources, experts and learning communities
- providing authentic, rich contexts for learning
- personalising learning
- connecting and collaborating to build new knowledge
- developing contemporary skills
- improving assessment, reporting and feedback
- improved connections between parents/carers and their child's learning.

Our BYOD Supplier

The College has selected Edunet as a preferred BYOD Supplier for families who decide to purchase a device for their child to use at school. Edunet is a Department of Education approved supplier offering a range of products catering for entry, mid and advanced needs.

Any BYOD device should have:

- at least 60 GB of storage
- operate on Windows 10 / MacOS Mojave or later
- have sufficient battery life to last the school day (min 7 hours)

You can access our preferred supplier here:

- Edunet portal: <https://bairnsdalesc.technologyportal.com.au/>
- Access Code: BSC2022

The College has arrangements in place to support families who may be experiencing hardship to access laptops for schoolwork.

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.

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

Safe and appropriate use of digital technologies

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

At Bairnsdale Secondary College we:

- provide a filtered internet service at school to block access to inappropriate content
- 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 purposes 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 our Health curriculum, Wellbeing Programs, newsletters and information sessions
- 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 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 technologies for 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
- 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 newsletters, the College website, Compass communications, Facebook page and information sessions.

Any student use of digital technologies at school will be permitted only after students and their parents/carers have signed the Acceptable Use Agreement and returned it to the College.
This applies to all students, whether they are on our 1:1 or BYOD laptop 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 College's ICT 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 the *BSC 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.

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 member.

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 *our 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), Bairnsdale 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
- other consequences as outlined in the school's *Student Wellbeing and Engagement Policy* and *Bullying Prevention Policy*.

RELATED DOCUMENTS / KEY REFERENCES

College Documents:

- Bullying Prevention Policy
- Engagement and Wellbeing Policy
- Personal Property Policy
- Yard Duty and Supervision Policy

DET Policy references:

- Digital Learning in Schools
- Parent Payments
- Social Media Use to Support Student Learning
- DET Computer Rental Agreement

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Parents/carers should thoroughly read this agreement with their child to ensure that they fully understand its contents.

This agreement must be signed by the student and parent/carer prior to the allocation of a 1:1 laptop or the use of any internet connected device (including BYOD) at Bairnsdale Secondary College.

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 students when using digital or online spaces.

At our School we:

- have a **Student Engagement 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 policies and programs in place to educate 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 for school-directed learning
- 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 including Duty of Care and Supervision
- 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/cares 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
<https://www.esafety.gov.au/education-resources/iparent>

Educational Rationale

Benefits of the College's 1:1 program include:

- improved access to online resources, experts and learning communities
- reduction in expenses for families to purchase textbooks
- providing authentic, rich contexts for learning
- personalising learning
- connecting and collaborating to build new knowledge
- developing contemporary skills
- improving assessment, reporting and feedback
- connecting parents/carers with their child's learning.

The College seeks permission from families before engaging students in online networking platforms. Information about how we collect and use information about your child is available in the Collection Statement.

Parent/Carer Acknowledgement

As a parent/carers of a student in the 1:1 Laptop Program at Bairnsdale Secondary College, I acknowledge that:

- in the event that the laptop is lost or stolen, a report to the police will be required. I will provide a copy of the police report to the College
- if the laptop is damaged or not working properly, it must be returned to the College ICT Department for repairs. I will not attempt repairs myself or contract with any other individual or business for the repair of the laptop as this may void the warranty
- this laptop is under Bairnsdale Secondary College's ownership and any data stored on it is able to be accessed by the school
- I will supervise my child's use of the laptop while they are at home. I am responsible for monitoring my child's use of the internet outside school hours
- the use of internet at home is totally my responsibility both in setting it up, and paying for it
- internet access outside of the school's network may not be filtered. A home filtering system is my responsibility
- the school has a monitoring software program on each laptop that can track student use at any time
- if my son/daughter permanently leaves the College, the laptop must be returned before he/she exits the College.

Student Declaration

When using digital technologies, 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 (including never forwarding messages or otherwise 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/forwarding their personal details/images without consent
- only taking and sharing photographs or sound or video recordings when others are aware the recording is taking place and have provided their explicit consent as part of an approved lesson
- 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 behaviour
- 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
- protecting the privacy and security of my school community by not sharing or posting the link to a video conferencing meeting with others, offline in public communications or online on public websites or social media forums
- 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 College's policies
- not downloading inappropriate programs, including games
- **not interfering with network systems and security or the data of another user**
- **not attempting to log into the network or online service with a username or password of any other person.**

Acknowledgement

1. I understand and agree to comply with the understandings, terms of acceptable use and expected standards of behaviour set out within this agreement.
2. This Agreement applies whenever digital devices and technologies are being used at school, for school-directed learning, during school excursions, at camps and extra-curricular activities and at home.
3. I understand that there are actions and consequences established within the school's Student Wellbeing and Engagement Policy and Bullying Prevention Policy if I do not behave appropriately.

Student Name:

Student Signature:

Form Group:

Date:

Parent/Guardian Name:

Parent/Guardian Signature:

BSC 1:1 Laptop Program

We will participate in the College's 1:1 Laptop Program: (Please Circle) YES / NO*
(currently only available to 2023 Year 7 students)

**If you have chosen to OPT OUT of the College's 1:1 laptop program or are not enrolling in Year 7 please fill out BYOD section below.*

Bring Your Own Device (BYOD)

If you choose not to participate in the College's 1:1 Laptop Program or are not enrolling in Year 7 you should provide your child with a laptop that meets the minimum technical specifications listed below:

- have at least 60 GB of storage
- operate on Windows 10 / MacOS Mojave or later
- have sufficient battery life to last the school day (min 7 hours)

Device details:

Make:

Model:

Serial Number:
