

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.

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 and
- Social Media Use to Support Student Learning.

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

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

These codes include:

- Bairnsdale Secondary College'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)

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

Bairnsdale Secondary College understands that digital technologies including the internet, applications, 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 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.

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.

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 different learning activities.

From 2022 the College will operate a Bring Your Own Device (BYOD) program. 2022 Year 7 students will have the option to loan a device through the College.

Parents/carers are invited to purchase a device for their child to bring to school. Bairnsdale Secondary College has made special arrangements with Edunet who offer the option to purchase a device outright or over 36 months.

Students are invited to bring their own device to school each day to be used during class time for different learning activities. When bringing their own device to school, students should ensure that it:

- is fully charged each morning
- is brought to school in a protective case
- has 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)

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 our ICT Team on 5150 4800.

For families who may be experiencing hardship to access laptops for schoolwork, please contact our Family Finance Team to discuss what support/options are available.

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 in ways that respect the dignity of ourselves and others and promote full flourishing for all, equipping them with skills and knowledge to navigate the digital world.

Bairnsdale Secondary College Policy Name: Digital Learning Policy Reviewer: School Improvement Team	Review Schedule: every 2 years Date of last review: 19/11/2021
All College policies are available on Compass/Community/School Documentation/College Policies	
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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 Pastoral curriculum, Wellbeing Programs, College 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.

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.

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.

BYOD program

The College has set up links to Edunet to assist with the purchase of Windows devices. Links to Edunet are on the BYOD section of the College's website (link at bottom of page). You can purchase from the Edunet portal or just view the devices listed on the EDUNET portal for comparison of device offerings from other suppliers.

The College has an arrangement with Edunet that families can have their devices sent direct to the College and set up with required software by our ICT Team. Students can utilise the college ICT Helpdesk as a drop off point for devices purchased through their portal if in need of repair. This provides an additional support option for students and in no way limits the scope of the warranty/support obtained with any purchase from Edunet.

Devices purchased through other suppliers:

- must meet the minimum technical specifications to ensure it can effectively support learning
- parents/carers may need to organise their own purchase and installation of required software if DET or school-provided software cannot be installed on the device
- parents should understand that the level and timeliness of technical support and repairs for BYOD devices that can be provided by the College is limited.

Equity

Bairnsdale Secondary College ensures the equitable access to learning resources by all students. The College:

- provides students with equitable access to what is needed to access the school's delivery of the Curriculum
- parents may make voluntary financial contributions consistent with our Parent Payments Policy
- provides a range of supports to families experiencing financial hardship.

Student behavioural expectations

When using digital technologies, students are expected to behave in a way that is consistent with the College Values, Acceptable Use 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), Bairnsdale Secondary College will institute a staged response, consistent with our policies.

Breaches of this policy by students may result in a number of consequences which will depend on the severity of the breach and the context of the situation, including:

- removal of printing privileges
- removal of email privileges
- removal of network / internet access privileges
- other consequences as outlined in the College'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
- Discussed at staff briefings/meetings as required
- Discussed at parent information nights/sessions
- Included in transition and enrolment packs
- Discussed at student forums/through communication tools
- Made available in hard copy upon request

RELATED DOCUMENTS / KEY REFERENCES

College Documents:

- Bullying Prevention Policy
- Engagement and Wellbeing Policy
- Personal Property Policy
- <http://bairnsdalesc.vic.edu.au/>

DET Policy references:

- A wide range of DET policy resources and guidelines are available here:
<https://www2.education.vic.gov.au/pal/digital-learning/policy>

Bully Stoppers:

- Cyberbullying and Cybersafety Advice Sheets
- Cyber Teach Toolkit - Safe and Responsible Use of Digital Technologies



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 use of any internet connected device at Bairnsdale Secondary College, including BYOD devices and College devices such as desktops, laptops and iPads.

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 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/carers 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>

Student Declaration

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

- handling ICT devices with care and notifying a teacher of any damage or attention required
- 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
- 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

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

This AUA applies when 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.

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

Student Name:

Student Signature:

Form Group:

Parent/Carer Name:

Parent Signature:

Date:
