

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 Office on 9561 5811

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
- (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

SCOPE

This policy applies to all students at Wheelers Hill 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](#).

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 for example: notebooks, laptops, desktop computers, mobile phones, smart watches, tablets and network communications.

POLICY

Vision for digital technology at our school

Wheelers Hill SC 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.

Wheeler's Hill SC 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 to reach their personal best and fully equip them to contribute positively to society as happy, healthy young adults.

Wheeler's Hill Secondary College believes cyber safety and responsible online behaviour is essential in the lives of students and is best taught in partnership between home and school.

This policy allows students

- To use digital technologies in class with teacher permission only.
- To use their digital technologies during recess and lunch in line with the acceptable use agreement policy as outlined below.

Safe and responsible behaviour is expected at our college and parents/carers are requested to reinforce this behaviour at home.

The college accepts no responsibility for:

- Replacing digital technologies that are lost, stolen or damaged whilst on college premises or on college sponsored functions.
- Students who lose their digital technologies (including while travelling to and from college).

Part A - School support for the safe and responsible use of mobile devices

Wheeler's Hill Secondary College uses the internet and digital technologies as teaching and learning tools. We see the internet and digital technologies as valuable resources, but acknowledge they must be used responsibly.

Your son/daughter has been asked to agree to use the internet and digital technologies responsibly at school. Parents/carers should be aware that the nature of the internet is such that full protection from inappropriate content can never be guaranteed.

The college is unable to monitor and restrict student internet activities when using mobile phones. The expectation of the students is to follow the college's Acceptable Use Agreement guidelines.

At Wheeler's Hill Secondary College we:

- Have policies in place that outline the values of the school and expected behaviours when students use digital technology and the internet.
- Provide a filtered internet service on school devices.
- Provide supervision and direction in online activities and when using digital technologies for learning.
- Support students in developing digital literacy skills
- Have cyber safety programs at the school.
- Use mobile technologies for educational purposes.
- Provide support to parents/carers to understand this agreement.
- Work with students to outline and reinforce the expected behaviours with Digital Technologies.



Part B - Student Agreement

When using digital technologies, students are expected to behave in a way that is consistent with Wheelers Hill SC *Statement of Values, Student Wellbeing and Engagement* policy, and *Bullying Prevention* policy.

When I use digital technology, I agree to:

- Be a safe, responsible, respectful, ethical and lawful user whenever and wherever I use digital technology.
- Support others by being respectful in how I communicate with them and never write or participate in online bullying (this includes forwarding messages and supporting others in harmful, inappropriate or hurtful online behaviour).
- Talk to a teacher if I feel uncomfortable or unsafe online or see others participating in unsafe, inappropriate or hurtful online behaviour.
- Seek to understand the terms and conditions of websites and online communities and be aware that content I upload or post is my digital footprint which can never be completely removed.
- Protect my privacy rights and those of other students by not giving out personal details including full names, age, gender, telephone numbers, addresses and images.
- Use the internet for educational purposes and use the equipment responsibly and lawfully
- Abide by copyright procedures when using content on websites (ask permission to use images, text, audio and video and cite references where necessary).
- Think critically about other users' intellectual property and how I use content posted on the internet.
- Not interfere with network security, the data of another user or attempt to log into the network with a username or password of another student.
- Never to reveal my password to anyone except the system administrator or your teacher or your parent.
- Not use or download unauthorised materials or games.
- Not access unauthorised websites including proxy sites at school.
- Not use my device to gain an unfair advantage in an assessment situation.
- I will not use my digital technologies to bring Wheelers Hill Secondary College into disrepute.

When I use my digital technology or other mobile devices I agree to:

- Seek my teacher's permission before using my device in class.
- Keep the device on silent— except for approved learning purposes.
- protect the privacy of others and never post or forward private information about another person using a mobile device.
- only take photos and record sound or video when it is part of an approved lesson
- seek permission from individuals involved **before** taking photos, recording sound or videoing them (including teachers)
- seek appropriate (written) permission from individuals involved **before** publishing or sending photos, recorded sound or video to anyone else or to any online space.
- be respectful in the photos I take or video I capture and never use these as a tool for bullying or harassment.
- At recess and lunchtime to use my device in line with the Acceptable Use Agreement Policy

This Acceptable Use Agreement Policy also applies during school excursions, camps and extra-curricular activities.

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), Wheelers Hill SC 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.

It should be noted that it is a criminal offence to use a mobile phone to menace, harass or offend another person. As such, the college may consider it appropriate to involve the police. Hence, students with mobile phones must not engage in personal attacks, harass another person, or post private information about another person using SMS messages, taking/sending photos or objectionable images, and phone calls.

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 and child safety training processes
- Discussed at staff briefings/meetings as required
- Made available in hard copy from school administration upon request

POLICY REVIEW AND APPROVAL

Policy last reviewed	2021
Consultation	Presented to College Council and presented for Community feedback via Compass
Approved by	Principal and School Council
Next scheduled review date	2023