DIGITAL TECHNOLOGIES (INTERNET, SOCIAL MEDIA AND DIGITAL DEVICES)

RATIONALE

To ensure that all students and members of the Melba College 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
- expected student behaviour when using digital technologies including the internet, social media, and digital devices (including but not limited to: computers, laptops, tablets, phones, cameras, drones and watches)
- the school's commitment to promoting safe, responsible and discerning use of internet and digital technologies, and educating students on appropriate responses to any dangers or threats to wellbeing that they may encounter when using these
- 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 Melba College.

Staff use of technology is governed by the whole of Department of Education and Training (DET) requirements under the DETs Acceptable Use Policy.

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.

POLICY

Vision for digital technology at our school

Melba College understands that safe and appropriate use of digital technologies including the internet, apps, computers, tablets and any other digital technologies 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.

Melba 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 safely and appropriately so they can reach their personal best and to fully equip them to contribute positively to society as happy, healthy young adults.

Chromebooks, iPads and Laptops at Melba College

Classes at Melba College are delivered with the use of Chrome Books, iPads, Desk-top computers and Bring Your Own Device (BYOD). Students in Year 7 – 10 will have access to Chrome Books in their classes. Senior

students are encouraged to Bring Your Own Device (BYOD). Dedicated technology rooms throughout the College are available for staff to book.

Students who Bring Your Own Device (BYOD) are encouraged to bring an iPad or Laptop that:

- is brought to school in a protective case
- has at least 16 GB of storage
- operates within the last three versions of Mac OS
- operates within the last three versions of Windows
- has access to Google Suite, Microsoft Word, Excel and PowerPoint.

Please note that our school does not have insurance to cover accidental damage to students' iPads and Laptops, and parents/carers are encouraged to consider obtaining their own insurance for their child's iPad.

Students, parents and carers who would like more information or assistance regarding our BYOD program are encouraged to contact the Melba College Information and Computer Technologies (ICT) Centre.

Safe and appropriate use of digital technologies

Digital technology, if not used appropriately, may present risks to users' safety or wellbeing. At Melba 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 Melba 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 and during other designated learning activities
- effectively and responsively address any issues or incidents that have the potential to impact on the wellbeing of our students
- have programs in place at year 7 -10 to educate our students to be promoting safe, responsible and discerning use 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 Engagement and Wellbeing 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 technology at Melba College
- 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.

Distribution to and use of school owned devices by students and the 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 either the classroom teacher, the Year Level Coordinator, the ICT Service Desk or a Principal as soon as possible.

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.

Student behavioural expectations

When using digital technologies, students are expected to behave in a way that is consistent with Melba College's 'Philosophy and Values Statement with Implementation', 'Student Engagement and Wellbeing Policy', and 'Bullying, Cyber-bullying and Harassment 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), Melba College will institute a staged response, consistent with our policies and the Department's 'Student Engagement and Wellbeing 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 Melba College's 'Student Engagement and Wellbeing Policy' and 'Bullying, Cyber-bullying and Harassment Prevention Policy'.

EVALUATION

This policy will be reviewed as part of the Melba College's three-year review cycle.

Policy Reviewed by School Council	Person Responsible for Policy	Next School Council Review
2019	Assistant Principal Compliance	2022

Acceptable Use Agreement

See links below for template Acceptable Use Agreements on the Department's website:

- [Acceptable Use Agreement for Upper Primary and Secondary Schools - Template](#)
- [Further information - Consent, Acceptable Use Agreements and Online Services](#)