

# DIGITAL TECHNOLOGIES (INTERNET, SOCIAL MEDIA AND DIGITAL DEVICES)

## 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 1-to-1 managed device program.
- (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 Gleneagles Secondary School.

Staff use of technology is governed by the Department's *Acceptable Use Policy, the E-Smart Policy, social media policy and the on-line storage policy.*

## VISION

Gleneagles Secondary College empowers learners to be confident, resilient and successful citizens who positively engage within their community and flourish as individuals.

## MISSION

At Gleneagles Secondary College we design high quality learning experiences that develop adaptive expertise and accelerate the learning growth of every student.

## VALUES

RESPECT	INCLUSION	STAMINA	EXCELLENCE
We value ourselves, others and our environment	We welcome and celebrate all	We build our capacity to embrace challenges	We have pride and confidence in everything we do

## 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.

Digital technologies

## POLICY

### Vision for digital technology at our school

Gleneagles 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.

Gleneagles 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 to reach their personal best and fully equip them to contribute positively to society as happy, healthy young adults.

### 1:1 Laptop Program at Gleneagles Secondary College

Our school operates a managed device program, where students are provided the option of purchasing one of several devices available through our provider. Gleneagles Secondary College goes to tender every 3 years to ensure the provider is offering families competitive rates and high quality onsite service. We investigate appropriate laptops designed for educational contexts each year to ensure we are offering fit for purpose devices.

Only Gleneagles approved "One to One Program Devices" are allowed to be used at school and access to the school network is not possible on unapproved devices. Portable electronic devices other than an approved school laptop is not to be used in the classroom, or brought to school without the explicit permission of the Principal.

Gleneagles Secondary College has in place numerous arrangements to support families who may be experiencing long or short-term hardship to purchase a device for schoolwork. We have loan laptops available where needed and schedule regular support sessions for parents.

Students, parents and carers who would like more information or assistance regarding our 1:1 program are encouraged to access the school website for further information.

### Safe and appropriate use of digital technologies

Digital technology, if not used appropriately, may present risks to users' safety or wellbeing. At Gleneagles 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 Gleneagles 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
- install fit for purpose firewalls that generate timely reports for key leaders to be able to monitor potential at risk behaviour and respond appropriately

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- supervise and support students using digital technologies in the classroom with the assistance of software applications such as AB Tutor
- 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 promoting safe, responsible and discerning use of digital technologies, including Homegroup and Mentor sessions and targeted age appropriate ICT lessons for all year 7 classes.
- 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* 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 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 fortnightly newsletter
  - Compass newsfeeds
  - Parent information sessions.

Distribution of school owned devices to students and 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 the appropriate sub school or IT Team 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.

### Student behavioural expectations

When using digital technologies, students are expected to behave in a way that is consistent with Gleneagles Secondary College's

- *Statement of school Philosophy and Values,*
- *Student Wellbeing and Engagement* policy
- *Bullying Prevention Policy*
- *Social Media* guidelines
- *Mobile Phone Policy*
- *Acceptable Use Agreement*

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

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of inappropriate or unlawful content), Gleneagles 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. This includes but is not limited to:

- 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.

## RELATED POLICIES AND RESOURCES

Statement of school Philosophy and Values,

Student Wellbeing and Engagement policy

Bullying Prevention Policy

E-smart policy

Social Media guidelines

Mobile Phone Policy

Acceptable Use Agreement

Online Storage policy

## REVIEW CYCLE

This policy was last updated on 26-06-2020 and is scheduled for review in 3 years