



DIGITAL TECHNOLOGIES

(Internet, Social Media and Digital Devices)

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 the college, including our BYOD program.
- expected student behaviour when using digital technologies including the internet, social media, and digital devices (including computers, laptops, 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 college 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 school follows and implements

Scope

This policy applies to all students at Upper Yarra 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](#).

Staff also follow our school's Acceptable Use Policy.

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

These codes include:

- Upper Yarra Secondary College 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)

Definition

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 Technology at our School

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 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.

Upper Yarra 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.

Personal Devices at Upper Yarra Secondary College

Upper Yarra Secondary College operates a Bring Your Own Device (BYOD) program where classes are delivered with the use of iPads, tablets and notebook computers and students are expected to bring their own device with them to school each day.

Parents/carers are invited to purchase or lease a device for their child to bring to school. Upper Yarra Secondary College has made special arrangements with JB HiFi who offer discounted prices for the lease or purchase of devices for our students. Upper Yarra Secondary College can refer parents to government or community support programs that may help them if they wish to purchase a device for their child to own, rather than use what is provided for free by the school.

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

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 your child’s Team Leader or the IT Technician.

Safe and Appropriate Use of Digital Technologies

Digital technology, if not used appropriately, may present risks to users' safety or wellbeing. At Upper Yarra 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 Upper Yarra Secondary College, we:

- 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 uses 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 promoting safe, responsible and discerning users 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 and security 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 a Network 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 newsletter, annual information sheets, information sheets, website/school portal and 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 their teacher or the IT Technician 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.

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 Upper Yarra Secondary College's 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), Upper Yarra 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:

- 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.

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
- Included in transition and enrolment packs
- Included as annual reference in school newsletter
- Made available in hard copy from school administration upon request

Policy Review and Approval

Policy last reviewed	March 2022
Consultation	IT Technician School Council Approval
Approved by	Principal: Scott Tully: School Council President: Rob Hay:
Next scheduled review date	March 2024

ANNEXURE A:

Acceptable Use Agreement

Acceptable Use

The Responsibility and Expectations of Digital Citizenship

Upper Yarra Secondary College places a high value on the development and maintenance of positive, healthy and respectful relationships in a supportive environment for all members of the school community. This great opportunity for our students is accompanied with clear expectations about the responsible use and care of personal mobile devices.

It is the expectation that students are responsible digital citizens when participating in the BYOD Program, and using the College's ICT infrastructure.

Students will practise responsible use of ICT and develop positive attitudes towards ICT that foster lifelong learning, personal growth, collaboration and productivity.

Students will be supported in developing digital citizenship through understanding the ethical, cultural and societal issues related to Information and Communication Technologies.

The College has an ICT Agreement that includes clear guidelines for the responsible and appropriate use of ICT.

Students will accept responsibility for:

- Their personal actions when using ICT.
- The care and functionality of their device.

Cyber Safety

Upper Yarra Secondary College believes that teaching cyber safety and responsible online behaviour is essential and is best taught in partnership with home and school.

To be safe online and to gain the greatest benefit from the opportunities provided through an online environment, students need to do the right thing by themselves and others.

For further support:

Kids Helpline 1800 55 1800.

Parentline 13 22 89 or visit www.cybersmart.gov.au/report.aspx