



Digital Technology Policy

Reviewed: May 2020

Ratified:

Next Review: 2023

Rationale

Digital technology is an integral part of life and also plays an important role in learning. Education authorities need to ensure that staff, students and the school community engage in these technologies appropriately, legally and ethically. Levels of protection for child safety in the use of any technology is also required. Digital technology is used to effectively find, analyse, create, communicate and use information to enhance learning and to engage the school community.

Background

DOBCEL embeds technology in the life and operations of its offices and schools. It is important that the use of this technology is used in a purposeful, responsible, legal and ethical manner that is consistent with the diocesan vision. DOBCEL believes that the use of digital technologies in schools allows the development of valuable skills and knowledge and prepares students to thrive in our globalised and inter-connected world. Our 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.

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. It includes the use of technology such as email, internet, phone, mobile device, social media sites, online discussion and chat facilities, copying and printing.

Principles:

- 1) This policy will be made available on all school websites and reference to the policy will be made in staff and parent handbooks
- 2) As a cultural norm, the education of the school community in the smart, safe and responsible use of information and communication technology is imperative.
- 3) All curriculum areas will be enhanced by providing access to current, appropriate, educational technology,
- 4) Students are introduced to ways of using Digital Technology safely, encouraging them to experiment with its potential as a creative and stimulating tool for learning.

- 5) Equity of access is provided to all students and opportunities are offered to experience success and share that success.
- 6) An awareness is developed of the rapidly changing and ever increasing role that Digital Technology plays in society and education and how to use it safely and appropriately.
- 7) Teacher competency and confidence in the use of Digital Technology is developed as a teaching and learning tool.
- 8) New staff and all students are inducted each year on the Digital Technology policy requirements
- 9) Staff, students and parents are required to sign the '*Digital Technology: Acceptable Use and Cyber-safety Agreement*'
- 10) The Digital Technology coordinator and risk management leader in conjunction with the principal will identify any risk management issues and follow the protocols for managing, recording, monitoring and minimizing risks.

Policy

All schools operating under the delegated governance of Diocese of Ballarat Catholic Education Limited (DOBCEL), will promote educational excellence and enhance the student learning environment through the use of a range of technological and multimedia equipment. Students in DOBCEL schools will experience how information can be acquired, processed, stored, retrieved, manipulated, presented and communicated to others. The schools have an important role in preparing students for 'online communities'.

Relevant Legislation

The use and provision of technology must not intervene the following legislation:

- Ministerial Order No 870 – Child Safe Standards – Managing the risk of child abuse in schools
- Child Wellbeing and Safety Act 2005 (Vic) CECV Child Safety Commitment Statement
- Age Discrimination Act 2004
- Australian Human Rights Commission Act 1986
- Disability Discrimination Act 1975
- Gender Discrimination Act 1984
- Equal Opportunity Act 2010 (Victoria)
- Crimes Amendment (Bullying) Act 2011
- Commonwealth Privacy Act 1988.

Key related documents

- Duty of Care-Supervision of Students
- Equal Opportunity Anti-Bullying and Anti-Harassment Policy
- Learning and Teaching Policy
- Assessment and Reporting Policy
- Pastoral Care and Wellbeing Policy
- Privacy Policy

Acceptable Use and Cybersafety Agreement

(Parents and Students)

Bungaree Parish Schools supports the rights of all members of the school community to be provided with and engage in a safe, inclusive and supportive learning environment. This extends to the use of digital tools and online communities and is underpinned by our expectation of safe and responsible behaviour of all members of the school community. The school is committed to the pursuit of excellence in learning and teaching, integrating technology as an effective tool to achieve this goal.

Bungaree Parish Schools

- provides all students with digital technology for educational use.
- educates students to be safe and responsible users of digital technologies.
- raises students' awareness of issues such as online privacy, intellectual property and copyright
- supervises and support students when using digital technologies within the classroom and establish clear protocols and procedures when working in online spaces including reviewing and considering the safety and appropriateness of online tools and communities:
- provides a filtered internet service but acknowledge that full protection from inappropriate content can never be guaranteed
- responds to issues or incidents that have the potential to impact on the wellbeing of our students including those reported through online services
- implements the procedures in St Example's Behaviour Management Policy when students are not following school expectations in safe and responsible use of the internet and digital technology.
- identifies that some online activities are illegal and as such the school is required to report this to the appropriate authority
- supports parents/guardians to understand safe and responsible use of digital technologies, potential issues and the strategies that they can implement at home to support their child; providing this Acceptable Use and Cyber Safety Agreement and current information through newsletters and information sessions.

Care must be taken to ensure the resources are protected from harm and that no users are exposed to materials considered offensive or illegal. Students and parents should carefully read and discuss the conditions below together. To have access to the school's digital resources, students must agree to abide by the school's Acceptable Use and Cybersafety Agreement. The following agreement covers the student's use of technology equipment (such as computers, hand held devices, camera, printers, and digital platforms (such as Internet, networks and email. social media, apps, and software).

STUDENTS

General

- I will respect and take care of the computer equipment at all times, this means that I will not have food or drink whilst using them.
- I will only use school's digital technology facilities under the supervision of school staff.
- I will only print material for educational purposes with the permission of staff.
- It is preferred that mobile phones and personal electronic device should not be brought to school. I understand that if I bring a phone or device I must hand it over to the classroom teacher who will put in a locked cupboard and it will not be returned until the end of the day. If I am using the phone or device in the school environment it will be handed over to the administration office and parents will be contacted to collect it.

Network

- I will only use software purchased or approved by the school, and installed by the school.
- I will not under any circumstances access or delete personal files belonging to others, software or areas of the network which are not designated for my use.
- I will only use a USB drive when directed by my teacher. I will always keep this in a secure location until needed.
- Content on a USB will only hold documents that are related to schoolwork that I have completed.
- I will use file names that reflect the content of the file and always save appropriately

Internet

- I will only access the Internet during class time. Students cannot access the Internet before or after school or during recesses unless otherwise directed and supervised by a staff member.
- I will only access sites as directed by my teacher.
- I will keep my logins and passwords private and not seek the passwords of others.
- I will use Bungaree Parish Schools digital technology facilities, specifically the Internet, for educational, communication and research purposes only.
- I will respect the privacy and ownership of others' work and materials from web sites at all times.
- I will not provide my personal details or any other student's personal details on the Internet, under any circumstances.
- I understand that the school has access to all logs of student use.
- I will not make deliberate attempts to look for and use material that is non-educational, illegal or which would be thought of as offensive.
- If I should unknowingly navigate to a web site that contains material that may be considered offensive, I will turn off the screen immediately and notify the teacher. The IT administrator will then block this site. Our school network is filtered so offensive material cannot be accessed.
- I will only use the school e-mail for educational purposes and not for personal use
- I understand that if I have broken these rules, appropriate action will be taken.
- I will lose access to the technology facilities and Internet for no less than a week and my parents will be notified. I will then need to renegotiate how I use technology at school.
- As a responsible user of the technology facilities at St Example's School, I will follow the rules set by the teacher based on the Digital Technology Policy
- I understand that if I have broken these rules, appropriate action will be taken.
- I will lose access to the technology facilities and Internet for no less than a week and my parents will be notified. I will then need to renegotiate how I use technology at school. If the misuse is a serious issue, it may lead to suspension from school. Police may need to be informed if the violation may have broken any law.

Student's Name: _____

Signature: _____ Class: _____

Date: _____

PARENTS

- I have discussed this agreement with my child
- I will monitor my child's technology use at home
- When engaging with Bungaree Parish Schools using digital technology, I will not send any inappropriate texts or images
- I have read the St Example's Digital Policy (available on website) and have also discussed the policy with my child
- I will not engage in unauthorised sites that appear to have Bungaree Parish Schools name or post confidential or embarrassing information or images about a member of the school community
- I understand that I must not take and/or post photos of a school event that have children for whom I am not a parent or guardian without permission from the child/children's parent.
- I understand that if I do not adhere to the school policy it may lead to suspension or termination of my access to the school's technology facilities and internet. Police will be informed if the violation may have broken any law.

I declare that my child and I have read, discussed and understood this Acceptable User Agreement and hereby give permission for him/her to use the St Example's School's technology facilities and Internet. I accept the terms of this agreement.

Parent/Guardian's name: _____

Signature: _____ Date: _____

I declare that my child and I have read, discussed and understood this Acceptable User Agreement and hereby give permission for him/her to use the St Example's School's technology facilities and internet. I accept the terms of this agreement.

Parent/Guardian's name: _____

Signature: _____ Date: _____

The school reserves the right to vary the terms of this Agreement to accommodate unforeseen circumstances relating to the use of facilities by students. Variations shall be in writing signed by the principal, and shall be distributed to students and shall take effect accordingly.