

### 1. Purpose & Rationale

Sandringham College aims to provide a safe and inclusive environment where staff, students and parents are able to be part of the school community. With the increasing use and reliance on digital technologies in the modern world it is now vital that we as a College are able to respond to the emerging issues and problems in an appropriate and measured way. This policy has been prepared to help all members of the Sandringham College community understand and meet the expectations for responsible and ethical behaviour when using technologies associated with Sandringham College.

### 2. Policy Goals

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 personal device program or insert other appropriate programs as relevant to your 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

This policy applies to all students at Sandringham College

Staff use of technology is governed by the Department's *Acceptable Use Policy*

### 3. Implementation

#### 3.1. Vision for Digital Technology at Sandringham College

Sandringham 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.

Sandringham 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.

Sandringham College is committed to providing a computer network and digital resources that promote educational excellence and facilitate resource sharing, innovation and communication. The resources, access through the BYOD to the network and our curriculum programs provide students, teachers and support staff and parents with powerful digital tools. Associated with the opportunities that a digital teaching and learning program allows, it is the responsibility of all members of our community to interact in a positive manner with the digital technologies provided. Sound ethics, integrity and good judgement are expected when interacting with all digital devices provided by or used at Sandringham College.

### 3.2. BYOD at Sandringham College

Our school operates a Bring Your Own Device (BYOD) program, which means students must bring their own purchased or leased iPad with them to school each day. Sandringham College has special arrangements with JB Hi Fi] a local computer store that offers discounted prices for the lease or purchase of iPads/laptops for our students

IT requirements are outlined in the Booklist and Curriculum Guides

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

Sandringham College has in place arrangements to support families who may be experiencing long or short-term hardship to access iPads/laptops for schoolwork. We also have a number of resources that can be loaned to students in certain circumstances.

Students, parents and carers who would like more information or assistance regarding our BYOD program are encouraged to contact the College on 8599 0500.

### 3.3. Mobile Phones at Sandringham College

Sandringham College understands that students may bring a mobile phone to school, particularly if they are travelling independently to and from school or to extra-curricular activities.

During school hours, mobile phones must be:

- Locked securely in the student's locker and may not be taken to class for students in Years 7-11
- Year 12 students may carry their phone on their person but it must be switched off and must not be used in class

Students in Years 10-12 are permitted to access their mobile phones during lunchtime and recess only, unless otherwise authorised by a supervising teacher e.g. where phones may be used for e-learning or other learning activities.

Students in Years 7-9 are not permitted to use their phones anywhere in the school yard during the school day.

Please refer to our Mobile Phone Policy for further details

### 3.4. Safe and Appropriate Use of Digital Technologies

Digital technology, if not used appropriately, may present risks to users' safety or wellbeing. At Sandringham 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 Sandringham 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
- 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 [insert details of specific programs]
- 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 newsletter and annual information sheets.

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 [insert relevant role, i.e. classroom teacher, the administration] as appropriate, 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.

### 3.5. Student Behavioural Expectations

When using digital technologies, students are expected to behave in a way that is consistent with Sandringham 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), Sandringham 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.

## 4. Monitoring & Review

*How we will ensure it's done (and what happens if it isn't)*

## 5. 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.

## 6. References

*Related policies, department documents or websites*

- School Policy and Advisory Guide (<http://www.education.vic.gov.au>)
- Student Wellbeing and Engagement Policy
- Anti Bullying (including cyber bullying) and Anti Harrassment Policy
- Cybersafety at Sandringham College
- E Smart Policy
- Ethical and Responsible Use of Digital Technologies Policy

## 7. Document Control

<b>Policy Number</b>	AA-000-00	<b>Last Approval Date</b>	
<b>Policy Owner</b>	School Principal	<b>Approved By</b>	School Council
<b>Policy Reviewer</b>		<b>Next Review Date</b>	
<b>Review Frequency</b>	<b>Document Availability</b>	<b>Policy Delivery</b>	
<input type="checkbox"/> 1 Year <input type="checkbox"/> 2 Years <input type="checkbox"/> 3 Years <input type="checkbox"/> As Required <input type="checkbox"/> n/a	<input checked="" type="checkbox"/> College Website <input type="checkbox"/> Student Compass <input type="checkbox"/> Parent Compass <input type="checkbox"/> Staff Compass <input type="checkbox"/> Staff Information Drive <input checked="" type="checkbox"/> Enrolment Pack	<input type="checkbox"/> Annual Staff Meeting <input type="checkbox"/> Annual Parent Meeting <input type="checkbox"/> Annual Student Meeting <input type="checkbox"/> Annual School Assembly <input type="checkbox"/> Per Semester Staff Meeting <input type="checkbox"/> Per Semester Parent Meeting <input type="checkbox"/> Per Semester Student Meeting <input type="checkbox"/> Per Semester School Assembly <input type="checkbox"/> Post-incident Staff Meeting <input type="checkbox"/> Post-incident Parent Meeting <input type="checkbox"/> Post-incident Student Meeting <input type="checkbox"/> Post-incident School Assembly	