



Interpreter

Help for non-English speakers

If you need help to understand the information in this policy, please contact the College on 85990500 and ask to speak to your child's Year Level Leader who can arrange an interpreter. Information regarding Child Safe Standards in languages other than English can be found <https://ccyp.vic.gov.au/resources/child-safe-standards/translated-resources-about-the-child-safe-standards/>

1 Purpose and 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:

- our commitment to providing students with the opportunity to benefit from digital technologies to support and enhance learning and development at school (including our BYOD program)
- expected student behaviour when using digital technologies including the internet, social media, and digital devices (including computers, laptops, apple watches)
- 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
- our school's 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
- our school prioritises the safety of students whilst they are using digital devices

This policy applies to all students and staff at Sandringham College.

Staff use of technology is also governed by the following Department of Education and Training's (DET's) policies

- Acceptable Use Policy for ICT resources
- Cybersafety and Responsible Use of Digital Technologies
- Digital Learning in Schools
- Social Media Use to support Student Learning.

Staff, volunteers and school council members also need to adhere to codes of conduct relevant to their respective roles. These codes include

- Sandringham 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)

This policy does not apply to mobile phones. Student use of mobile phones is governed by the College's Mobile Phone Use at School Policy.

3 Implementation

3.1 Vision for digital technology at Sandringham College

The use of ICT/digital technologies is a mandated component of the Victorian Curriculum F-10 and must be substantially addressed by the school in all curriculum areas. 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 Privacy

At Sandringham College all reasonable steps are taken to ensure that personal information is kept secure at all times and when collecting and managing personal information all school staff must comply with Victorian privacy law. Please refer to the Privacy Notice on the College website.

When considering using an online service or application that handles personal information the College will

- (a) Obtain agreement from the College Principal
- (b) Conduct an assessment to identify any privacy and security risks
- (c) Consider whether consent for use of the service is required, and if so, whether opt-in or opt-out consent is most appropriate
- (d) Ensure parents are adequately informed about the use of the online service

Advice on Department brokered services and applications is available from the Department of Education and Training

3.3 BYOD at Sandringham College

Our school operates a Bring Your Own Device (BYOD) program, which means students must bring their own purchased or leased laptop with them to school each day. Sandringham College does not support the use of iPads or tablet devices for learning. Sandringham College has special arrangements with JB Hi Fi a local computer store that offers discounted prices for the lease or purchase of laptops for our students. Parents are encouraged to source the best option and price in relation to the purchasing of a device.

Before purchasing a digital device for your child there are a few minimum recommendations:

- Device type: Windows / Mac laptop ONLY
- Weight: aim for under 1.5kg
- CPU: Intel Celeron N4100 or better (Intel i5 or equivalent Preferred)
- Screen size: 11 inches
- RAM 4 GB (8 GB preferred)
- Storage capacity: 128GB (Solid State Drive)
- Six-hour battery life
- Wireless: dual band (2.5GHz / 5GHz)
- Up-to-date security software – free from eduSTAR catalogue (ESET for macOS / SCEP for Windows)
- Latest Microsoft Office – free from eduSTAR catalogue for Windows and MAC

The College recommend students use a PC, which is the most compatible with the college ICT infrastructure and Department of Education software. Every student is licensed for Microsoft Office 365, Adobe Creative Cloud and Antivirus software. There is no need to purchase any software products.

Further information about digital technology requirements are outlined in the Booklist and Curriculum Guides.

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

Students, parents and carers who would like more information or assistance regarding our BYOD program are encouraged to contact the College on 8599 0500. Chromebooks and iPads are not supported.

Students are expected 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
- is stored securely in their locker when not in use

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
- do not permit the use of digital devices at recess and lunchtime except for the completion of assigned homework or when students are participating in teacher supervised activities
- have programs in place 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 Wellbeing and 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 a staff member 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.

Information on supervision arrangements for student engaging in digital learning activities is available in our Yard Duty and Supervision Policy.

3.5 Social Media use

Our school follows the Departments' 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.

Where social media platforms are used by the College, parents are welcome to contact the College Principal if they have any questions or concerns about students participating in this forum.

In accordance with the Department's policy on social media, staff will not 'friend' or 'follow' a student on a personal 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 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.

3.6 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
- where inappropriate behaviours have occurred in the home and outside school hours the College will work with parents/carers to refer matters to the appropriate authorities including the e-safety Commission <https://www.esafety.gov.au/> and/or Victoria Police.

4 Monitoring & Review

This policy was last updated in March 2025. Please refer to the Sandringham Policy Schedule for the next review date.

5 Definitions

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 excluding Mobile Phones who are governed by the College’s Mobile Phone Use at School policy.

DET – Department of Education and Training

6 References

This policy should be read in conjunction with the following school policies:

School Policy and Advisory Guide (<http://www.education.vic.gov.au>)

Sandringham College Student Wellbeing and Engagement Policy

Sandringham College Mobile Phone Policy

Policy Number	SC-SM-04	Last Approval Date	March 2025
Policy Owner	Sandringham College	Approved By	School Council
Policy Reviewer	Sub School Leaders IT Manager College Registrar	Next Review Date	September 2026
Review Frequency	Document Availability	Policy Delivery	
<input type="checkbox"/> 1 Year <input checked="" type="checkbox"/> 2 Years <input type="checkbox"/> 3 Years <input type="checkbox"/> As Required <input type="checkbox"/> n/a	<input type="checkbox"/> College Website <input type="checkbox"/> Student Compass <input checked="" type="checkbox"/> Parent Compass <input checked="" 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 checked="" type="checkbox"/> College Mentor Group Program <input type="checkbox"/> Staff Handbook/Manual <input checked="" type="checkbox"/> College Newsletter <input type="checkbox"/> Staff DL	

APPENDIX A:ACCEPTABLE USE AGREEMENT

When I use digital technologies and the internet, I agree to be a safe, responsible and ethical user at all times by:

- Respecting others and communicating with them in a supportive way
- Never participating in online bullying (e.g. Forwarding messages and supporting others in harmful, inappropriate or hurtful online behaviours)
- Protecting my privacy by not giving out personal details, including my full name, telephone number, address, password and images
- Protecting the privacy of others by never posting or forwarding their personal details or images without consent
- Only taking and sharing photographs or sound and video recordings when others are aware the recording is taking place and have provided their explicit consent as part of an approved lesson

- Talking to a teacher or a trusted adult if I personally feel uncomfortable or unsafe online, or if I see others participating in unsafe, inappropriate or hurtful online behaviour
- Thinking carefully about the content I upload or post online, knowing that this is a personal reflection of who I am and can influence what people think of me
- Protecting the privacy and security of my school community by not sharing or posting the link to a video conferencing meetings with others, offline in public communications or online on public websites or social media forums
- Reviewing the terms and conditions of use for any digital or online tool (eg. Age restrictions, parental consent requirements) and if my understanding is unclear seeking further explanation from a trusted adult
- Meeting the stated terms and conditions for any digital or online tool, and completing the required registration process
- Handling ICT devices with care and notifying a teacher or any damage or attention required
- Abiding by copyright and intellectual property regulations by requesting permission to use images, text, audio or video, and attributing references appropriately
- Not accessing media that falls outside the schools policies
- Not downloading unauthorised programs, including games
- Not interfering with network systems and security or the data of another user
- Not attempting to log into the network or online service with a username or password of another person
- Not use Virtual Private Networking (VPN) or hot-spot/tethering from a mobile phone or similar internet providing device or use any other technology to bypass internet content filtering as provided by the Department of Education.

I understand and agree to comply with the terms of acceptable use and expected standards of behaviour set out within this agreement. This AUA applies when digital devices and technologies are being used as school, for school directed learning, during school excursions, at camps and extra curricular activities and at home. I understand that there are actions and consequences established within the school if I do not behave appropriately.

Student Name _____

Student Signature _____

Parent/Carer Signature _____ Date _____