

Digital Technologies Policy

Please note this policy is mandatory and staff are required to adhere to the content

1. Summary

Table 1 - Document details

Publication date	March 2021
Review date	February 2023
Related legislation/applicable section of legislation	
frameworks	DET Acceptable Use Policy RSC's Statement of Values RSC's Student Wellbeing and Engagement Policy RSC's Bullying Prevention policy.
Approved by	School Council
Approval date	March 2021
Version	1.3

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2. 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, and as preparation for using such tools effectively and efficiently in a work environment

(b) expected student behaviour when using digital technologies including the internet,

5. Policy

Rowville Secondary College understands that digital technologies including the internet, applications, computers, and tablets provide students with rich opportunities to support learning and development in a range of ways. The use of digital technologies is also a mandated component of the Victorian Curriculum F-10.

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.

Rowville 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.

5.1 Personal Devices at Rowville Secondary College (BYOD)

Classes at Rowville Secondary College are delivered with the use of laptops. Students must bring a charged laptop to school each day to be used during class time for different learning activities.

Our school operates a Bring Your Own Device (BYOD) program, which means students must bring their own purchased device with them to school each day in a fully charged state. Rowville Secondary College has special arrangements with JB HiFi that offers discounted prices for purchase of laptops for Rowville Secondary College students.

Minimum specifications for laptops are outlined on the College website.

Please note that our school does not have insurance to cover loss, damage or theft of students' devices, and parents/carers are encouraged to consider obtaining their own insurance for their child's device, in the home, while in transit and at school.

Rowville Secondary College has in place arrangements to support families who may be experiencing long or short-term hardship to access laptops for schoolwork. Students, parents, and carers who would like more information or assistance regarding our BYOD program are encouraged to contact our Wellbeing Office at their respective campus.

5.2 Safe and appropriate use of digital technologies

Digital technology, if not used appropriately, may present risks to users' safety or wellbeing. At Rowville 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 Rowville 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

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

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 College'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 (included as Appendix 1 to this Policy)

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

responsibility for the care of devices before, during and after school hours (including in-between class time).

Damage to College Information and Communication Technology (ICT) equipment caused by

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removal of internet access privileges
removal of printing privileges

APPENDIX 1: Acceptable Use Agreement

Rowville Secondary College Acceptable Use Agreement

Applies when using any ICT device at Rowville Secondary College

Rowville Secondary College's ICT facilities exist to provide access to educational resources. All users are expected to use common sense and decency with regard to all provided ICT facilities. In addition to having a signed Acceptable Use Agreement through the School, all users will have to comply with the Acceptable Use Policy for DET Information, Communications and Technology (ICT) Resources, and requirements of information privacy laws. The Acceptable Use Policy for DET is available at <http://www.education.vic.gov.au/aup>

In order to comply with Rowville Secondary College's Acceptable Use Agreement, you must comply with the following responsibilities and restrictions. Infringement will mean cancellation of network privileges for a period of time and additional disciplinary action may also be taken.

I acknowledge and assume responsibility for

- using the device in accordance with school rules, policies, and procedures as well as expected standards.
- being a safe, responsible, and ethical user at all times.
- all digital content stored on my device or network storage in my name.
- using the internet for educational purposes and the equipment properly.
- accepting the terms and conditions of websites and online communities.
- ensuring the safety of my device at all times (including recess and lunch).
- abiding by copyright procedures when using content on websites (asking permission to use images, text, audio, on website, all)

- I will ensure there is always space on my device for the storage of school-related files.
- teachers may remove my device if I use it inappropriately during class.

I will

- talk to a teacher if I feel uncomfortable or unsafe online or see others participating in unsafe, inappropriate, or hurtful online behaviour.
- use social networking sites while at school for educational purposes and only as directed by teachers.
- protect my privacy rights and those of other students by not giving out personal details including full names, telephone numbers, addresses and images.
- protect the privacy of others and never post or forward private information about another person.
- only take photos and record sound or video when it is part of an approved lesson.
- seek permission from individuals involved before taking photos, recording sound or videoing them (including teachers).
- seek appropriate (written) permission from individuals involved before publishing or sending photos, recorded sound, or video to anyone else or to any online space.
- be respectful in the photos I take or video I capture and never use these as a tool for bullying.
- support others by being respectful in how I communicate with them and never write or participate in online bullying (this includes forwarding messages and

- play games on my device or download any unauthorized programs at school.
- bring, store, transfer, download or display offensive or inappropriate material at school.
- interfere with others' use of technology.
- be able to charge my device in class or at school.
- use my device at recess and lunch

This Acceptable Use Agreement also applies during school excursions, camps, and extra-curricular activities. I acknowledge and agree to follow these rules. I understand that my access to the internet and mobile technology at school will be renegotiated if I do not act responsibly and ethically.

Student and Parent/Guardian Acknowledgement

I acknowledge that I have read the Rowville Secondary College's Acceptable Use Agreement