(For Internet, Social Media and Digital Devices)

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 including our 1-to-1 personal device program

(b) expected student behaviour when using digital technologies including the internet, social media, and digital devices (including computers, laptops, tablets, mobile phones, smart watches)

(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

SCOPE

This policy applies to all students at Portland Secondary College and is part of the suite of policies which are linked to the Child Safe Policy which mandates zero tolerance of child abuse.

Staff use of technology is governed by the Department's *Acceptable Use Policy and the College's Social Media Policy.*

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.

POLICY

Vision for digital technology at our school

Portland Secondary College (Must Street & Victoria Parade Campuses) understands that digital technologies including the internet, apps, computers, mobile phones, smart watches 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.

Portland 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.

Safe and appropriate use of digital technologies

Digital technology, if not used appropriately, may present risks to users' safety or wellbeing. At Portland 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 Portland 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 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
- regularly monitor student traffic on the College's computer networks to identify potential problems
- audit the use of privately owned ICT equipment such as memory sticks bought onto the school premises and school folders on the network.

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 classroom teacher or mentor 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.

Student behavioural expectations

When using digital technologies, students are expected to behave in a way that is consistent with Portland Secondary College's *Statement of Values, Student Wellbeing and Engagement* Policy, and *Bullying Prevention* Policy.

- Students must not attempt to gain entry to the system under any other user name than their own except where approved by the Information Services Manager
- Students must not attempt to delete, alter or corrupt any files other than those in their own folder
- Students are responsible for ensuring that no objectionable material is stored, displayed, downloaded or transmitted on the system. As a guide, if material stored or named would not be considered suitable for classroom display, then it is not suitable to be on the network
- Students who bring their own personal notebooks to school are responsible for any damage and content must be appropriate to school guidelines. Any notebook which does not conform to school regulations will be confiscated and parents contacted
- Students can expect that other students do not have access to their folder. However, staff generally and the Information Technology Manager in particular, have the right to access student folders for legitimate reasons such as supervision of the network, or class related reasons
- If students which to introduce their own programs of any kind, it must be done with the express permission of the Information Technology Manager. Software that already exists on the network should not be copied into other locations
- Printing is expensive. Students should use Print Preview features to check the layout of their document before printing. A spellchecker should be used before printing. Colour should only be used where required by the subject. The bare minimum printed copies should be sent to the printer. Printing is provided for curriculum purposes, not personal purposes.
- Computer rooms are to be free of food and drinks
- Computer equipment is to be treated with respect. Physical movement in computer rooms required care. Tampering with equipment is not permitted. Intentional damage to computers of software will result in an account for repairs and students will be banned from computer access for a peri dot time at the discretion of the Information Technology Manager. Accidental damage will be dealt with at the Information Technology Manager's discretion.

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), Portland Secondary College (Must Street & Victoria Parade

Campuses) will institute a staged response, consistent with our policies and the Department's *Student Engagement and Inclusion Guidelines.*

Breaches

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.
- The information Technology Manager is the adjudicator in cases of interpreting these rules, with appeal to the Principal.

FURTHER INFORMATION AND RESOURCES

- Bullying Prevention Policy.docx
- Student Wellbeing and Engagement Policy.docx
- Inclusion and Diversity Policy.docx
- Statement of Values and School Philosophy.docx
- Student Acceptable Use Agreement

REVIEW CYCLE

DATE	VERSION	RATIFIED BY	NEXT REVIEW
Oct 2018	2	Portland Secondary College School Council	Sept 2020