



### 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
- (e) the various Department policies on digital learning, including social media, that our school follows and implements

### SCOPE

This policy applies to all students and staff at Portland Secondary College.

Staff use of technology is also governed by the following Department policies:

- [Acceptable Use Policy for ICT Resources](#)
- [Cybersafety and Responsible Use of Digital Technologies](#)
- [Digital Learning in Schools](#) and
- [Social Media Use to Support Student Learning](#).

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

- Portland Secondary College's 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)

### 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.



### Vision for digital technology at our school

The use of digital technologies is a mandated component of the Victorian Curriculum F-10.

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.

### Personal Devices at Portland Secondary College

Many classes at Portland Secondary College are delivered with the use of laptops and netbooks. Students are expected to bring a charged laptop or netbook to school each day to be used during class time for different learning.

Portland Secondary College operates a Bring Your Own Device (BYOD) Program which means students must bring their own purchased netbook or laptop with them to school each day.

Students are invited 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
- has at least 128 GB of storage
- operates on OS version 10.14 or later

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

Students, parents and carers who would like more information or assistance regarding our BYOD program are encouraged to contact the General Office at the main campus.



### 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 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
- 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.

### Social media use

Our school follows the Department's 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.

Social media includes any online applications such as social networking sites, wikis, blogs, micro blogs, video and audio sharing sites and message boards that allow people to easily publish, share and discuss content.

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

Parents who have any concerns about the College's use of social media are asked to contact the College.

### 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 wish 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 IT rooms requires care. Tampering with equipment is not permitted. Intentional damage to computers or software will result in an account for repairs and students will be banned from computer access for a period of 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 will institute a staged response, consistent with our student engagement and behaviour policies.

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.

### RELATED POLICIES, GUIDELINES 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](#)
- [Acceptable Use – Information and Communications Technology Resources](#)
- [Cybersafety and Responsible Use of Digital Technologies](#)
- [Digital Learning in Schools](#)
- [Social Media Use to Support Student Learning](#).
- [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)



### REQUIRED METHOD OF COMMUNICATION

- School website
- Staff induction process
- Staff Knowledge Base
- Included as an Annual reference in College newsletter

### REVIEW CYCLE

DATE	VERSION	APPROVED BY	NEXT REVIEW
June 2022	5	Principal Jo Kindred	May 2024