Maryborough Education Centre

Digital Technologies
(Internet, Social Media and Digital Devices)
Policy

Help for non-English speakers
If you need help to understand the information in this policy, please contact Maryborough Education Centre - 5461 7900

PURPOSE

To ensure that all students and members of our school community understand:

(a) Maryborough Education Centre's (MEC) commitment to providing students with the opportunity to benefit from digital technologies to support and enhance learning and development.

(b) the expected student behaviour when using digital technologies including the Internet, social media, and digital devices (including computers, laptops, tablets, phones).

(c) MEC'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) MEC's policies and procedures for responding to inappropriate student behaviour on digital technologies and the Internet.

SCOPE

This policy applies to all students at MEC.
Staff use of technology is governed by the Department's *Acceptable Use Policy*

Detailed information for each area of ICT use can be found in the following documents:

- **Appendix A**: MEC Bring Your Own Device (BYOD) Specifications

- **Appendix B:** Information for Parents and Students

- **Appendix C:** Digital Technologies Behaviour Management Process

- **Appendix D:** MEC Acceptable Use Agreement:

DEFINITION

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 MEC

MEC understands that digital technologies 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. They also enable personalised learning tailored to students' particular needs and interests, improved assessment, reporting and feedback and new forms of collaboration and communication. MEC 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. MEC's vision is to empower students to use digital technologies to reach their personal best and fully equip them to contribute positively to society.

Safe and appropriate use of digital technologies

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

- use websites and digital tools that support students' learning, and focus our use of digital technologies on being learning-centred
- use digital technologies in the classroom for 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 students
- have programs in place to educate students to be promoting safe, responsible and discerning use of digital technologies
- educate 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 MEC's *Student Engagement* policy that outlines MEC'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 the earliest opportunity
- educate 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.

Distribution of school owned devices to students and personal student use of digital technologies, including BYOD 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 an appropriate staff member immediately.

All messages created, sent or retrieved on MEC's network are the property of MEC. MEC 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 MEC's *Statement of Values, Student Wellbeing and Engagement policy, and Bullying Prevention policy.* When a student acts in breach of the behaviour standards of the MEC community (including cyberbullying, using digital technologies to harass, threaten or intimidate, or viewing/posting/sharing of inappropriate or unlawful content), MEC 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 MEC's:
- *Digital Technologies Behaviour Management Process (Appendix D)*
- *Statement of Values*
- *Student Wellbeing and Engagement policy*
- *Bullying Prevention* policy
- *Electronic Communication Device policy.*

COMMUNICATION

This policy will be communicated to our school community in the following way:

- Included in staff induction processes and staff training
- Available publicly on our school's website
- Discussed at staff briefings/meetings as required
- Included in transition and enrolment packs
- Discussed at parent information nights/sessions
- Reminders in our school newsletter
- Hard copy available from school administration upon request.

POLICY REVIEW AND APPROVAL

Policy last reviewed	30th March 2022
Consultation	Education Policy in March 2022
Approved by	Anita Ford School Council President
Next scheduled review date	This policy was last updated on 30th March 2022 and is scheduled for review as part of the school's 3-year review cycle.

Signed:

Anita Ford
School Council President   **Date:** 4.4.2022

Appendix A
Bring Your Own Device (BYOD) Specifications

Ownership
- The device is owned by the parents/student but is made available for use as part of the school learning program.
- Parents/students should be aware that files stored on the device are private but may be publicly accessed as part of learning programs. The school reserves the right to inspect a student's personal device if there is reason to believe that the student has violated DE or MEC school policies, administrative procedures, school rules or has engaged in other misconduct while using their personal device.
- Violations of any DE policies, administrative procedures or school rules involving a student's personally owned device may result in quarantine or loss of use of the device in school and disciplinary action.

Software and access
- The school will provide information about standard software programs and applications required for installation on personal devices and will advise when new software or applications need to be purchased.
- Parents are responsible for purchasing and installing non school approved programs on personal devices. Parents are advised to set up parental controls to manage their child's device.
- MEC is not responsible for managing software, backups, recovery, or the setup of personal devices used as part of the BYOD program. Parents are required to complete the out-of-box-experience (OOBE) and initial device setup prior to using the device at school.
- MEC and the Department of Education will provide access to required educational software at no cost to families.

School Support
Support will be provided for:
- connecting the device to the school network, Internet, printers
- set up and management of accounts for required software
- all school-based software and associated issues with school applications.

A short term loan device for students when their device is being repaired by LWT (Learning With Technology).

Support will not be provided for:
- connecting to home networks and home printers.
- personal email and other personal accounts.
- software issues for non educational software.
- hardware issues

Damage or loss of equipment
- Parents are responsible for making sure the device is covered under their insurance, so that it can be replaced if lost or damaged and student learning is not interrupted.
- The school must be notified if the device is damaged or lost so that a student's learning program is not interrupted whilst being replaced.

Student Responsibilities

Students are responsible for:

- proper care of their personal device, including (but not limited to) any costs of repair, replacement or modification needed to use the device at school
- bringing portable devices fully charged to school every day
- catching up on any work not completed as a result of the student not bringing their device to school.
- ensuring the device has appropriate malware protection
- backing up data securely
- carrying their device in an appropriate protective case at all times. The student will keep the device with him/herself at all times or in a secure location. The school does not take any responsibility for the security of the device at all throughout the day.
- adhering to this Acceptable Use Agreement when using the machine at school, including during lunchtime or when not in the classroom. The student may not use the device(s) to record, transmit or post photos or video of a person or persons at school or affiliated school programs such as excursions, camps etc. Nor can any images or video recorded at school be transmitted or posted at any time without the written permission of a staff member.
- using their device to access relevant and appropriate resources for class.
- only using the DE eduSTAR wireless network. The use of a VPN, mobile hotspot, proxy anonymizer, Tor, or other technology to bypass this network is strictly prohibited.

Minimum Device Requirements:

- Notebook with a keyboard
- *Operating System*: Windows 10 (version 22H2), macOS Monterey
- *Storage*: 128GB SSD
- *RAM*: 4GB
- *Wi-Fi*: 802.11n wireless network adapter
- *Battery*: 6 hours battery life

Recommended Device Requirements:

- Notebook with a keyboard
- *OS:* Windows 10 (version 22H2), macOS Monterey
- *Storage:* 256GB SSD
- *RAM:* 8GB
- *Wi-Fi:* 802.11ac wireless network adapter
- *Battery:* 6 hours battery life
- *Webcam*: Front facing webcam, inbuilt microphone and speakers

Appendix B - Advice for Parents and Students

Please keep this as a resource to use at home

At school, technology and the Internet is used to support teaching and learning. However, at home it is often used differently. Not only is it a study resource for students, but it is increasingly being used as a social space to meet, play and chat.

If you have the Internet at home, encourage your child to show you what they are doing online.

Loan of Devices

- LWT devices - a student may be able to borrow a short term loan device directly from the MEC ICT department in the case that their device is being repaired.

- Non LWT Devices - families may contact the school to see if a short term loan device is available if the student has a non-LWT device being repaired

At home we recommend you:

- encourage your child to show you what they are doing online
- make some time to sit with your child to find out how they are using the Internet and who else is involved in any online activities
- ask them to give you a tour of their 'profile' if they are using a site which allows them to chat, publish photos, play games etc.
- always get them to review their privacy settings and set their profile to 'Private' if they use a social networking site (they are then in control of who can contact them and access their information)
- have the computer with Internet access set up in a shared place in the house – not your child's bedroom
- negotiate appropriate times for your child's online activities and use of mobile phones
- ask questions when your child shows you what they are doing
    - how does it work, how do you set it up and can you block out people?
    - who else is sharing this space or game - did you know them before or 'meet' them online and what do you know about them?
    - why is this so enjoyable – what makes it fun?
    - can you see any risks or dangers in the activity - what would you say to warn/inform a younger child who was going to start to use the space?
    - what are you doing to protect yourself or your friends from these potential dangers?
    - when would you inform an adult about an incident that has happened online that concerns you?

Privacy and Information Sharing

MEC treats personal information with the utmost respect and protects your privacy. As part of providing a diverse curriculum, we need to utilise a range of digital tools created by third parties. We conduct privacy impact assessments (PIA) to actively review all software prior to their use, in accordance with Department of Education guidelines.

A PIA helps identify what information is collected, stored and used by a specific piece of software or service, so actions can then be take to highlight, minimise and eliminate privacy risks. A summary of software used by MEC can be found at https://mec.vic.edu.au/learning/digital-technologies/policies-privacy/ with links to relevant privacy policies.

Appendix C

MEC Digital Technologies
Behaviour Management Process
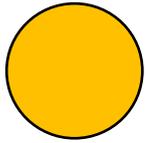
Minor Infringement

Definition: Any activities other than set class work. e.g. Playing games, looking at Memes, reading unrelated sites, checking football scores, personal emails etc.

1st Time –Teacher restates and reteaches the task at hand and which software is to be open.

2nd Time – Student will receive a warning from the teacher.

3rd Time – Student is asked to pack up laptop or shutdown desktop computer. Electronic Personal device will be confiscated as per Electronic Communications Device Policy for remainder of the lesson and the staff member will record Digital Technology Infringement incident on Compass.

Repetition of Minor Infringements will be followed up in accordance with MEC protocols including parent meetings and network restrictions etc.
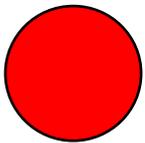
Moderate Infringement

Definition:
a. Deliberately bypassing the EduSTAR network via any method, eg: using a VPN or hotspot to access blocked sites but not explicit in nature such as YouTube, Facebook etc. Circumventing eduSTAR is an unsafe practice that jeopardises the security of every device.
b. Deliberately damaging a school owned device or BYOD.
c. Attempting to access other students' accounts.

- Student is asked to pack up BYOD for remainder of the lesson. Student is asked to close school laptop, desktop or other device. Electronic Personal Device will be confiscated as per Electronic Communication Device Policy

- Staff member records Digital Technology Infringement incident on Compass

- IT technician/ICT representative to suspend student from their eduSTAR and network account.

- Classroom teacher makes phone call or arranges parent meeting before the student account is reactivated.

Major Infringement

Definition: Exposure or suspected exposure to graphic content (including accidental exposure). Accessing graphic content including sexualised content within a school may be a criminal act.

- Student closes their BYOD, electronic personal device or school owned device immediately and hands it to the teacher. Desktop computers shut down.

- Device is quarantined with an Incident Sticker (located in coordinator, administration assistant in each pod and IT office in Majorca).

- Portable device is locked in coordinator, leading teacher, sub school leader desk until it can be transported to and stored in Principal's Office. Desktop will be removed by IT technician and stored in Principal's Office. The device must not be carried by students.

- Staff member records Digital Technology Infringement Incident on Compass.

- IT technician/ICT representative to suspend student from their eduSTAR and network account.

- Coordinator contacts parents and arranges parent meeting before the student account is reactivated and/or device returned

Student failure to comply with the above process will be managed through relevant MEC policy.

Appendix D – Acceptable Use Agreement

Student declaration

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 manner;

- 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, passwords and images;

- Protecting the privacy of others by never posting or forwarding their personal details or images without their consent;

- 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;

- Reviewing the terms and conditions of use for any digital or online tool (e.g. age restrictions, parental consent requirements), and if my understanding is unclear seeking further explanation from a trusted adult;

- Handling ICT devices with care and notifying a teacher of any damage or attention required;

- Abiding by copyright and intellectual property regulations by requesting permission to use images, text, audio and video, and attributing references appropriately;

- Not accessing media that falls outside the School's 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 with a user name or password of another student.

- Bringing my device to school everyday fully charged.

- Understanding that there are actions and consequences established within school policies if I do not behave appropriately.

In addition, when I use my personal mobile phone I agree to be a safe, responsible and ethical user at all times, by following the MEC Mobile Phone policy, and:

- Keeping my device silent, invisible and unseen between 9am and 3:15pm;

- Only taking and sharing photographs or sound or video recordings when others are aware the recording is taking place and have provided their formal consent as part of an approved lesson.

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.

Please select one option below:

☐ I understand and <u>agree</u> to:
- comply with the terms of acceptable use and expected standards of behaviour set out within this agreement and the MEC mobile phone policy.
- receiving access details to use digital technologies (digital devices, software, services and systems that students use for learning).
- abide by the Bring Your Own Device guidelines. I further understand that any violation of the guidelines may result in the loss of network and/or device privileges as well as other disciplinary action.

☐ I would like to discuss further with someone before I sign this agreement

Student name: _____

Student signature: _____

Parent/Guardian Name: _____

Parent/Guardian Signature: _____

Date: _____