

## St Brigid's College Digital Technologies Procedures

- While staff, students and the school community will have access (as deemed appropriate) to electronic resources, this is a privilege not a right.
- Users are responsible for ensuring that the resources are used in a purposeful, responsible, legal and ethical manner that is consistent with the diocesan vision.
- Electronic resources are provided for work and education purposes.
- Technology use will be monitored including the appropriateness of sites, material accessed, downloaded or distributed and communication utilised.
- At all times child safety requirements and processes are to be considered in any use of technology.
- All persons must sign the "Digital Technology: *Acceptable Use and Cyber-safety Agreement*". (See Appendix 1)

### Implementation

- All staff will receive training about online safety and be able to recognise and respond to online safety issues.
- Staff, students and parents must sign the *Digital Technology: Acceptable use and Cyber-safety Agreement* each year in order to access the technology resources.
- All users are to comply with the policy and any diocesan and government legislation (such as Child Safety Standards, copyright, discrimination, defamation and privacy laws) in the use of technology.
- An audit of technology use will be conducted each term, or as required.
- Inappropriate material (including pornography) must not be accessed, downloaded, transmitted or posted.
- Communication and feedback between students, parents and staff via electronic media must be appropriate at all times.
- Electronic media must not be used for gambling purposes.
- Personal use for staff is restricted and limited. It must not take place during teaching or classroom time. Access must not interfere with work obligations or while supervising students (unless an emergency call to services or administration is required).
- Student and school community use is limited to educational use for engaging in student learning
- Email correspondence must contain the appropriate disclaimer.
- Downloaded files must be checked and be virus free.
- All digital content stored and produced remains the property of the employer.
- Privacy and confidentiality must be considered in forwarding or providing access to electronic communication. Permission from the sender should be sought. Staff should ensure that personal information is kept private.
- Correspondence such as email is not necessarily kept confidential when sent to an external party and can be forwarded on or accessed by others without the writer's knowledge. It is important to check whether it is appropriate to send confidential information electronically.
- Communication via chat rooms, social media, email, and text messages should always have appropriate content, images (if used) and language. They must not embarrass the organization's reputation or be construed as bullying or harassing, or embarrassing someone.

- Violation of the policy may include:
  - informing police after an initial investigation
  - For students: restriction or suspension of use for a set period of time or in the case of a serious breach suspension from school following appropriate procedures outlined in the Behaviour Management Policy
  - For parents/school community: restriction or suspension of use and access for a set period. In the case of a serious breach this may be permanent.
  - For staff: informing VIT (teachers) or performance/disciplinary processes that may lead to termination of employment.
- Regular reminders about acceptable use of technology will be communicated to staff and parents/carers via newsletters, bulletins, and meetings.
- All school and CEB sites have a web filtering system in place to ensure inappropriate material cannot be accessed at school.

## Learning and Teaching

- The learning environment must foster student confidence to report to staff if they have seen or received anything that has made them uncomfortable or threatened. This should always be followed up in a timely manner.
- Learning and teaching practices, strategies and technologies are effectively incorporated into learning process and are used by teachers and students (see Learning and Teaching Policy).
- Teachers have clear processes and practices and scaffold learning to manage classroom and online behaviour and respond appropriately to any incidents that may arise.
- Teachers provide students with an understanding of appropriate sites and materials and a process to follow if an inappropriate site/material opens.
- The school cannot filter Internet content accessed by a student from home, from other locations away from school or on mobile devices owned by students. The school recommends the use of appropriate Internet filtering software on such devices.
- Teachers develop a curriculum scope and sequence for cyber safety that includes teaching safe, responsible and ethical online behaviours (see Duty of Care Policy, Anti-bullying [including cyberbullying] and Anti-harassment Policy). The scope and sequence is consistent with the Victorian government requirements for curriculum (see Learning and Teaching Policy).
- Copyright and privacy laws and other legislation must not be breached in using the Internet and in posting material onto sites.
- The School Executive and/or leadership team will monitor the cyber safety curriculum and professional learning requirements for all staff.
- Electronic teaching materials and sites used by teachers are to enhance learning and must be appropriate.
- There will be regular communication to staff, students and school community on policies and procedures that foster a safe classroom environment. Information will be available on school website, Staff and Parent Handbooks. Teachers will also discuss issues and procedures with parents/carers in informal meetings and information nights.
- Students will engage, as part of their learning, in using the internet which will include accessing sites such as websites, electronic chats (social media), bulletins, educational apps and classrooms (such as Google Classroom) and the use of email.
- Teachers will provide guidance as to which sites can be accessed and programs that can be downloaded on to school devices. Teachers will develop processes for students to follow if they access an inappropriate site or are confronted with material or text that makes them uncomfortable.
- Teachers will use educational resources such as the Office of Children's eSafety Commissioner at <https://www.esafety.gov.au/> to develop student knowledge, skills and capabilities in cyber safety.

- Students must not post any inappropriate texts or images or engage in bullying or harassment through the use of these sites or in using email. Students must not download any unauthorised programs.
- Schools use Google Classroom. Teachers at all times will engage in a professional manner in responding to student messages, student work and in providing appropriate materials.
- Parents will be provided access to Google Classroom as/when appropriate and required, to communicate with teachers and view their own child's work and feedback. Parents at all times must communicate appropriately when using this or other modes of communication with the school.
- All families receive a copy of the *Digital Technology: Acceptable Use and Cyber Safety Agreement* annually. Parents are asked to read the agreement with their children and sign the agreement. This is returned to the school (Refer also to Anti- bullying and Anti- harassment Policy).

## School electronic equipment and devices

- Students are expected to use school equipment and devices safely and with care.
- Teachers will induct students on how to safely use and look after any electronic equipment or device.
- Students must not download programs on to school equipment or devices without the permission of the teacher.
- School will develop guidelines if devices are to be taken home. Refer to the **Electronic Device User Agreement** (signed by new Yr. 7-9 students and parents) and to the DOBCEL **Digital Technology- Acceptable Use and Cyber-safety Agreement**.
- Student devices must be brought to school each day fully charged. The student is not permitted to download any programs onto the device or access inappropriate sites. It can only be used for educational purposes.

## Social Media

- The use of social media is used by members of the school community as a social tool and is commonly used to express views, comments, and ideas on a range of issues.
- Students, as part of the educational program, will engage, from time to time, in electronic chats to share their learning, pose questions and provide feedback to other students. This interaction may occur with students within their own classroom, classes in the school or students in another school.
- Teachers will have access to these sites and will monitor that the content is appropriate and that students are not engaging in anti-social behaviour such as cyberbullying.
- Teachers are not permitted to engage in other social media (non-school) where students participate.
- It is expected that all members of the school community when engaging with each other through using social media behave in such a manner that:
  - the welfare of all members of the school is not adversely impacted upon.
  - the reputation of the school is not negatively affected or brought into disrepute
  - personal information is kept private
  - uploading or posting inappropriate content on any space or sight does not occur.
- Social media sites (other than those established for student learning under the supervision of a teacher) utilizing the school name must not be established, unless the principal gives permission. This permission would only be for a specific school purpose. If the site is not used appropriately according to the requirements for its use, it will be closed down.
- When using social media, it is expected that members of the school community will:
  - demonstrate appropriate personal and professional boundaries and behaviours
  - ensure online behaviour reflects the same standards of honesty, respect, and consideration that a person uses when communicating face-to-face
  - respect the rights, privacy, and confidentiality of others.
  - ensure all content published is accurate and not misleading

- not post or respond to material that is offensive, obscene, defamatory, threatening, harassing, bullying, discriminatory, hateful, threatening, violent, racist, sexist, pornographic, or is otherwise unlawful.
- not infringe on copyright or cause damage to the reputation of the school, or bring it into disrepute.

## **Mobile Phones** (Refer to the **Mobile Phone Policy & Guidelines**)

### **Policy Statement**

- Students who bring their mobile phone or smart watch to school must have those devices switched off and stored securely in their locked locker during the school day. The only exceptions to this statement will be where a student uses a mobile phone or smart watch to monitor health conditions under doctor's instructions or parent's written request, or where teachers instruct students to bring their mobile phone for a particular classroom activity. At all other times these devices (mobile phones, smart watches, etc.) must be in lockers.

### **Procedures**

1. Should a teacher require their class to use their mobile phones for a curriculum related activity then:
  - a) at the commencement of class, the staff member is to escort their class to the locker area and supervise the students as they gather their mobile phones. Near the conclusion of the class the same procedure is to be adhered to.
2. Should a student be seen accessing their mobile phone at the lockers or be seen with their mobile phone on their person, then the following procedure is to be adhered to.

#### **First Offence:**

The staff member will ask for and receive the mobile phone from the student without question or comment from the student. The mobile phone is then taken to the Front Office where the event is recorded. The mobile phone can be collected by the student from the Front Office at the end of the school day.

#### **Subsequent Offences:**

As above for the first offence. Then, at the discretion of the Principal:

- a) Parents will be contacted by the Front Office to collect the mobile phone as it will not be released to the student at the end of the day.
- b) Parents are contacted by the Front Office and a meeting is set up with the Parent and student, where options are discussed and implemented. These could include:
  - a. Parents keep the mobile phone at home for an agreed period of time.
  - b. The student hands in their mobile phone to the Front Office upon arrival at school and collects the mobile phone at the end of the day for an agreed period of time.

### **Student Refusal**

Should a student refuse to hand over their mobile phone to a staff member, the staff member will ask a SWT member or School Executive member to collect the mobile phone. The consequence of the student's choice not to hand over the mobile phone will be a phone call to the student's parents, and an afterschool detention issued. At this point, the school's Positive Behaviour Policy is to be followed.

### **Excursions, camps and retreats**

The use of mobile phones on excursions, camps and retreats is limited to specific activities where the use of the phone is directly relevant to the activity being undertaken. This will usually be as an emergency contact device only. On overnight excursions or camps, students will be allocated specific times when they may be

able to contact home at the discretion of the supervising staff member. Inappropriate use of phones on camps and excursions will result in the phone being given to staff until the end of the camp or excursion. The teacher in charge may also call upon parents/guardians to collect their child from the camp depending on the severity of the circumstances.

### **Phone Photography and Recording**

- ❑ Mobile phones or other mobile electronic devices should not be used for taking unauthorised photographs, voice recording or video footage of persons in or around St Brigid's College.
- ❑ Any material gathered through such a process must only be used for a permitted educational purpose.
- ❑ Photographs, voice recordings and video footage of any kind may not, under any circumstances, be emailed, posted or loaded onto any website, published or otherwise distributed in any way other than in strict accordance with the above.
- ❑ Failure to observe these rules may constitute a serious breach of others' privacy, for which there may be civil and /or criminal legal consequences.

Under the Child Safe Standards and OH&S Act (2004) St Brigid's College must ensure that all staff and enrolled students are provided a safe and secure environment where their privacy is not violated by the use of social media.

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