

Purpose

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

- (a) our commitment to providing students with the opportunity to benefit from digital technologies to support and enhance learning and development at Bannockburn P-12 College including our C21 1-to-1 personal device learning program.
- (b) expected student behaviour when using digital technologies including the internet, social media, and digital devices (including computers, laptops, tablets)
- (c) the College'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 College'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 College follows and implements

Scope

This policy applies to all students at Bannockburn P-12 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 also follow our school's *Acceptable Use Policy*.

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

- Bannockburn College 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.

Policy

Vision for digital learning at our school

Bannockburn P-12 College understands that safe and appropriate use of digital technologies including the internet, apps, computers 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.

Bannockburn P-12 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 College vision is to empower students to use digital technologies safely and appropriately to reach their personal best and fully equip them to contribute positively to society as happy, healthy young adults.

Devices at Bannockburn P-12 College

Our College operates a Bring Your Own Device (BYOD) program, which means students should bring their own purchased iPad (Prep to Year 6) or Laptop (Year 7 – 12) with them to school each day. Bannockburn P-12 College has special arrangements with JB Hi Fi Education Solutions which offers details of the specifications and purchase of devices for Bannockburn College students.

Students must bring a charged device to school each day to be used during class time for different learning activities.

Please note that our College 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.

Bannockburn P-12 College has in place arrangements to support families who may be experiencing long or short-term hardship to access devices for their school work. We are able to arrange short term loan devices in certain circumstances.

Students, parents and carers who would like more information or assistance regarding our BYOD program are encouraged to contact the College via email Bannockburn.p12@education.vic.gov.au.

Safe and appropriate use of digital technologies

Digital technology, if not used appropriately, may present risks to users' safety or wellbeing. At Bannockburn P-12 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 Bannockburn P-12 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, including Cyber talk safety, BATforce Cyber Awareness etc.
- 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 Well-being and 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 College
- 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.

Distribution of College 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 and Loan Agreements.

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 the IT support administrator of the College as appropriate, immediately.

All messages created, sent or retrieved on the College's network are the property of the College. The College 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.

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

When a student acts in breach of the behaviour standards of our College community (including cyberbullying, using digital technologies to harass, threaten or intimidate, or viewing/posting/sharing of inappropriate or unlawful content), Bannockburn 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.

Social media use

Our College 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, if parents/ carers have decided that they do not want images of their child to be used on the College social media pages they will need to complete the *'Photographing, Filming and Recording Students Policy- Annual Consent Form and Collection Notice'*. This is available via the College Office or on the College website.

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 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.

Further information and resources

- DET Policies/ Resources
 - [Consent, Acceptable Use agreements and online services \(students\)](#)
 - [Acceptable Use - Information and Communications Technology Resources](#)
 - [Acceptable use policy for ICT resources](#)
- Cyber safety:
 - [Using Technology to Support Teaching](#)
 - [Using Social Media](#)
- School Policy and Advisory Guide:
 - [Personal Devices - Parent Payments and Access](#)
 - [Using Social Media](#)
 - [Using Digital Technologies to Support Learning and Teaching](#)
 - [Bullying](#)
 - [Acceptable Use Agreements for students](#)
- Bully Stoppers:
 - [Cyberbullying Advice Sheets](#)
 - [Cybersafety Advice Sheets](#)
 - [Cyber Teach Toolkit - Safe and Responsible Use of Digital Technologies](#)
 - [Using Social Media: Guide for DET Employees](#)
- Other useful resources are listed on FUSE:
 - [Optimising technology use in schools - a resource cheat sheet](#)

Appendix A: Acceptable Use Agreement

Please refer the Bannockburn P-12 College Acceptable Use Agreement

Review Cycle and Evaluation

This policy was last ratified by College Council on **October 2020** and is scheduled for review in **October 2022**.