Monbulk College

Policy: **Digital Technologies**
Date Ratified: February 2020
Date of last Review: March 2020

BASIC BELIEFS:
Monbulk 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.
- in empowering students to use digital technologies to reach their personal best and fully equip them to contribute positively to society as happy, healthy young adults.
- that digital technologies that support and enhance learning and development as an essential skill.
- that digital technologies including the internet, apps, computers and tablets provide students, staff and wider community with rich opportunities to communicate; and support learning and development in a range of ways.
- students will be supported by teachers and parents to develop the skills to become critical evaluators of digital technology.
- that all members of the school have the responsibility to support the safe and ethical use of digital technology, including the development of appropriate and expected student behaviour when using digital technologies including the internet, social media, and digital devices (including computers, notebooks, tablets).

AIMS:
Monbulk College aims to:
- Provide students with opportunities to explore and expand their range of skills and experiences through the use of various digital technologies; Support and enable access to a 1-to-1 BYOD program
- Use digital technologies to enhance learning that is interactive, collaborative, personalised and engaging; and create high quality content, resources and tools.
- Provide staff with the opportunity to explore and expand their range of skills and experiences through the use of various software and hardware.
- To personalise learning tailored to students' particular needs and interests and transform assessment, reporting and feedback, driving new forms of collaboration and communication.
- To ensure that all students and members of our school community understand 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
- ensure that there are appropriate policies and procedures for responding to inappropriate student behaviour on digital technologies and the internet
- ensure staff:
  - follow the required DET guidelines for use of Digital Technologies.
  - implement policies and procedures to support and protect all users of ICT within the school environment in line with the DET requirements.
- Ensure equitable access to electronic devices such as laptop computers or tablets in our 1-to-1 BYOD program and support access where required

IMPLEMENTATION PROCEDURES
Staff and student use of technology is governed by the Department's *Acceptable Use Policy and students are also governed by a local "Student User Agreement" which is moderated through internet filtering.*

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 (including but not limited to wifi/internet access, computers, notebooks, tablets, data projectors, etc)

1-to-1 BOYD Program

Monbulk College is committed to providing our students with the best access to learning technologies and online learning. A 1-to-1 BYOD program where each student will have access to a device to engage in the learning program and opportunities.

Embedding access to digital technologies in teaching and learning programs allows for:

- access to online resources, experts and learning communities
- providing authentic, rich contexts for learning
- personalising learning
- connecting and collaborating to build new knowledge
- developing contemporary skills
- improving assessment, reporting and feedback
- connecting families with their child's learning.

At Monbulk College, students are expected to bring a charged device to school each day to be used during class time for different learning activities. Our Bring Your Own Device (BYOD) program, means students must bring their own device to school each day. Each year, advice regarding minimum specifications for devices are provided to families as part of enrolment/re-enrolment packages.

It recommended that devices:

- are brought to school in a protective case / sleeve / bag
- have sufficient battery life to last the school day
- are capable of using required DET software (e.g. Office365, Adobe)
- have active virus protection

Please note that our school does not have insurance to cover accidental damage to student devices, and parents/carers are encouraged to consider obtaining their own insurance.

Monbulk College has in place arrangements to support families who may be experiencing long or short-term hardship to access devices for learning. We also have a number of spare devices that can be loaned to students in certain circumstances. Students, parents and carers who would like more information or assistance regarding our BYOD program are encouraged to contact the eLearning Leader at the College.

Safe and appropriate use of digital technologies

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

- use online and digital tools that support students' learning, and focus our use of digital technologies on being learning-centred
- filter the use of digital technologies in the classroom to be directed towards specific educational uses
- 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 (for example programs such as eSmart resources, Project Rockit, Brainstorm Productions, advice from the eSafety Commissioner)
- educate our students about digital issues such as online privacy, intellectual property and copyright, and the importance of maintaining their own privacy online
- actively inform and encourage our students to act in accordance with our *Student Engagement* policy, outlining our School's values and expected student behaviour, including online behaviours
- have a Student User 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 restrict 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.

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 Year Level Team Leader 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.

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

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), Monbulk College 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 the school's *Student Wellbeing and Engagement* and *Bullying Prevention* policies.

Staff responsibilities
- To use digital technologies for developing skills and critical literacies in their teaching/learning programs at all year levels.
- To use digital technologies for administration and communication purposes.
- To monitor digital technologies when they are being used by students in their classes.

- To report damage to College-provided equipment to the eLearning Leader as soon as possible.
- To report incidences of breaches of cyber-bullying guidelines to the appropriate Year Team Leader as soon as possible.
- To be familiar with the DET Acceptable Use Policy

Parents/Guardian responsibilities
- To support their child in the use of digital technologies in a safe and ethical manner and to report any breaches of the Student User Agreement to the College as soon as possible.
- Monitor the usage, safety and interactions of their child's online activities.

References:
- DET Privacy Policy
- Copyright Australia
- ESmart https://www.esmart.org.au/
- ESafety Commissioner https://www.esafety.gov.au/
- Using Digital Technologies to Support Learning and Teaching
- Safe use of digital technologies
- Further information - Consent, Acceptable Use Agreements and Online Services

Appendices:
1. Student User Agreement
2. Sample Device Specifications
3. Office 365 Parent Information Pack

Approved By	School Council
Approval Authority (Signature & Date)	*M J Uren* 29/4/2020
Responsible for Review	Assistant Principal – Policy and Planning Sub-Committee
Next Review Date	February 2022 (2 Years)

Note: this agreement is located in the student planner, and required acceptance through Cyberhound, for usage of the network.

By continuing to use the internet:

Students agree with the conditions outlined in the Monbulk College Digital Users Agreement, as below.

Staff and visitors agree with the conditions outlined by The Department of Education and Training's Acceptable Use Policy for ICT systems.

Monbulk College

Digital Users Agreement

I understand and accept that the conditions under which I use the College Digital Technologies are as follows:

- I understand that the use of the College's digital technologies is a privilege, not a right.
- I will treat all equipment with care so that no other user will be disadvantaged as the result of my usage.
- I will access only programs, apps and devices as set by the teacher and if there is any variation to this, I will obtain authority from the teacher.
- I will use only my password/passcode and enter no other person's files or alter them in any way.
- I will not allow any other person to use my password/passcode or access my files or device..
- I will not alter any pre-set options of any college digital device I use.
- I will not take any other work from the Internet, intranet or Compass and claim it as my own.
- I will not load or use outside software on College devices.
- When using the Internet I will not seek, download or print any site not appropriate to the topic of study.
- I will behave in a polite and proper way when communicating using digital devices and will not use inappropriate material or text when communicating with others.
- I will not bring any inappropriate material on my device to the college.
- I will not have any music or video streaming, VPN or similar applications on my device whilst at the college.
- I will have Airdrop or other sharing services turned off unless instructed by the teacher to use it.
- I am aware that Monbulk College staff will have access to my files and device when requested.
- I have read the Microsoft Office 365 fact sheet and am aware that files may be kept in cloud storage.
- I am aware that all digital technologies used at the College may be examined at any time by staff

I understand and accept that the failure to honour any of the above in any way will mean loss of access to all College digital devices, network and internet; and the time frame for which this will occur will depend on the nature of the breach. Any work missed will be my responsibility to complete on alternative equipment outside the College.

Should technician time be needed to rectify damage, a minimum $50.00 charge will be made to recoup this cost.

SENIOR SCHOOL DIGITAL DEVICE PROGRAM

In 2020 it is recommended that all Senior School students, Years 10 – 12, have their own portable computer that they are able to use both at school and at home.

Families will have the following options for their student's device:

1.Purchase a device using the recommended school supplier:

Families can elect to purchase a device using education pricing via our preferred supplier. A range of devices are available, both PC (Windows) and Mac, ranging in price from approximately $650 to $2,000.

Further details about this option will be advertised on Compass when the site is ready for families.

2. Use Netbook/Notebook computer of their choice:

Students selecting this option would use any suitable portable computer. Families are recommended to investigate options for insurance and/or extended warranty. Please see overleaf for minimum specifications.

Wifi

Students will have wifi available to them at school. Students will be provided unique usernames and passwords early 2020 to ensure they can connect. Students will be required to agree to the 2020 Digital Technologies Student User Agreement, when they first connect to the Internet.

Software
Required software (PC or Mac):
- Microsoft Office
  - Students are able to download this on to their device for no cost using their wifi username and password.
- Virus protection
- Adobe Creative Cloud
  - Required for VCE VET CDM, Photomedia, Metal Technology or Visual Communication, optional software for all others.
  - Available to students early 2020.

Any families who may require financial assistance to purchase this device are welcome to contact the No Interest Loan Scheme http://nils.com.au/

Yours faithfully,

Alan Butterley
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eLearning Leader

Device minimum specifications

Below are the recommended minimum specifications to ensure that the device will function adequately for the remaining Senior School years.

PC
Processor – 2.4GHz (2 core)
Memory – 8 GB
Display size –   13 inch (diagonal)
Run time (battery) – 8 hours
Hard Dive – at least 256GB
Maximum weight 2.5kg

Mac
Any notebook model 2017 or later
Memory – 8 GB
Hard Dive – at least 256GB
Appropriate dongles/connectors to access USB, ethernet and HDMI

To check the year for older Macs:
MacBook Pro
https://support.apple.com/en-au/HT201300
MacBook Air
https://support.apple.com/en-au/HT201862

office365-parent-information-pack.pdf

THE EDUCATION STATE

SCHOOLS

Office 365

INFORMATION PACK FOR PARENTS

The Department of Education and Training (Department) and your school are using online learning services to support learning and teaching. This pack provides information on one of the online services, Office 365 and advice in relation to its safe and responsible use.

What information needs to be collected?
- Name, year level, home group and school.
- Student's Department username and password.

Why is this information needed?
- To control access to the online services.
- To prevent unauthorised access to student's work.

When could this information be accessed by others?
- By support staff to fix issues.
- Where required by law.
- Never for advertising or marketing purposes.

Office 365 is an internet based service provided by Microsoft for class activities. It provides students with access to online education services such as:

- Microsoft Web Apps (Excel, Word, Outlook, PowerPoint, OneNote)
- Exchange
- OneDrive
- SharePoint
- Forms
- Flow
- Skype for Business
- Microsoft Teams
- Sway
- PowerApps
- School Data Sync
- Minecraft: Education Edition

These tools are for collaboration which necessitates students being able to find and connect with other students and staff, either at their own school or within the Victorian government education system. As part of their school work, students may be able to communicate via email with people outside of their school.

The online services offered by Microsoft may be updated from time to time, but are only made available to students once they have been reviewed and approved by the Department.

For more details on Office 365 visit:
https://products.office.com/en-au/student/office-in-education

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What are the benefits of this service for students?

- Teaches students to be 'digital citizens' through the use of an online system.
- Provides access to digital tools for a range of classroom activities.
- Allows students to actively collaborate with their class on school work.
- Provides digital whiteboard capability in group discussions.
- Enables students to access their classwork from different channels (i.e. laptops, iPads and smartphones).
- Helps students to build working relationships with each other.
- Promotes knowledge sharing.

What information might students store in Office 365?

- In addition to the information needed to provide access to Office 365 (student's username, password, name, year level, home group and school), student's schoolwork will also be stored in Office 365.
- Students have the ability to store and share any school work related content on the platform, such as photographs, audio, video recordings. They can also add non-classroom related information.
- Student's data is stored in data centers located in in Victoria and New South Wales.

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