

POLICY

DIGITAL TECHNOLOGIES (Internet, Social Media & Digital Devices)

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 and other personal communication devices)
- (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

SCOPE

This policy applies to all students at Mansfield Secondary College.

Staff use of technology is governed by the Department's *Acceptable Use Policy*

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.

POLICY

Vision for Digital Technology at Our School

Mansfield Secondary 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.

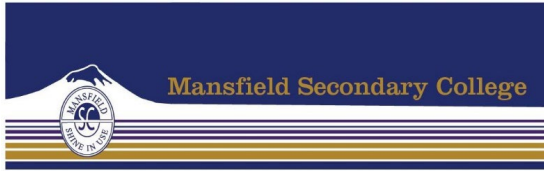
Through increased access to digital technologies, students can benefit from enhanced learning that is interactive, collaborative, personalised and engaging. Digital technologies enable our students to interact with and create high quality content, resources and tools. It also enables personalised learning tailored to students' particular needs and interests and transforms assessment, reporting and feedback, driving new forms of collaboration and communication.

Mansfield 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 interconnected world. Our school's 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.

1:1 at Mansfield Secondary College

Our school operates a Bring Your Own Device (BYOD) program, which means students must bring their own device with them to school each day.

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.



POLICY

DIGITAL TECHNOLOGIES (Internet, Social Media & Digital Devices)

Mansfield Secondary College has in place arrangements to support families who may be experiencing long or short-term hardship to access devices for schoolwork. We also have a number of spare computers 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 general office

Safe and Appropriate Use of Digital Technologies

Digital technology, if not used appropriately, may present risks to users' safety or wellbeing. At Mansfield 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 Mansfield 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, including [insert details of specific programs]
- 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 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.

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 [insert relevant role, i.e. classroom teacher, the administration] as appropriate, immediately.



POLICY

DIGITAL TECHNOLOGIES (Internet, Social Media & Digital Devices)

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.

Student Behavioural Expectations

When using digital technologies, students are expected to behave in a way that is consistent with Mansfield Secondary 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), Mansfield Secondary 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.

COMMUNICATION

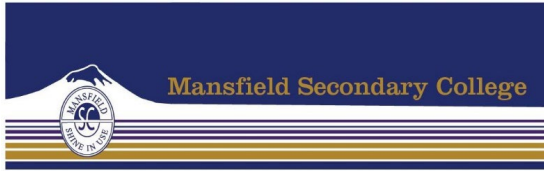
This policy will be communicated to our school community in the following ways

- Available publicly on our school's website
- Included in induction processes for relevant staff
- Included in our staff handbook/manual
- Discussed in an annual staff briefing/meeting
- Made available in hard copy from school administration upon request.

RELATED POLICIES AND RESOURCES

Mansfield Secondary College policies and resources relevant to this policy include:

- Statement of Values and School Philosophy,
- Visitors Policy, Child Safety and Wellbeing Policy,
- Child Safety Code of Conduct,
- Child Safety Responding and Reporting Obligations Policy and Procedures,
- Inclusion and Diversity Policy,
- Child Safety Induction Pack



POLICY

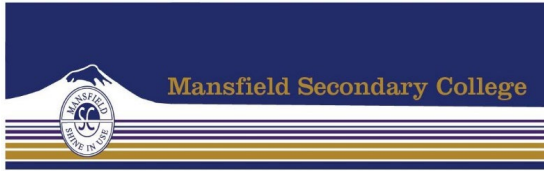
DIGITAL TECHNOLOGIES (Internet, Social Media & Digital Devices)

Department policies:

- [Equal Opportunity and Anti-Discrimination](#)
- [Child Safe Standards](#)
- [Privacy and Information Sharing](#)
- [Records Management – School Records](#)
- [Sexual Harassment](#)
- [Volunteers in Schools](#)
- [Volunteer OHS Management](#)
- [Working with Children and Other Suitability Checks for School Volunteers and Visitors](#)
- [Workplace Bullying](#)

POLICY REVIEW AND APPROVAL

Policy last reviewed	October 2024
Consultation	School Council October 2024
Approved by	School Council
Next scheduled review date	October 2028



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ANNEXURE A: ACCEPTABLE USE AGREEMENT

Acceptable Use Agreement

Student Agreement

I have read and understood the Digital Technologies Policy. I agree to abide by this policy when making use of Mansfield Secondary College ICT facilities.

- I understand that the school provides me with access to a range of essential learning tools, including the internet. I understand that the internet can connect me to useful information
- While I have access to the school's ICT network: I will only use it for educational purposes; I will not undertake or look for anything that is illegal, dangerous or offensive; and I will not reveal my password or allow anyone else to use my school account
- I will not use the school's ICT network (including the internet) to offend or bully anyone
- I will not use a Virtual Private Network (VPN) nor 'hotspot' from a personal device whilst at school
- I agree to use my personal electronic device(s) in accordance with the policy
- I understand that if the school decides I have broken the school rules, appropriate action will be taken, which may include loss of access to the network (including the internet) for some time

Student Name: _____

Year Level: _____

Student Signature: _____

Date: _____

Parental Agreement

As the parent/guardian of _____ I acknowledge that I have read the agreement on student use of mobile electronic devices and discussed it with my child. I understand that the use of electronic devices is designed for educational purposes. I understand that breaking of these rules may result in the withdrawal of network privileges or other sanctions.

I recognise that while every effort will be made to monitor student's use of the facilities, it is impossible for Mansfield Secondary College to continually monitor and restrict access to all equipment and materials. I further acknowledge that while questionable material exists on the internet, the user must actively seek it and therefore is ultimately responsible for bringing such material into the school. I, therefore, do not hold the staff of Mansfield Secondary College responsible for any material acquired from the Internet.

Parent Signature: _____

Date: _____