

Digital Technologies Policy

Digital technologies can be described as the diverse range of digital software, hardware and architecture that enable users to engage, create and communicate in multiple ways. The term is now more commonly used in education to describe what were previously known as information and communication technologies (ICT). A smart phone is an example of a digital technology: it can be used as a phone, a camera, a music player and an internet connected computer. In modern education, digital technologies are an integrated part of the educational world of students and play a fundamental role in their learning, creating, communicating and collaborating processes.

Brentwood Secondary College recognises there are both rights and responsibilities associated with the use of digital technologies that all members of the Brentwood community: students, staff, parents/guardians, contractors and guests, must acknowledge. All digital technology users are expected to demonstrate safe, respectful and responsible digital behaviours and adhere to the College values. The following areas of law may be applicable in matters relating to inappropriate digital behaviours: privacy legislation; intellectual property rights, especially copyright infringement; defamation; and matters relating to criminal law, including harassment and offensive material. Inappropriate digital behaviour will be managed in accordance with the Student Engagement Policy. To be safe online and to gain the greatest benefit from the opportunities provided through an online environment, students need to do the right thing by themselves and others, particularly when no one is watching.

Cybersafety is explicitly taught across the curriculum. However, cybersafety must be a shared responsibility between home and the college, and Brentwood Secondary College encourages all members of its school community to familiarise themselves with the current practices and information relevant to the safe use of digital technologies. Information is available on the Australian Government's Office of the Children's eSafety Commissioner website which can be accessed at <https://esafety.gov.au/> and it is expected that parents/guardians will also reinforce cyber safe practices outside of the school environment.

Brentwood Secondary College uses the student and parent portal 'Compass', the Internet and digital technologies as teaching and learning tools. All members of the Brentwood community including students, parents/guardians and staff agree to use Compass, the Internet and digital technologies legally, respectfully and responsibly. Parents/guardians should be aware that the nature of the internet is such that full protection from inappropriate content can never be guaranteed.

Part A – College Commitment

At Brentwood Secondary College we:

- have policies in place that outline the values of the college and expected behaviours when students are using digital technologies including, but not limited to: the Student Engagement Policy and the College's Bullying and Harassment Policy.
- provide a filtered internet service
- can track student network usage
- provide access to the Department of Education and Training's search engine Connect www.education.vic.gov.au/secondary which can be used to direct students to websites that have been teacher recommended and reviewed
- provide supervision and direction when using digital technologies for teaching and learning
- support students in developing digital literacy and safe use of technology skills
- have a cybersafety program which is reinforced across the school
- use mobile technologies for educational purposes (eg podcasts or photos from excursions)
- provide support to parents/guardians to understand this agreement (eg language support)
- provide advice for families to support the safe and responsible use of digital technologies at home which can be accessed at <http://www.brentwood.vic.edu.au>
- provide support to students who may be impacted by negative digital behaviours of other students

Part B - Student Agreement

When I use digital technologies I agree to:

- be a safe, respectful, responsible and ethical user at all times
- be aware of College policies regarding the collection and distribution of digital images and information
- adhere to all Australian laws regarding the use of online communication (carrier services), copyright legislation, and digital technologies
- support others by being respectful in my communication and never write or participate in bullying (this includes forwarding messages and supporting others in harmful, inappropriate or hurtful online behaviour). Participating in this behaviour may also mean I am breaching other Brentwood Secondary College policies including, but not limited to, the Anti-Bullying policy and Student Engagement policy
- use social networking sites and apps for educational purposes when directed by teachers and not bully others with the use of sites and apps.
- talk to a teacher, parent or student manager, if I feel uncomfortable or unsafe online or see others participating in unsafe, inappropriate or hurtful online behaviour
- abide by the terms and conditions of websites and online communities and be aware that content I upload or post is my digital footprint*
- protect my right to privacy and the privacy of other students by not giving out personal details of myself or others, including full names, telephone numbers, addresses and images
- use the college internet for educational purposes and value the technology provided
- abide by copyright procedures when using content on websites (ask permission to use images, text, audio or video and cite references where necessary)
- think critically about other users' intellectual property and how I use content posted on the internet
- not interfere with Brentwood Secondary College network security, the data of another user or attempt to log into the network with a user name or password of any member of the Brentwood community
- not reveal my password to anyone
- not bring or download unauthorised programs, including games, to the school or run them on school computers

When I use my mobile phone, tablet or other mobile devices I will:

- keep the device on silent during class times, only make or answer calls and messages outside of lesson times and only use my phone in class when given explicit approval by the teacher
- protect the privacy of others and never post or forward private information about another person
- only take photos and record sound or video when it is part of an approved lesson
- seek permission from the individuals involved before taking photos, recording sound or videoing any member of the Brentwood community
- seek written permission from the individuals involved before saving, publishing or sending photos, sound or video of any member of the Brentwood community
- be respectful in the photos I take or video I capture and never use these as a tool for bullying
- understand the teacher has the right to request the device is put away and may confiscate the device if this request is not followed
- understand the teacher will report any unlawful use of the device to appropriate authorities

This agreement also applies during school excursions, camps and any other extra-curricula activities.

* A digital footprint is the trail, traces or "footprints" that people leave online. This is information transmitted online, such as online registrations, e-mails and attachments, uploading videos or digital images and any other form of transmission of information which leaves traces of personal information about yourself available to others and can compromise your reputation.

This policy was ratified by school council on 4 December 2017.