

# TRAFALGAR HIGH SCHOOL DIGITAL TECHNOLOGIES (INTERNET, SOCIAL MEDIA AND 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 bring your own device program (BYOD))
- (b) expected student behaviour when using digital technologies including the internet, social media, and digital devices (including computers, laptops, tablets)
- (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 Trafalgar High School.

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

Trafalgar High School understands that safe and appropriate use of digital technologies including the internet, apps and computers 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.

Trafalgar High School 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 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.

## **Laptops at Trafalgar High School**

We offer a managed Bring Your Own Device (BYOD) program where laptops that are purchased by the parent/carers from our preferred supplier will receive hardware and software support that is managed onsite by our IT Department for the duration of the warranty and/or insurance.

Devices not purchased through our preferred supplier receive no software or hardware support from Trafalgar High School's IT Department.

Trafalgar High School has in place arrangements to support families who may be experiencing long or short-term hardship to access laptops for schoolwork. We also have a number of spare laptops that can be loaned to students in certain circumstances. These devices and arrangements are made on a case by case basis at the discretion of the IT Department and our Leadership Team.

iPad/Tablets and Chromebooks are not supported devices as software limitations will impact your child's educational requirements whilst at Trafalgar High School. As such, iPads/Tablets and Chromebook/Linux devices will not be put on our school network. See our website for more information regarding up to date minimum specifications for student's devices. <http://trafalgarhs.vic.edu.au/byod-information/>

Please note that our school does not have insurance to cover accidental damage to students' laptops, and parents/carers are encouraged to consider obtaining their own insurance for their child's laptops which can be done through our preferred supplier.

Students, parents and carers who would like more information or assistance regarding our BYOD program are encouraged to contact Trafalgar High School on 5633 1733.

## **Safe and appropriate use of digital technologies**

Digital technology, if not used appropriately, may present risks to users' safety or wellbeing. At Trafalgar High School, 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 Trafalgar High School, 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
- 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 be permitted where students and their parents/carers have signed the Acceptable Use Agreement on the enrolment form.

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 department at Trafalgar High School 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.

### **Student behavioural expectations**

When using digital technologies, students are expected to behave in a way that is consistent with Trafalgar High School's *Student Acceptable Use Agreement, Student Code of Conduct, Statement of Student Expectations, Student Wellbeing and Engagement, and Bullying* policies.

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), Trafalgar High School 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
- Confiscation of a device until end of the school day
- Other consequences as outlined in the school's *Student Management and Student Code of Conduct* policies.

### **REVIEW CYCLE**

**This policy was ratified at the School Council Meeting held at Trafalgar High School;**

**Date: 26/08/2020**

**Scheduled for review in: 2 years**



**Signed: .....**  
**School Council President**  
**Tanya Megaw**



**Signed: .....**  
**Principal**  
**Jane Mersey**

# ACCEPTABLE USE AGREEMENT

## SCHOOL PROFILE STATEMENT

Trafalgar High School believes the teaching of cybersafe and responsible online behaviour is essential in the lives of students and is best taught in partnership between home and school.

Safe and responsible behaviour is explicitly taught at our school and parents/carers are requested to reinforce this behaviour at home.

We support the right of all members of the school community to access safe and inclusive learning environments, including digital and online spaces. This form outlines the School's roles and responsibilities in supporting safe digital learning, as well as the expected behaviours we have of our students when using digital or online spaces.

At our Trafalgar High School we:

- Have policies in place that outline the values of the school and expected behaviours when students use digital technology and the internet;
- Explicitly teach safe and responsible behaviour at our school;
- Provide information about digital access issues such as online privacy, intellectual property and copyright;
- Supervise and support students using digital technologies in the classroom;
- Use clear protocols and procedures to protect students working in online spaces. This includes reviewing the safety and appropriateness of online tools and communities, removing offensive content at earliest opportunity, and other measures;
  - [Duty of Care and Supervision](#)  
([www.education.vic.gov.au/about/programs/bullystoppers/Pages/prindutycare.aspx](http://www.education.vic.gov.au/about/programs/bullystoppers/Pages/prindutycare.aspx))
- Provide a filtered internet service to block inappropriate content. We acknowledge, however, that full protection from inappropriate content cannot be guaranteed
- Use online sites and digital tools that support students' learning;
- Address issues or incidents that have the potential to impact on the wellbeing of our students;
- Refer suspected illegal online acts to the relevant Law Enforcement authority for investigation;
- Support parents and care-givers to understand safe and responsible use of digital technologies and the strategies that can be implemented at home. The following resources provide current information from both the Department of Education & Training and The Children's eSafety Commission:
  - [Bullystoppers Parent Interactive Learning Modules](#)  
([www.education.vic.gov.au/about/programs/bullystoppers/Pages/parentmodules.aspx](http://www.education.vic.gov.au/about/programs/bullystoppers/Pages/parentmodules.aspx))
  - [iParent | Office of the Children's eSafety Commissioner](#)  
(<https://www.esafety.gov.au/education-resources/iparent>)

## Student declaration

When I use digital technologies and the internet I agree to be a safe, responsible and ethical user at all times by:

- Respecting others and communicating with them in a supportive manner;
- Never participating in online bullying (e.g. forwarding messages and supporting others in harmful, inappropriate or hurtful online behaviours);
- Protecting my privacy by not giving out personal details, including my full name, telephone number, address, passwords and images;
- Protecting the privacy of others by never posting or forwarding their personal details or images without their consent;
- Talking to a teacher or a trusted adult if I personally feel uncomfortable or unsafe online, or if I see others participating in unsafe, inappropriate or hurtful online behaviour;
- Thinking carefully about the content I upload or post online, knowing that this is a personal reflection of who I am and can influence what people think of me;
- Reviewing the terms and conditions of use for any digital or online tool (e.g. age restrictions, parental consent requirements), and if my understanding is unclear seeking further explanation from a trusted adult;
- Meeting the stated terms and conditions for any digital or online tool, and completing the required registration processes;
- Bringing my laptop charged to school each day to be used during class time for different learning activities;
- Handling ICT devices with care and notifying a teacher of any damage or attention required;
- Abiding by copyright and intellectual property regulations by requesting permission to use images, text, audio and video, and attributing references appropriately;
- Not accessing media that falls outside the School's policies;
- Not downloading unauthorised programs, including games;
- Not connecting to another network or cellular system other than the schools provided network;
- Not interfering with network systems and security or the data of another user;
- Nor attempting to log into the network with a user name or password of another student.

## Signature

I understand and agree to comply with the terms of acceptable use and expected standards of behaviour set out within this agreement.

I understand that there are actions and consequences established within the school's policies if I do not behave appropriately.

<b>Student Name:</b>	
<b>Student Signature:</b>	
<b>Parent/Guardian Name:</b>	
<b>Parent/Guardian Signature:</b>	
<b>Date:</b>	____/____/____