



Help for non-English speakers

If you need help to understand the information in this policy please contact Tyrrell College, 03 5070 2106 or email Tyrrell.co@education.vic.gov.au

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)
- (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
- (e) the various Department policies on digital learning, including social media, that our school follows and implements when using digital technology
- (f) our school prioritises the safety of students whilst they are using digital technologies

SCOPE

This policy applies to all students and staff at Tyrrell 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, volunteers and school councillors also need to adhere to codes of conduct relevant to their respective roles.

These codes include:

- Tyrrell College's 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

The use of digital technologies is a mandated component of the Victorian Curriculum F-10.

Safe and appropriate use of digital technologies, including the internet, apps, computers and tablets, can 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 learning that is interactive, collaborative, personalised, engaging and transformative. 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.

Tyrrell 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 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.

Personal Devices at Tyrrell College

Tyrrell College operates a Bring Your Own Device (BYOD) program for Years 7 - 12. F-6 have access to a school supplied 1-1 iPad. Classes at our school are delivered with the use of iPads/ computers. Tyrrell College also offers devices for Years 7 – 12 if they are unable to bring their own device.

Parents/carers are invited to purchase a device for their child to bring to school. Tyrrell College has made special arrangements with CompNow who offer discounted prices for the purchase of devices for our students. Tyrrell College can refer parents to government or community support programs that may help them if they wish to purchase a device for their child to own, rather than use what is provided for free by the school.

Students are invited to bring their own device to school each day to be used during class time for different learning activities. When bringing their own device to school, students should ensure that it:

- Is fully charged each morning
- Is brought to school in a protective case

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.

Students, parents and carers who would like more information or assistance regarding our BYOD program are encouraged to contact Pat Amos, 03 5070 2106.

Safe and appropriate use of digital technologies

Digital technologies, if not used appropriately, may present risks to users' safety or wellbeing. At Tyrrell College, we are committed to educating all students to use digital technologies safely, equipping students with the skills and knowledge to navigate the digital world.

At Tyrrell College, we:

- use online sites and digital tools that support students' learning, and focus our use of digital technologies on being learning-centred
- use digital technologies in the classroom for specific purpose with targeted educational or developmental aims
- supervise and support students using digital technologies for their schoolwork
- 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 safe, responsible and discerning users of digital technologies, including [insert details of specific programs]
- educate our students about digital issues such as privacy, intellectual property and copyright, and the importance of maintaining their own privacy and security 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 technologies for their schoolwork
- use clear protocols and procedures to protect students working in online spaces, which includes reviewing the safety and appropriateness of online tools and communities and removing offensive content at the 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 at school 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 the safe and responsible use of digital technologies and the strategies that can be implemented at home through regular updates in our newsletter, information sheets, website/school portal and information sessions.

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 Pat Amos or the principal, 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.

Information on supervision arrangements for students engaging in digital learning activities is available in our Yard Duty and Supervision Policy.

Social media use

Our school 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, it requires consent.

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 of our school 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.

Student behavioural expectations

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

COMMUNICATION

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

- Available publicly on our school's website
- Discussed at staff briefings/meetings as required
- Discussed at parent information nights/sessions
- Included as annual reference in the newsletter
- Discussed at student forums/through communication tools
- Made available in hard copy from school administration upon request

POLICY REVIEW AND APPROVAL

Policy last reviewed	
Review Cycle	2 Years
Approved by	School Council May 2023
Next scheduled review date	May 2025

ANNEXURE A: ACCEPTABLE USE AGREEMENT

ACCEPTABLE USE AGREEMENT INFORMATION

Parents/Carers should:

- read and understand what the College will do to support the safe and responsible use of digital technology (PART A)
- read the advice for parents/carers to help understand what you can do to support the safe and responsible use of digital technology (Part B)
- read the agreement and discuss it with their child to ensure they understand each dot point (PART C)
- consider how they may support the safe and responsible behaviour online at home

Students should:

- read the agreement with their parents/carers and their teachers to ensure they fully understand what they are agreeing to (PART A)
- raise any concerns, issues or suggested changes to the agreement with teachers and parents/Carers
- sign and abide by the agreement (PART C)

PART A – COLLEGE SUPPORT FOR THE SAFE AND RESPONSIBLE USE OF DIGITAL TECHNOLOGIES

Tyrrell College uses the Intranet, Internet and digital technologies as teaching and learning tools. We regard the internet and digital technologies as valuable resources, but acknowledge they must be used responsibly.

Your child has been asked to agree to use the Internet and digital technologies responsibly whilst at school. Parents/Carers should be aware that the nature of the internet is such that full protection from inappropriate content can never be guaranteed.

At Tyrrell College we:

- have policies in place that outline the values of the school and expected behaviours when students use digital technology, the internet and the Intranet
- will provide an internet connection that is filtered, logged and limited
- provide supervision and direction in online activities and when using digital technologies for learning
- have a cyber-safety and responsible use program across the College, which reinforces the values and behaviours of the College's code of conduct.
- use digital devices for educational purposes
- provide support to parents through information evenings and through documentation attached to this agreement
- provide support to parents to understand this agreement (e.g. Language support)
- work with students to outline and reinforce the expected behaviours
- all iPads will be managed by the school's ICT Management System(Mosyle) and laptops from 7-10 will require the school image

PART B – ADVICE FOR PARENTS

At Tyrrell College the internet is mainly used to support teaching and learning. However, at home it is often used differently. Not only is it a resource for students, but it is increasingly being used as a social space to meet, play and chat.

If you have the internet at home, or are able to access it via mobile technology (e.g. 3G or 4G networks), encourage your child to show you what they are doing online. If not, see if you can make a time to visit the College to see their work and how the school uses the internet.

Bullying, stranger danger, gossip, telling the wrong people personal information have long been issues for young people growing up. These are all behaviours which now present online. These are not 'virtual' issues. They are real and can harm or hurt.

At home we recommend that you:

- make some time to sit with your child to find out how they are using the internet and who else is involved in any online activities
- ask them to give you a tour of their 'space', if they are using a site which allows them to chat, publish photos, play games, etc. whilst online
- always get them to set their space to private (or show them how to control the privacy options), if they are using a social networking site
- have the computer with internet access set up in a shared space in the house
- negotiate appropriate times for your child's online activities and use of mobile phones
- ask questions when your child shows you what they are doing
- hand in phones before bed

PART C – STUDENT AGREEMENT

When I use digital technologies, I agree to:

- protect my privacy and that of others by not giving out personal details, including full name, contact numbers, addresses or photos;
- use appropriate and respectful language when communicating with others when I am online and to not post or forward messages that are harmful or hurtful;
- use social networking sites responsibly and for educational purposes as directed by my teacher. I will be aware that content that I upload or post is my digital footprint;
- talk to a teacher if I feel uncomfortable when online, or find other students participating in unsafe, inappropriate or harmful online behaviour;
- only use the internet to access educational sources or as directed by the teacher;
- not interfere with the internet security of others, including logging into another users account and interfering with data that is stored in that account; and
- keep my password safe and to not reveal it to anyone except the Colleges network administrators.
- be mindful that all messages created, sent or retrieved on the school's network are the property of the school, and should be considered public information. Therefore the school reserves the right to access and monitor all messages and files on the computer system as deemed necessary and appropriate. Internet messages are public communication and are not private. All communications including text and images can be disclosed to law enforcement and other third parties without prior consent from the sender.

When I use my mobile device in the classroom setting, I agree to:

- bring the device to class charged and ready to use;
- take reasonable measures to ensure the safety and security of the device (this includes, where appropriate, carrying the device in a protective case, storing the device in my locker when not in use, changing the passcode frequently and to not reveal it to others);
- take reasonable measures to ensure that all data on the device will be appropriate for school and is used for educational purposes;
- use only approved educational apps during class time, or as directed by the teacher;
- seek permission from individuals (including teachers) before taking photos, recording sound or videoing them;
- seek written permission from individuals involved before I publish or send this digital media to other people or any online space; and
- respect the privacy of others by not interfering with their device or any data that is stored on that device.

For breaches of the Acceptable Use Procedures students and staff can face a number of consequences depending on the severity of the breach and the context of the situation. More than one consequence may apply for a given offence. Serious or repeated offences will result in stronger penalties:

- removal of network access privileges
- removal of email privileges
- removal of internet access privileges
- removal of printing privileges
- paying to replace damaged equipment
- other consequences as outlined in the school's discipline policy

SIGNED STUDENT AND PARENT ACKNOWLEDGEMENT

When I use digital technologies at school, I agree to:

- protect my privacy and that of others by not giving out personal details, including full name, contact numbers, addresses or photos;
- use appropriate and respectful language when communicating with others when I am online and to not post or forward messages that are harmful or hurtful;
- use educational social networking sites e.g. Edmodo responsibly and for educational purposes as directed by my teacher. I will be aware that content that I upload or post is my digital footprint;
- talk to a teacher if I feel uncomfortable when online, or find other students participating in unsafe, inappropriate or harmful online behaviour;
- only use the internet to access educational sources or as directed by the teacher;
- not interfere with the internet security of others, including logging into another users account and interfering with data that is stored in that account;
- the use of hotspotting and VPNs to bypass the school proxy is also forbidden
- keep my password safe and to not reveal it to anyone except the Colleges network administrators.

When I use my digital device in the classroom setting, I agree to:

- bring the device to class charged and ready to use;
- take reasonable measures to ensure the safety and security of the device (this includes, where appropriate, carrying the device in a protective case, storing the device in my locker when not in use, changing the passcode frequently and to not reveal it to others);
- take reasonable measures to ensure that all data on the device will be appropriate for school and is used for educational purposes;
- use only approved educational apps during class time, or as directed by the teacher;
- seek permission from individuals (including teachers) before taking photos, recording sound or videoing them;
- seek written permission from individuals involved before I photograph, publish or send this digital media to other people or any online space; and
- respect the privacy of others by not interfering with their device or any data that is stored on that device.

The Acceptable Use Procedures also applies during school excursions, camps and extra- curricular activities. I acknowledge and agree to follow these rules. I understand that my access to the internet and mobile technology at the College will be renegotiated if I do not act responsibly.

I have read the Acceptable Use Procedures carefully and understand the significance of the conditions and agree to abide by these conditions. I understand that any breach of these conditions will result in internet and mobile technology access privileges being suspended or removed.

Student Name _____

Student Signature _____ Year Level _____

Parent/Carer Signature _____

If you have any concerns about these procedures or ideas for making the agreement better please contact the College.

For further support with online issues, students can call Kids Helpline on 1800 55 1800. Parents/Carers call Parentline 132289, visit <https://www.esafety.gov.au> or contact ACMA Australia's Internet safety advisory body on 1800 880 176.

