

# Student Digital Technologies Policy

## Rationale

The use of digital technologies within Sacred Heart College Geelong's learning programs supports learners to question, evaluate and consider the validity of information and then search for truths contained in those ideas. Learners are empowered to demonstrate adaptability and versatility in thinking and strategies as they select, use and manage a range of applications and technologies. We seek to develop students who are responsible and ethical communicators, creators and publishers in the digital community.

This policy outlines the appropriate use and management of digital technologies such as the internet and network services by all students at Sacred Heart College in accordance with legal and moral requirements and expectations.

## Definitions

**Computer** is either a desktop or portable laptop device that performs processes, calculations and operations based on instructions provided by a software or hardware program.

**Digital Device** may be personal or College owned and refers to a unit of physical hardware or equipment that provides one or more computing functions within a computer system. It can provide input to the computer, accept output or both. Typical hardware includes a computer mouse, speakers, printer and microphone.

**Digital Technologies** encompasses any electronic devices or applications which allows a user to access, receive, record, copy or send information as text, images, audio or video.

**Email** means the system that enables users to send data over the internet using computers and mobile devices.

**Internet** means the system of interconnected networks that connects computers for data transmission and storage.

**Intranet** refers to a local system of computers enabling students and staff to communicate and share information within their school community.

**Mobile devices** refers to (but is not limited to) mobile phones and other portable technologies.

**Network services** means the facilities and resources located on and delivered via a computer-based network, including communication systems, internet and intranet services, mobile devices, electronic mail, web services, printer services, database services, back-up services, file services and network management services.

**Social networking** means web-based services that allow individuals to create their own online profiles and communicate with each other by voice, chat, instant message, image sharing, video conference and blogs in a virtual community.

**Students** means all students attending the College as part of a learning program. This includes students attending from other schools and encompasses virtual or in person learning.

**Website** is an internet-based page or series of pages grouped together and managed by a person or group.

## Policy Statement

This policy applies to all students, and covers their usage of all digital technologies, digital devices and the College's network, email, internet, intranet and other electronic equipment including mobile devices and social media platforms.

The use of digital technologies by students at Sacred Heart College is underpinned by the following principles and understanding:

- digital technologies provide valuable opportunities for students to collaborate, connect and create with peers, colleagues, experts and the wider community
- online behaviour will at all times demonstrate respect for the dignity of each person in the community
- users will behave in a manner that is ethical when using the internet and network services (even for personal communication)
- the Catholic beliefs and Mercy values of the College are demonstrated in the way the technologies are used
- inappropriate online behaviour will not be tolerated
- usage is in line with this policy and any other applicable policy of the College, at all times

## Student Responsibilities

Students will not:

- use any digital technologies to negatively affect the learning of others.
- use any digital technologies to bully, threaten, intimidate, or communicate in a negative way to another person.
- use any digital technologies to publish any materials that bring the College, its staff, or students into disrepute, or is defamatory to the College in any way. In particular contributions made to web pages, including social networking sites or sites, must not be harmful to the reputation of Sacred Heart College, its staff or students. Inappropriate comments will be referred to the principal and, in serious instances, may lead to police involvement or legal action
- use the College logo, name or images in any way unless approved by the Principal.
- record either audio or video, take photos or images of any person without their permission.
- play games, or use chat or messaging platforms, without teacher permission.
- breach copyright

Emails - Sacred Heart College provides an email account for all students. The email system must only be used for learning related communication and all emails sent and received on an individual's email account is the individual's responsibility.

Mobile devices - mobile devices can only be used when it assists student learning and only after seeking permission from a staff member. At all other times during school hours (8.30am – 3.22pm), mobile devices should be placed in students' locked lockers. Headphones of any kind can only be worn in class as directed by staff members or during self-directed learning periods (refer to Mobile Devices Policy).

Internet - The College provides access to the Internet via the College wired and wireless network for educational related activities only. Students must not create forums, accounts, groups or other listings on Social Networking sites such as Facebook, Instagram, Twitter, etc, or create stand alone websites under the name of the College or under the name of any other individual.

Any breach of these basic requirements could result in costs involved in repair/replacement being payable by the student, students' accounts being suspended, or other disciplinary action as determined by the College. Should a student's account be suspended it is still the responsibility of the student to complete all set school work.

By using the College network and services students are accepting the terms and conditions outlined in this policy.

### **College Responsibilities**

The College will:

- Encourage students to be safe, responsible and ethical users of digital technologies through initiatives such as e-Safety promotion and Digital Citizenship programs.
- Communicate with students and families regarding this policy and its application.
- Monitor all aspects of student digital technologies use. This may include viewing users' files, usage or screen at any time for either maintenance, monitoring or in relation to a matter of concern or breach of College policies. Monitoring may include:
  - CCTV in some rooms and around the grounds
  - Using software that allows staff to observe students' computer use at school
  - Logging files to determine login history and use
  - Filtering student emails for inappropriate language or content
  - Monitoring students' internet use outside of school should parents allow the use of the school internet filter at home

### **Family Responsibilities**

Families will:

- Support the application of this policy by speaking to their children about acceptable use of digital technologies in accordance with this policy, ethics and the College's Mercy Values.
- Partner with the College in the resolution of any matters raised under this policy.
- Communicate with the College in the instance they have concerns regarding a student's digital technologies use.

### **Privacy and Storage of Student Information**

The College may, from time to time, use the services of third-party online providers (including for the delivery of third party online applications or Apps, through GAFE ie. Google Application for Education or other platforms) which may be accessible by staff, families, and students. The College will make reasonable efforts to be satisfied about the protection of any personal information that may be collected and stored outside Australia in connection with these services, as not all countries are bound by laws which provide the same level of protection for personal information as the Australian Privacy Principles (APPs). These applications, online tools or other services provided by third parties are used by the College to support or enhance the educational or pastoral care services for its students.

### **Related Documents**

- Student Positive Behaviour Policy
- Inclusive Communities and Bullying Awareness Policy
- Child safety and Empowerment policy
- Mobile Devices Policy
- Grievances Policy
- Privacy Policy

## Document Control

Date Approved: 23 March 2022

Name: Anna Negro, Principal

Signature: \_\_\_\_\_

Date presented at Advisory Council Meeting: 23 March 2022

Sponsor: Director of ICT and Deputy Principal - Student Development

Person responsible for implementation: Director of ICT and Deputy Principal - Student Development

Reviewed by:

- School Committee: House Leaders (POL network)
- Sub Committee of the College Council: Health and Wellbeing Subcommittee
- Student Leadership House Focus Team: Student Leaders

Location checklist: ☒ Staff Handbook ☒ Student Space ☒ Parent Portal ☐ Website

### VERSION HISTORY

Version	Date approved	Next review
1.0	Mar 2022 (creation)	2025