



DIGITAL TECHNOLOGY POLICY



Help for non-English speakers.

If you need help to understand this policy, please contact the school office on

Phone: 9311 1511

Guidelines and Conditions for Acceptable Use of ICT Resources:

At Rosamond School we value Information & Communication Technologies (ICT) and the Internet as resources to support teaching and learning. We expect all staff and students to use ICT resources and the Internet in a safe and responsible manner.

PURPOSE

To ensure that all students and members of our school community understand:

- our commitment to providing students with the opportunity to benefit from digital technologies to support and enhance learning and development at school
- expected student behaviour when using digital technologies including the internet, social media, and digital devices such as computers, laptops and iPads
- 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
- our school's policies and procedures for responding to inappropriate student behaviour on digital technologies and the internet
- the various Department policies on digital learning, including social media, that our school follows and implements when using digital technology
- our school prioritises the safety of students whilst they are using digital technologies

SCOPE

This policy applies to all students and staff at Rosamond School

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 follow the school's Acceptable Use Policy.

Staff, volunteers, and allied health practitioners also need to adhere to codes of conduct relevant to their respective roles. These codes include:

- [Rosamond School 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)

Rosamond School	Digital Technology Policy
Rosamond School Council last ratified this document on:13 th September 2023	Page 1 of 5



Vision

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. Rosamond 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.

Safe and appropriate use of digital technologies

Digital technologies, if not used appropriately, may present risks to users' safety or wellbeing. At Rosamond School, 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 Rosamond School 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

Rosamond School	Digital Technology Policy
Rosamond School Council last ratified this document on: 13 th September 2023	Page 2 of 5



- 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.

Acceptable Usage Policy

Before you may use ICT resources at Rosamond School, you must sign this binding contract, which includes, but is not limited to, the following conditions. If you break any of the conditions, appropriate consequences may be applied.

- I agree to use the School Network, Internet, and digital resources, while participating in Rosamond School programs, in a responsible manner for educational purposes as instructed by my teacher. I can expect that adequate supervision will be available when I am using the Internet.
- If I find myself in unsuitable locations, I will immediately click on the home or back button and inform my teacher.
- If I receive communications that make me feel uncomfortable, I will immediately inform my teacher.
- I will not give out personal information such as my surname, address and phone number or that of my parents or friends or acquaintances.
- I will not take, publish or send a picture of myself, or anyone else, without first checking with my teacher.
- I will always have my teacher's permission before publishing web pages and sending email.
- When publishing web pages and composing messages, I will only use language I understand is acceptable in my school.
- I will not publish to the Internet using material from other web sites unless I have permission from the person who created the material.

THE FOLLOWING ACTIONS MAY RESULT IN: LOSS OF ACCESS PRIVILEGES; PARENT CONTACT; OR POLICE INVOLVEMENT.

- Using profanity, obscenity, or other language that may be offensive to other users.
- Making personal attacks on other people, organizations, religions, or ethnicities.
- Harassing another person (i.e., using the Curriculum Network in a manner that bothers another person and not stopping when asked to do so by the other person).
- Sending or posting false or defamatory information about a person, group or organization which might injure the reputation of that person, group, or organization.
- Not respecting the privacy of a person by posting personal contact information, such as work or home address, telephone, e-mail address, photographs, or names, without obtaining prior permission from the person affected.
- Student information (as above) shall be posted ONLY WITH TEACHER AND PARENT PERMISSION, when this is necessary to receive information for instructional purposes.
- Forwarding personal communication without the author's prior consent.

Rosamond School	Digital Technology Policy
Rosamond School Council last ratified this document on: 13 th September 2023	Page 3 of 5



- Using text, graphics, sound or animation in messages or the creation of WEB pages without displaying a notice, crediting the original producer of the material, and stating how permission to use the material was obtained.
- Using the resources of Rosamond School Curriculum Network to attempt unauthorized access to any other computer system, or to go beyond the user's authorized access on Rosamond School Curriculum Network or any other DEECD network. This includes attempting to log in through another person's account or access another person's files. It also includes any attempts to disrupt any computer system performance or destroy data on any computer system.
- Using the Curriculum Network (which includes restricted Internet access) for commercial purposes, financial gain, personal business, or to produce advertisements, business service endorsements, or religious or political lobbying is prohibited.
- Using Rosamond School Curriculum Network to get an e-mail account or Web page hosting privileges on another service provider.
- Using Rosamond School Curriculum Network to download excessive or unnecessary material, unless instructed to do so by a teacher.
- Using Rosamond School Curriculum Network for data streaming or online gaming, videos, music or other downloads, unless instructed to do so by a teacher.
- Wasting Rosamond School resources (e.g. unnecessary or wasteful printing).

Student owned equipment (which may include, but is not limited to, mobile phones, digital cameras, gaming consoles, MP3 players, tablets etc.) must be handed into the office upon arrival at school and can be picked up at the end of the school day, unless otherwise arranged with the classroom teacher, ICT coordinator or the school leadership team. Student owned equipment must not be used to take photos, play inappropriate games or music, to access the internet while at school or on the bus and must not be shared with others.

These conditions also apply during school excursions, school camps and while using school transport (including buses to and from school).

I understand that if I breach any of these conditions, I may be banned from using ICT resources at school for a period of time as specified by the ICT coordinator. There may be other consequences as well.

More than one consequence may apply for a given offence. Serious or repeated offences will result in stronger consequences. Possible consequences may include:

- Temporary ban on using computers
- Removal of internet access privileges
- Removal of network access
- Detention
- Paying to replace damaged equipment
- Removal from classes where computer use is involved
- Suspension from School
- Criminal charges may be laid with the police

Policy Review

This policy will be reviewed as part of the school's review cycle.

Rosamond School	Digital Technology Policy
Rosamond School Council last ratified this document on: 13 th September 2023	Page 4 of 5



Policy last reviewed	13 th September 2023
Approved by	Principal and School Council
Next scheduled review date	September 2025

ANNEXURE A: ACCEPTABLE USE AGREEMENT

Acceptable Use of ICT Resources Agreement:

The following form needs to be signed by students and parents, or legal guardians, and **returned to school ASAP**. If not returned students will not be permitted to access the Network or Internet.

Student Agreement

Student name: _____ Class: _____

I have read the Summary of Conditions of the Acceptable Use of ICT Resources document and agree to comply with the guidelines and conditions in it.

Signed: _____

Date: _____

This section must be completed by the parent or legal guardian of the student

I, the parent or guardian of _____
have read and understand the Summary of Conditions of the Acceptable Use of ICT Resources document. I agree that my child shall observe these guidelines and conditions.

I understand the school will provide adequate supervision and that steps have been taken to minimise risk of exposure to unsuitable material.

Name of parent or legal guardian: _____

Signature of parent or legal guardian: _____

Date: _____

Rosamond School	Digital Technology Policy
Rosamond School Council last ratified this document on: 13 th September 2023	Page 5 of 5