Help for non-English speakers

If you need help to understand this policy, please contact the school office on phone 59 739100

Rationale

At Benton Junior College (BJC), digital technologies are used to engage and support students in their daily learning, in ways that take into account the continually evolving nature of educational delivery in the 21ˢᵗ century.

BJC recognises the need for students to be safe and responsible users of digital technologies. The explicit teaching of our students about safe and responsible online behaviours and use is an absolute priority at our college.

Aims

At BJC we aim to provide our students with opportunities to enhance their learning and engagement through access to technologies within a safe and supportive learning environment, to provide curriculum opportunities that allow and enable our students to collaborate and engage with other children and participants in an authentic global environment. We also aim to enable our students to have experiences that allows them to access data and information, critically evaluate and analyse digital content and create digital product that informs, entertains or educates, and ensure all students have a clear understanding of their social and ethical responsibilities as users of our college's online resources and network.

Implementation

Where possible, the ICT program is conducted at BJC as a component of our specialist program. Our ICT teacher works with allocated classes to enable our students to learn about and build an awareness and understanding of digital technologies. Digital technologies at BJC incorporates the use of Windows desktop and netbook computers, iPads, our school's network infrastructure and internet, digital and video cameras, local and cloud storage and a wide variety of online tools, software and programs.

As well as developing our students' technical capacity and understanding of digital technologies, we also ensure our students understand the social responsibilities that exist for all users of digital devices. There are behaviours and attitudes which need to be understood and adhered to. These are clearly articulated in our Acceptable Use Agreement (see Attachment).

Other key learnings around responsible usage are:

- all students in Years 3 to 6 have their own password protected logon and internet account – this is a student privilege with accompanying accountability;

- all students in Years Prep to 2 have a class logon and internet account – this is a student privilege with accompanying accountability;

- students are responsible for all activities that occur under their personal account;

- our college undertakes to ensure that material published on the internet by students or staff meets legal requirements and standards of general practice within the community in relation to copyright, safety and decency;

- signed parent and student consent forms are a prerequisite to be completed when a child enrols at BJC; and

- consent forms are clearly explained as part of our teaching programs and are captured through the framework of our school's core attitudes.

This policy applies to all students and staff at Benton Junior 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](#)

- [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:

    - Benton Junior College Child Safety Code of Conduct, available on our school website

    - [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.

At Benton Junior College we believe 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 interconnected 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 Benton Junior College

Benton Junior College operates a Bring Your Own Device (BYOD) program for Year3 to 6. Classes at our school are delivered with the use of iPads/tablets/notebook computers.

Parents/carers are invited to purchase or lease a device for their child to bring to school. Benton Junior College has made special arrangements with Compnow who offer discounted prices for the lease or purchase of devices for our students. Benton Junior 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 Mr Grant Gains.

Safe and appropriate use of digital technologies

Digital technologies, if not used appropriately, may present risks to users' safety or wellbeing. At Benton Junior College, we are committed to educating all students to use digital technologies in ways that respect the dignity of ourselves and others and promote respect and consideration for all, equipping students with the skills and knowledge to navigate the digital world.

At Benton Junior 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 their classroom teacher 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.

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 Benton Junior 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), Benton Junior 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
- Included in staff induction processes
- Discussed at staff briefings/meetings as required
- Included in our staff handbook/manual
- Discussed at parent information nights/sessions
- Included as annual reference in school newsletter
- Discussed at student forums/through communication tools
- Made available in hard copy from school administration upon request

Review period

Policy last reviewed	March 2022
Approved by	Principal and School Council
Next scheduled review date	March 2024

Acceptable Use Agreement
General Classroom Use

1. I will not eat or drink while using digital technologies.
2. I will treat all equipment with care and respect.
3. I will store only my work in the appropriate file or folder or on my personal storage media.
4. I will allow teachers to check the contents of my removable storage devices.
5. I will log off the computer when I have completed my work or session.
6. I will start and shut down the computers I use in the correct manner.
7. I will keep my password and other required details to myself and not make inquiries about the password and details of other students.
8. I will not download any files without seeking the teacher's permission.
9. I will not alter any settings on our computers or other equipment.
10. I will not use the College's equipment or resources for any inappropriate purposes.

....

Internet Use

1. I will only access websites that are relevant to my learning at that point in time.
2. If I see or hear anything on a website that concerns me, I will turn off the screen or close the lid and immediately inform the teacher.
3. If I receive a message I don't like or believe is inappropriate, I will inform a teacher immediately.
4. When I use email, networks, blogs or supervised chatrooms, the messages I send will be polite, respectful, sensible and appropriate for the purpose.
5. I will not give out any personal information about myself or others such as full name, address, telephone details or passwords.
6. I understand that the College reserves the right to check and monitor my computer files, storage device, email or internet sites I have accessed.
7. I will respect the 'intellectual property' of others and follow copyright laws, including the use of images I access online.
8. I will not register for accounts for online tools or resources without the permission of my teacher.

As a responsible user of technologies at Benton Junior College
I will follow the rules above.

If I break any of these rules, then the privilege of using digital technologies at Benton Junior College may be withdrawn for a time determined by my supervising teacher, the Assistant Principal or the Principal.

Student Name: _____ **Date:** _____

Student Signature: _____ **Date:** _____

(If child too young to sign a parent/guardian may initialise for signature)

DIGITAL TECHNOLOGIES
Acceptable Use Agreement

Parent/Guardian

I/We have read this document and the Student Acceptable Use Agreement and understand their purpose.

By signing this agreement, I/we will endeavour to support the school in making sure my child is a safe and responsible user of digital technologies.

I/We give permission for my child to use the network and online tools and resources that have been designed and approved to support my child's learning.

I/We give permission for my child **and** his/her work to appear in photographs, audio and video recordings, and for these materials to be used or republished in any publication, broadcast or exhibition of school activities. Students will only be identified in publications, including online, as per our own cyber safe rules, ie. by first names only. Publications may include the school's website, school intranet, school/classroom blogs, media hosting sites, school produced media (CDs and DVDs), school newsletters, local radio and newspapers.

Please be aware that teachers take lots of digital photos and videos of students at work, on school excursions and incursions, camps etc. These will be used solely for educational purposes. They may also be used by the students to develop their digital skills.

I/We understand that my child's access to our network may be suspended or removed if he/she breaches the conditions outlined in the Student Acceptable Use Agreement.

I/We understand and agree that if I/we wish to alter any of the authorisations I/we have given above, it will be my responsibility to notify the school in writing, addressed to the Principal.

Parent/Guardian Name: _____ Date: _____

Parent/Guardian Signature: _____ Date: _____

Appendix 3: Ipad Agreement form

Acceptable Use Agreement - iPads

The use of iPads at Benton Junior College (BJC) continues to expand. Hence, there is a need for a set of guidelines to assist students, parents and staff to fully understand the responsibilities that accompany their use. These guidelines incorporate a variety of moral, legal and professional issues that need to be addressed.

It is important for students, parents and staff to develop the skills necessary to become responsible, reliable and respectful users of learning technologies. In order to assist this process, the following is a set of guidelines for the safe and responsible use of all iPads.

Content

- Whilst not limiting students to school only apps, the school will reserve the right to ban apps deemed as unsuitable for a school-used device. This includes, but is not limited to, age inappropriate apps and/or content;
- Students will not be permitted to use their iPad to access social media apps such as Facebook. The use of apps like Facebook by persons under the age of 13 contravenes most usage policies.
https://www.esafety.gov.au/esafety-information/games-apps-and-social-networking
    - ***I can keep the content on my iPad school and age appropriate***

Usage

- The iPad will be used at school and at home;
- Whilst at school, the iPad must not be removed from its protective cover unless express permission is received from the teacher. If insured, removal of the cover or screen protector (at home or at school) will void the policy;
- The protective screen must remain on the iPad at all times;
- The iPad is expected to be returned to school every day in a fully charged state;
- Whilst at school, the iPad is not to be used in the school grounds before school or during recess breaks.
- Students must obey copyright laws at all times; and
- Students are not to download or distribute unauthorised copies of digital material. In particular, the illegal downloading of music or video is not permitted.
    - ***I can bring my iPad to school every day fully charged***
- ***I can keep my iPad in excellent condition with a screen protector and in a sturdy protective cover***
    - ***I can obey copyright laws***

Technical Support, Settings, Security and Network

- Students may be required to leave the iPad at school for a short period of time for updating, maintenance, etc;
- The school technicians will set the iPad up with the correct school/security settings. These cannot be changed whilst at school. In particular, security settings are not to be tampered with;
- 4G (or similar) is to be switched off whilst the iPad is at school. This will ensure student usage can be better monitored through the school's filtered internet and Wi-Fi settings; and
- Students are not to share password information with other students.
    - ***I can use the school network and Wi-Fi respectfully***

Internet and Email

- Access to the World Wide Web must only occur under teacher supervision;
- Students are not to look for, view or download unacceptable graphics, sounds or text files at any time. If students are unsure of what is acceptable they are to ask a teacher for assistance;
- Access rights will be revoked for any person accessing or failing to notify the teacher of any inappropriate material;
- If a student should accidentally access a site with unacceptable material on it they should immediately alert a teacher;
- Students will have their own school issued e-mail account. This will be the only account used for school communication;
- All users should always use normal, polite and considerate language when using the e-mail facilities to send and receive messages;
- Individuals are not to access any other person's e-mail at any time;
- Sending any personal information (full name, address, phone numbers, etc.) via the school e-mail system is strictly forbidden; and
- If a student should receive an e-mail message that makes them feel uncomfortable they are to immediately tell a teacher.
  - ***I can use the internet in a safe and responsible manner***

Maintenance of iPad

- The iPad must be maintained in a repaired state. eg: screen cracks and other damages must be repaired as soon as they become apparent;
- The repair of iPads damaged at school or at home will be the responsibility of parents to repair;
- It is the parent's responsibility to ensure the essential apps required are purchased and downloaded within a reasonable amount of time, usually within 7 days;
- There will be annual costs associated with the iPad program. Failure to pay these costs will result in the iPad being excluded from use at the school; and
- Students will ensure there is adequate memory space for effective school use.
  - ***I can ensure the Essential Apps are available on my iPad***

Consequences for Disregard of the Acceptable Use Agreement by Students

Students of Benton Junior College have a responsibility to use the iPad sensibly and maturely. Should a student fail to follow these guidelines, the following strategies and consequences will be put in place. In most instances students will be given a verbal warning before implementing the first offence consequences.

• First Offence:	Short term (one week) suspension from using the iPad at school. Parents will be informed.
• Second Offence:	Long term (one month) suspension from using the iPad at school. Parents will be informed and an interview will be arranged.
• Any subsequent offences:	Any subsequent offences will be dealt with under school-wide welfare and discipline procedures as outlined in the student code of conduct.

Notes: All offences should be reported to the teacher and the Principal or Assistant Principal, where appropriate. Should a deliberate or particularly offensive act occur, step one may be bypassed. All conditions contained in this document are subject to review and change if the school becomes aware of usage issues.

Acceptable Use Agreement - iPads

Student Agreement

** Please tick the box as you read the **_I can_** statements**

- *I can bring my iPad to school every day fully charged*
- *I can keep my iPad in excellent condition with a screen protector and in a sturdy   protective cover*
- *I can ensure the Essential Apps are available on my iPad*
- *I can use the school network and Wi-Fi respectfully*
- *I can use the internet in a safe and responsible manner*
- *I can keep the content on my iPad school and age appropriate*
- *I can obey copyright laws*

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

Student Name: _____   Class: _____

Student Signature: _____

Parent/Carer Signature: _____   Date: /   /

- My child is not joining the BYOD iPad Program at this time.

Parent/Carer Signature: _____   Date: /   /

I understand that my child can join the iPad program at any stage during the year, but this form will need to be collected from school and the above information corrected.