



### POLICY REVIEW AND APPROVAL

This Policy has been reviewed and endorsed by the Principal:	April 2024
This Policies next review and endorsement is due in two years:	2026



#### HELP FOR NON-ENGLISH SPEAKERS

If you need help to understand the information in this policy, please contact Geelong High School on 03 5225 4100 or [geelong.hs@education.vic.gov.au](mailto:geelong.hs@education.vic.gov.au).

### 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 [including our 1-to-1 personal device program.
- expected student behaviour when using digital technologies including the internet, social media, and digital devices (including computers, laptops, tablets)
- 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 at Geelong High School.

Staff use of technology is governed by the Department's *Acceptable Use Policy*.

- [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:

- Geelong High School'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 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**

### **1. VISION FOR DIGITAL TECHNOLOGY AT OUR SCHOOL**

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

Geelong 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.

### **2. PERSONAL DIGITAL DEVICES AT GEELONG HIGH SCHOOL**

Parents/carers are invited to purchase or lease a device for their child to bring to school. Geelong High School has made special arrangements with JB HI Education who offer discounted prices for the lease or purchase of devices for our students. Geelong High School 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

## MINIMUM DEVICE REQUIREMENTS

To help parents select a device which should meet the basic requirements for learning and network compatibility, the following minimum requirements have been made:

### Supported platforms

- Microsoft Windows 10 – Recommended
- Apple OSX 10.9 (or newer)
- Apple iOS 10.0 (or newer)
- **Please note that other platforms such as Android and Chrome OS are not supported.**

### Minimum specifications for notebooks

- 4 gigabytes of memory (RAM)
- Wireless compatible (802.11n or greater)
- 128 gigabyte solid state hard drive
- Full day of battery life
- Be brought to school in a protective case

## INSURANCE

Geelong High School strongly recommends that all devices are fully insured. Devices (including those purchased from the JB portal) are **NOT** covered by Geelong High School's insurance policy. Insurance can be purchased with a device on the JB portal; however, it is important that parents and students understand the terms of the policy before purchasing to ensure it meets their needs. 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.

Geelong High School has in place arrangements to support families who may be experiencing long or short-term hardship to access a device for schoolwork. We also have a number of spare devices that can be loaned to students in certain circumstances.

Students, parents and carers who would like more information or assistance regarding our BYOD program are encouraged to contact the Business Manager.

## 3. SAFE AND APPROPRIATE USE OF DIGITAL TECHNOLOGIES

Digital technology, if not used appropriately, may present risks to users' safety or wellbeing. At Geelong 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 Geelong High 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.
- 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.
- have programs in place to educate our students to be promoting safe, responsible and discerning use of digital technologies, including participation in the Cybercats program.
- educate our students about digital issues such as online privacy, intellectual property and copyright, and the importance of maintaining their own privacy online (the school is an accredited eSmart school)
- 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 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 the IT Manager, 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.

#### **4. 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.

## SCHOOL BEHAVIOURAL EXPECTATIONS

When using digital technologies, students are expected to behave in a way that is consistent with Geelong High School's Vision and 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), Geelong 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
- other consequences as outlined in the school's Student Wellbeing and Engagement and Bullying Prevention policies.

## COMMUNICATIONS

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

- Available publicly on our school's website [or insert other online parent/carer/student communication platform]
- Included in staff induction and child safety training processes.
- Discussed at staff briefings/meetings as required.
- Included in our staff handbook/manual.
- Discussed at parent information nights/sessions.
- Included in student diaries so that it is easily accessible to parents, carers and students.
- Included as annual reference in school newsletter.
- Discussed at student forums/through communication tools.
- Made available in hard copy from school administration upon request.

## FURTHER INFORMATION AND RESOURCES

This policy should be read in conjunction with the following policies on the Department's Policy and Advisory Library (PAL):

- [Personal Devices – Access](#)
- [Digital Learning in Schools](#)
- [Social Media Use to Support Student Learning](#)