# Digital Learning – Internet, Social Media & Digital Devices
Policy

**Help for non-English speakers**

If you need help to understand the information in this policy please contact the front office on 9744 0500.

## 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 programs.

(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 Sunbury Downs 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.

Students and staff also follow our school's Acceptable Use Policy included below as Appendix A

Staff, volunteers and school councillors also need to adhere to codes of conduct relevant to their respective roles. These codes include:

- Sunbury Downs College's Child Safety Code of Conduct Policy
- 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

Sunbury Downs College has established the following policy for all digital devices to provide staff, students and parents/carers with guidelines and instructions for the appropriate use of these devices during school hours. In order for students to carry and use digital devices during school hours, students and their parents/carers must first read and understand this policy.

Sunbury Downs College understands that 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.

Sunbury Downs 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.

Sunbury Downs College operates a Bring Your Own Device (BYOD) program for students which means they are able to bring their own device with them to school each day. 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 devices. In addition to this, our school may provide a school loaned device for student use at school. This device remains the property of the school and must be returned to the school at the end of the school day or when requested.

### Personal Devices at Sunbury Downs College

Sunbury Downs College operates a Bring Your Own Device (BYOD) program. Classes at our school are delivered with the use of notebook computers.

Parents/carers are invited to purchase or lease a device for their child to bring to school. Sunbury Downs Collegehas made special arrangements with JB Hi-Fi Education Solutions who offer discounted prices for the purchase of devices for our students. Devices purchased through this portal belong to the School-Managed BYOD Program and are managed by Sunbury Downs College on behalf of parents/carers until such time as parents/carers no longer desire Sunbury Downs College to do so, however parents/carers are welcome to source laptops from other suppliers and these belong to the Self-Managed BYOD Program. Sunbury Downs 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.
- Has at least 128 GB of storage
- Operates on Windows Version 10 or later or Mac OS 10.15.4 or later.

# Digital Learning – Internet, Social Media & Digital Devices

For a full list of requirements and details of the BYOD Programs offered by Sunbury Downs College, parents/carers can access the latest information reviewed annually via the Parents Menu on the Sunbury Downs College website and selecting Laptop Program 1:1/BYOD. An example version of the information pack that is made available on the Sunbury Downs College website is included below as Appendix B.

It is expected that all students in Years 7-9 participate in either the School-Managed or Self-Managed BYOD Programs, or utilise the daily loan devices available via the ERC.

Participation by students in years 10-12 is highly recommended and may be a requirement depending on the subjects selected by the student throughout Year 10, VCE or the VCE Vocational Major.

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 the IT department on 9744 0500.

## Safe and appropriate use of digital technologies

Digital technologies, if not used appropriately, may present risks to users' safety or wellbeing. At Sunbury Downs 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 Sunbury Downs College:

- All students at our school will have filtered internet and email access.
- All students will have their own password protected user account. Such access is a privilege that infers responsibility, and not simply a right to be expected.
- The IT Department will liaise with staff and the technical support technician to manage all email access, maintenance of the school's web site, web filters and all other issues related to internet access by students.
- We undertake to ensure that information published on the Internet by students, or the school is of a high standard, and meets legal requirements and standards of general practice within the community in relation to copyright, safety and decency.
- Students email access will be through the account provided by the Department of Education (eduPass).
- Staff and students are responsible for notifying the IT Department of any inappropriate material or use of SDC's network so that access can be blocked.
- Students are expected to follow the behavioural expectation guidelines listed in this policy and inappropriate use of the college network will be resolved using the Student Code of Behaviour.
- Signed Student Consent (See Appendix A) is required in order to gain access to the internet or to publish work, photos or videos on the internet. This form will be completed once by parents upon their enrolment at the college.
- Privacy of students, parents, staff and other users must be recognised and respected at all times and will be managed according to the Department of Education's Privacy Policy.
- We use online sites and digital tools that support students' learning, and focus our use of digital technologies on being learning-centred.
- We restrict the use of digital technologies in the classroom to specific uses with targeted educational or developmental aims.
- We supervise and support students using digital technologies for their school work.
- We effectively and responsively address any issues or incidents that have the potential to impact on the wellbeing of our students.
- We educate our students about digital issues such as online privacy, intellectual property and copyright, and

the importance of maintaining their own privacy online.
- We have an Acceptable Use Agreement outlining the expectations of students when using digital technology at school.
- We 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 our earliest opportunity.
- We 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.
- We refer suspected illegal online acts to the relevant law enforcement authority for investigation.
- We support parents/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.
- It is the responsibility of all students to protect their own password and not divulge it to another person. If student or staff member knows or suspects an account has been used by another person, the account holder must notify the IT Department and relevant Year Level Coordinator 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.

Sunbury Downs College does not support the use of social media within the Classroom or while on College Grounds.

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 Sunbury Downs College's *Statement of Values, Student Wellbeing and Engagement* policy, *Mobile Phones* 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), Sunbury Downs 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 and child safety training processes
- Discussed at staff briefings/meetings as required
- Discussed at parent information nights/sessions
- Included in transition and enrolment packs
- Made available in hard copy from school administration upon request.

## POLICY REVIEW AND APPROVAL

| | |
|---|---|
| Policy created | August 2023 |
| Consultation | Consultation occurred with School Council and the staff at Sunbury Downs College. <br> School community – via an offer to provide feedback on child safety policies and procedures as outlined on our website. |
| Approved by | Principal and School Council – 7 September 2023 |
| Next scheduled review date | August 2025 |

## APPENDIX A:
## ACCEPTABLE USE AGREEMENT

Sunbury Downs College reserves the right, via its administrator or their representative, to use administrative software and access students' personal files as necessary, to ensure fair and correct use of the College's computer network.

Sunbury Downs College's Computer User Rules and Expectations aim to:

- Encourage staff and students to employ good computer user practices and ethics;
- Maintain a computer system that will provide the maximum amount of resources and access at alltimes.

**General Expectations**

- Transmission of any material in violation of any College, state, federal or international regulation is prohibited. This includes, but is not limited to: copyrighted material; threatening, harassing, or obscenematerial; pornographic material; or material protected by trade secret.

- All communication and information accessible via the network should be assumed to be private property. Any sources used in research must be cited and credited to the author.

- Users must respect others' privacy and intellectual property in the same way you would respect another student's workbook or other personal belongings.

- Students must have written parental/carer permission to access the school's network system.

- E-mail should be used responsibly. All email can be traced back to the school and to your account.

**Network Use**

- Network users will be issued with an account (username and password) which can be used to access online information services. Each account owner is responsible for all activity under that account.

- Network users will be issued with storage space on the server. All access to the network will depend on username and password. Security for this area is the direct responsibility of the user and relies onthe password remaining secret. If you suspect your password is no longer secret, have it changed.

- The Network Administrators may view files and communication logs to maintain system integrity andensure that users are using the system responsibly.

- Users should not expect that all files stored on the school's servers will always be secure and it is recommended that copies and/or backup copies of important files be saved on external hard drives.

- Hacking: Some students think they are doing no harm by hacking into a computer system. Hacking is aterm given to breaking into a computer system to read, copy, manipulate or destroy files, or just move around the system. Hacking is illegal and several young Australians have already been given jail termsfor hacking.

## APPENDIX A:
## ACCEPTABLE USE AGREEMENT

Actions not permitted on the school network are:

- Accessing websites that display or promote offensive materials including, but not limited to, threatening, harassing, obscene or pornographic materials
- Sending or displaying offensive messages or pictures
- Using obscene language
- Harassing, insulting or attacking others
- Damaging computers, computer systems or networks by physical abuse, introducing or creatingviruses, altering source codes or software settings
- Using others' passwords and trespassing in their work or files
- Intentionally wasting resources
- Using the network for unsanctioned commercial purposes
- Using the network to disrupt its use by others

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**COMPUTER USER AGREEMENT AND PERMISSION FORM**

**Student's Name:**              …………………………………………………………………………

**Student**

As a user of the Sunbury Downs College computer network, I hereby agree to comply with the user Rules and Expectations in order to employ good user practices, ethics and a well maintained computer system. I will responsibly use the network for communication and honour all relevant laws and restrictions as outlined in theUser Rules and Expectations document.

Student Signature:   …………………………………………………………………                    Date:  …………………

**Parent/Guardian**

Having read the User Rules and Expectations document and as the parent or legal guardian of the user signingabove, I grant permission for my son or daughter to access the networked computer services such as electronicmail, the Internet and the Intranet. I understand that users may be held liable for violations of the user Rules and Expectations. I understand that some materials on the Internet may be objectionable, but acceptresponsibility for guidance of the Internet use – setting and conveying the school's standards for my son or daughter to follow when selecting, sharing or exploring information on the Internet.

I am aware that Sunbury Downs College, via its administrator, reserves the right to use administrative softwareand access files as necessary to maintain fair and correct use of the network.

Parent Signature:              ………………………………………………………………..                    Date:  ………………..

Policy

## APPENDIX B
## Student Laptop Programs

Dear Parent(s)/Carer(s),

The Years 7 to 9 Laptop Program is an integral part of the College's teaching and learning program for your son/daughter.

Participation in the Years 10 to 12 Laptop Program is optional but recommended to support the specialised learning and curriculum needs of subjects in the final years of schooling. Students are encouraged to use a device to contribute to their success and productivity within their subjects.

Students studying a Vocational Education and Training (VET) or computer-based subject are strongly recommended to have their own laptops as assessment is based online.

Sunbury Downs College supports a purchasing portal that allows families to purchase a Preferred Device for use.  These devices are educational specific models and are not available in retail stores.

The following documents have been developed to provide further clarity about the College's 1:1 Laptop Program and how the laptops will be used within the College:

- **Introductory Letter (this document)**
- **Option 1 – 'School-Managed' Device**
- **Option 2 – 'Self-Managed' Devices**
- **College Laptop Supplier Portal**
- **Student Laptop Program: Memorandum of Understanding**
- **Acceptable Use Agreement: School-Managed Device**
- **Acceptable Use Agreement: Self-Managed Device**
- **FAQ Guide**

On the following pages you will find information outlining two supply options available to students.

Should you have any queries or questions in regards to the 1:1 Laptop Program please do not hesitate in contacting the ICT Team on 03 9744 0500 or email at: ict@sunburydowns.vic.edu.au for further information.

Thank you in anticipation of your support of this program.

Mr Michael Watson
**Assistant Principal Later Years**

# APPENDIX B

## Option 1 – 'School-Managed' Device

Purchasing of a School-Managed Preferred Device from the College Laptop Supplier Portal (JB Hi-Fi)

*Sunbury Downs College is committed to the effective implementation of a 1:1 Laptop Program for all students and highly recommends this option.*

Below is a list of benefits to consider in relation to purchasing a School-Managed Preferred Device:

- Devices are fully supported by the College ICT Team.
- The College ICT Team will handle the lodging of any repairs covered by warranty & insurance if purchased on behalf of the student. They can also assist with technical support and advice.
- Imaging, software deployment and troubleshooting of applications is fully managed.
- These devices have upgraded three-year warranty with onsite servicing, allowing all required repairs to be completed onsite at the College.
- Where possible, batteries have been upgraded or had their warranties extended to get the maximum lifespan out of the device for a school day.

This option provides flexibility and choice for families whilst supporting them to maintain a consistent and orderlyteaching and learning environment for all students.

The College Laptop Supplier Portal allows parent(s)/carer(s) to choose from a range of payment options and financing including BPAY, Credit Card and Once Credit (12-month interest free).

All purchases will be delivered to the College, imaged and prepared for the College network by our ICT Technicians. The **Acceptable Use Agreement: School-Managed Device** included in this pack covers College Policies for laptop and network usage.

The College must receive a signed **Acceptable Use Agreement: School-Managed Device** prior to distribution of your child's laptop and being granted access to the College's network.

We ask that you take the time to familiarise yourself with the documents and discuss them with your child.

***Sunbury Downs College highly recommends that parent(s)/carer(s) pursue Option 1.***

### Accessing the College Laptop Supplier Portal

Included within this information pack are instructions on how you can access the **College Laptop Supplier Portal** to place an order for a **School-Managed Preferred Device which will be fully supported by the College ICT Team.**

# APPENDIX B
## Option 2 – 'Self-Managed' Devices

### Purchasing of a Suitable Device from your preferred supplier

*Prior to considering the selection of this second option, parent(s)/carer(s) should contact the ICT Team for further advice and a discussion of requirements prior to any purchase.*

This option may suit some individuals, but it is important parent(s)/carer(s) fully consider all information before making this decision. Below is a list of considerations:

- Sunbury Downs College will be adding additional commercial software to Preferred Devices from the College Laptop Supplier portal and school-based devices from year-to-year. This may represent an additional yearly cost to Self-Managed Device users.
- Preferred Devices have been tested and proven for durability within a school environment. The cost of a Preferred Device is significantly cheaper than a comparable product in a retail store – ensure you compare full specifications and coverages for warranty and any optional insurance plans.
- The responsibility for the installation of software is the responsibility of the user.
- Time is required to install all the required programs and technical support cannot be provided by the College ICT Team for Self-Managed Devices.
- A Self-Managed device must meet all technical requirements. Once the device meets these requirements the College will connect the device to the wireless network, and no further support for the device will be provided.
- A Self-Managed Device has limited access to the Printer Network. Any printing that is required can be undertaken on school-owned equipment (for example, ERC).
- Most devices in retail stores do not come with an extended warranty and will only provide you with a single year warranty however the retailer may offer you an extended warranty at an additional cost. You may also be required to mail the device for repairs.
- The user is responsible for any warranty or accidental damage to their Self-Managed Devices as the College ICT Team is unable to troubleshoot software or hardware issues for them.
- Insurance and warranties are solely the responsibility of the parent/carer.

***To purchase your own Self-Managed devices please be advised the device must meet the technical requirements to ensure consistency with other students in your child's cohort.***

A full listing of the Self-Managed Device technical requirements is available as part of the **Acceptable Use Agreement: Self-Managed Device** documentation. This will also include an additional user agreement that is required to be signed as part of the process, stating further expectations that come with the use of a Self-Managed Device.  Approval is required from the ICT Coordinator for Self-Managed Devices.

### Access, Equity and Inclusion

In the event that parents/families decline to participate in the program, a laptop device can be borrowed and returned on a daily basis from the Education Resource Centre (ERC). It is important that any student utilising the ERC for devices be proactive and endeavour to borrow devices prior to the commencement of classes, whilst also ensuring they are returned promptly at the conclusion of each day.

# APPENDIX B

## College Laptop Supplier Portal (JB Hi-Fi Education Solutions)

The online portal is set up as a step-by-step system, allowing you to select your device and any accessories the College has added to the Portal for you as part of the Laptop Program.

**You may access the Portal at the following link:** https://www.jbeducation.com.au/byod/

1. Type in the school code **SDSC2023** and press enter.
2. Select the **'School-Managed'** program.
3. Select your device (there are multiple options available) and select next.
4. A recommended laptop bag is listed as an accessory in the Portal.
5. Payment and Shipping.

*Please note: The College strongly encourages parent(s)/carer(s) purchase or supply a laptop bag.*

To ensure that your child can be provided with their laptop as soon as possible, please ensure that you complete your purchase and follow all associated steps to minimise potential delays.

The College has also made available a range of pre-approved **'Self-Managed'** devices as a separate notebook program within the portal. These are ideal for parents who wish to access educational pricing but prefer a different manufacturer, or a device with higher specifications.

**Optional Accidental Damage Protection**

Under ASIC regulations you must indicate your intention to purchase any **Optional** Accidental Damage Protection.

A Customer Information Statement will be emailed to you for your review.

After 4 days (required under ASIC regulations), you will be provided with an option to continue with the purchase of any Optional Accidental Damage Protection if you so choose.
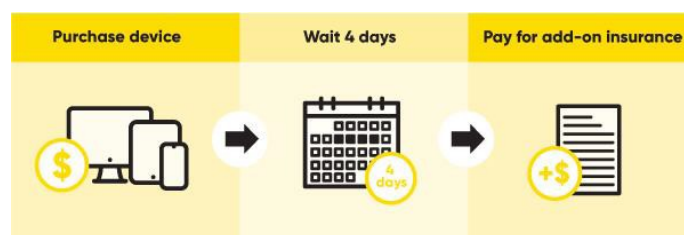


**Delivery**

Any devices purchased via this Portal will be delivered to the College in Mid-January, with further deliveries taking place as required.

**When will students receive their laptop?**

- Year 7: An immersion session will be run a few weeks into Term 1.
- Year 8-12: At the earliest opportunity following the delivery of the device once Term 1 commences.

**JB Hi-Fi Education Solutions Support Hotline 1300 730 548**

Should you have any issues whilst attempting to place your order online through the Portal, JB Hi-Fi Education Solutions provides a support hotline during business hours Monday to Friday (excluding public holidays).

# Sunbury Downs College
'Confidence to Achieve'

## APPENDIX B
## Student Laptop Program: Memorandum of Understanding

At Sunbury Downs College we support the rights of all members of the school community to be provided with and engage in a safe, inclusive and supportive learning environment. This extends to the use of digital tools and online communities and is underpinned by our expectation of safe and responsible behaviour of all members of the school community.

At our school we:

- Have a *Student Engagement and Wellbeing Policy* and *e-Smart Policy* that states ourschool's values and expected standards of student behaviour, including actions and consequences for inappropriate online behaviour.
- Educate our students to be safe and responsible users of digital technologies.
- Raise our students' awareness of issues such as online privacy, intellectual property andcopyright.
- Supervise and support students when using digital technologies within the classroom and establish clear protocols and procedures when working in online spaces including reviewing and considering the safety and appropriateness of online tools and communities.
- Provide access to the DET filtered internet service but acknowledge that full protection from inappropriate content can never be guaranteed.
- Respond to issues or incidents that have the potential to impact on the wellbeing of ourstudents including those reported through online services.
- Know that some online activities are illegal and as such we are required to report this to theappropriate authority.
- Support parents/carers to understand safe and responsible use of digital technologies, potential issues and the strategies that they can implement at home to support their child.
- Providing this Acceptable Use Agreement and current information from both the Department of Education and Cybersmart.

## Useful Websites

| eSafety - Kids | https://www.esafety.gov.au/kids |
|---|---|
| eSafety - Young People | https://www.esafety.gov.au/young-people |
| eSafety - Parents | https://www.esafety.gov.au/parents |
| ThinkUKnow Australian Federal Police (resource for parents/teachers & students) | https://www.thinkuknow.org.au |
| Headspace | https://www.headspace.org.au/young-people/ |
| Reachout | http://au.reachout.com/ |
| Kids Help Line | https://kidshelpline.com.au/ |
| Bullystoppers | https://www.vic.gov.au/bully-stoppers |
| Australian Cyber Security Centre Personal Security Guides | https://www.cyber.gov.au/acsc/view-all-content/advice/personal-security-guides |

As a Student, when I use digital technologies and the internet I agree to be a safe, responsible and ethical user at all times, by:

- Respecting others and communicating with them in a supportive manner; never writing or participating in online bullying (e.g. forwarding messages and supporting others in harmful, inappropriate or hurtful online behaviours).
- Protecting my privacy; not giving out personal details, including my full name, telephone number, address, passwords and images.
- Protecting the privacy of others; never posting or forwarding their personal details or images without their consent.
- Talking to a teacher or a trusted adult if I personally feel uncomfortable or unsafe online
- Talking to a teacher or a trusted adult if I see others participating in unsafe, inappropriate orhurtful online behaviours.
- Carefully considering the content that I upload or post online; knowing that this is a personalreflection of who I am and what people think of me.
- Investigating the terms and conditions of use (e.g. age restrictions, parental consent requirements) and if my understanding is unclear seeking further explanation from a trusted adult.
- Confirming that I meet the stated terms and conditions and completing the requiredregistration processes.
- Handling ICT devices with care and notifying a staff member of any damage or requiredattention.
- Abiding by copyright and intellectual property regulations; requesting permission to useimages, text, audio and video and cite references where necessary.
- Not downloading unauthorised programs, including games.
- Not interfering with network systems and security, the data of another user or attempting tolog into the network with a username or password of another student.

In addition, when I use my personal mobile devices (including my phone or smart watch) I agree to be a safe, responsible and ethical user at all times, by:

- Keeping devices stored in a safe and secure location (such as in locker or school bag) and not use any mobile device within the grounds. Any exceptions to this rule will be communicated to families.
- Respecting others and communicating with them in a supportive manner, including outsideschool hours and in social contexts by not making harassing phone calls/text messages or forwarding on messages.
- Obtaining appropriate (written) consent from individuals who appear in images or sound andvideo recordings before forwarding them to other people or posting/uploading them to online spaces.

## APPENDIX B
## Acceptable Use Agreement: School-Managed Device

### Ownership

- The device is owned by the parent(s), carer(s) and/or student but is made available foruse as part of the school learning program.
- Parent(s)/carer(s)/students should be aware that files stored on the device are privatebut the College reserves the rights to monitor student behaviour in accordance with the eLearning policy.
  *Please note: a member of staff may request access to a student's device at any time to check for inappropriate content or may remotely monitor the device at any time whilst the device is on College grounds.*
- Files stored on devices may be publicly accessed as part of learning programs.
- All devices must meet the minimum specifications required by the College to ensure they meet the curriculum needs of your son/daughter. These devices can be found on the College Laptop Supplier Portal. Information on how to access this Portal is provided as part of an information pack provided to Parents during transition, or upon request from the ICT Team.

### Damage or Loss of Equipment

- The College must be notified if the device is damaged or lost so that a student's learning program is not interrupted whilst repairs or replacements are being organised.
- Depending on the insurance or Accidental Damage Protection (ADP) that has been purchased, some additional costs may be incurred to replace parts not covered by warranty. For example: power adaptors, laptop batteries.

### Software and Access

- Devices purchased through the College Laptop Supplier Portal will be delivered to the College and then configured with the DET Standard Software image as well as any additional College provided software.
- A listing of all software and applications can be made available upon request.
- Students do not have administrator access; however, this can be provided to parent/carers on request.

### School Support

Support will be provided for:

- Connecting the device to the College's wireless network and internet.
- Set up and management of College-based student email accounts.
- College based software and application issues on Preferred Devices from the College Laptop Supplier Portal.
- Hardware issues for Preferred Devices from the College Laptop Supplier Portal or providedby the College.

### Support will not be provided for:

- Connecting to home networks, internet, printers, or other devices.
- Personal email accounts and settings.
- Software, application or hardware issues on self-managed devices.

## User Responsibilities

Students are responsible for:

- Bringing portable devices fully charged to school every day.
- Ensuring anti-virus and monitoring software are not interfered with
- Backing up data securely in multiple places.
- Only using their devices in class as directed by their classroom teacher.
- Using their device for educational purposes whilst on school premises or connected to the College's network.
- Always carrying their device in an appropriate protective case and storing it securely.
- Adhering to this Laptop Acceptable Use Agreement and Student Engagement and Wellbeing Policy (and any other applicable policies) when using the device, both at home and at school, including before school, recess, lunchtime, afterschool or when not in the classroom.
- Being aware that the use of any device that provides internet access other than approved devices by the College is prohibited within the College grounds.

## Acknowledgement

This Acceptable Use Agreement applies to all digital technologies and environments, including (although not limited to):

- School owned ICT devices (e.g. desktops, laptops, printers, scanners).
- Mobile phones, smart watches and student owned devices.
- Email and instant messaging.
- Internet, intranet.
- Social networking sites (e.g. Facebook).
- Video and photo sharing websites (e.g. YouTube, Tik Tok).
- Blogs or micro-blogs (e.g. Twitter).
- Forums, discussion boards and groups (e.g. Google groups).
- Wikis (e.g. Wikipedia).
- Vod and podcasts.
- Video conferences and web conferences.

## APPENDIX B
## Acceptable Use Agreement: School Managed Device

### Participant Declaration

I understand and agree to comply with both the **Student Laptop Program – Memorandum of Understanding** and the terms of acceptable use and expected standards of behaviour set out within this agreement for 1:1 School Managed Devices at Sunbury Downs College.

I understand that there are actions and consequences established within the College's Engagement and Wellbeing Policy if I do not behave appropriately.

Student Name: _____

Student Code (if known): _____

Student Signature: _____

Student Year or Homegroup (if known): _____

Parent / Carer Name: _____

Parent / Carer Signature: _____

Parent / Carer Contact Number: _____

Date: _____

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**THIS FORM MUST BE RETURNED TO THE ICT TEAM LOCATED IN THE ERC**

**Office Use Only**

**Acceptable Use Agreement: School-Managed Device**

Date Acceptable Use Agreement Received: _____

Acceptable Use Agreement Received By: _____

Confirmation of device order: ☐

Confirmation of device delivery: ☐

Date Device Issued: _____

Student Device Pick-up Signature: _____

Serial Number:

## APPENDIX B
## Acceptable Use Agreement: Self-Managed Device

This document has been developed to provide further clarity about the College's Laptop Program for **Self-Managed Devices**. This should be considered in conjunction with the following sections of the Laptop Information Pack.

- **Student Laptop Program: Memorandum of Understanding**
- **FAQ Guide**

If you do not have a copy of the Laptop Information Pack – please see the College Website or contact the ICT Team on 03 9744 0500 or ict@sunburydowns.vic.edu.au

### Approval

***Sunbury Downs College strongly recommends the use of a Preferred Device from the College Laptop Supplier Portal instead as they are fully supported by the College ICT Team.***

Approval is required from the ICT Coordinator for all Self-Managed Devices.

It is strongly advised that Parent(s)/Carer(s) contact the ICT Team prior to any purchase for further advice.

**As of 2023, Apple Laptops are now considered as a Self-Managed device**. iPhones & iPads **are not** suitable for connection.

***To purchase your own self-managed devices please be advised of the following technical requirements to ensure consistency with other students in your son's/daughter's cohort. These requirements must be met.***

### Hardware & Software Requirements

| Hardware Requirements | Software Requirements |
| --- | --- |
| 4 GB Ram Minimum – 8 GB Ram Recommended<br><br>128 GB Onboard Storage (Solid State Storage is preferred)<br><br>11.6" Display Minimum<br><br>8 Hour Battery Life<br><br>Headphone Jack<br><br>Inbuilt Keyboard – "Touch only devices" are not permitted<br><br>Webcam & Microphone<br><br>Maximum Weight 2kg<br><br>A VGA Output or Adapter is also recommended | Windows 10+ or macOS 10.14+<br><br>The College will provide access to Microsoft Office 365 and Adobe Creative Cloud based upon DET licensing agreements<br><br>Antivirus on all computers<br><br>Windows Defender is in-built into Windows 10 and 11, and parents are advised not to purchase a subscription. |

### Ownership

- The device is owned by the parent(s), carer(s) and/or student but is made available for use as part of the school learning program.
- Parent(s) / carer(s)/students should be aware that files stored on the device are private, but the College reserves the right to monitor student behaviour in accordance with the Digital Learning – Internet, Social Media and Digital Devices policy.
  *Please note: a member of staff may request access to a student's device at any time to check for inappropriate content or may remotely monitor the device at any time whilst the device is on College grounds.*
- Files stored on devices may be publicly accessed as part of learning programs
- The College reserves the right to check the Self-Managed Device for compliance of the technical requirements (and other relevant Department of Education or school-level policies) which can be doneat any time.

### Damage or Loss of Equipment

- Any problems, vandalism, damage, loss or theft of the device is the responsibility of the owner.
- In the case of loss or suspected theft, the family must make a Police report and provide a copy of the report to the College.
- In the case of accidental damage, it is the responsibility of the owner to promptly organise repair of the laptop device.
- Students can access the ERC for daily use and borrowing of laptop devices.

### School Support

Sunbury Downs College will:

- Consult with Parent(s)/Carer(s) regarding the Self-Managed Option to ensure the deviceis suitable for use and consistent with other devices used in the College.
- Provide wireless connectivity upon confirmation that technical requirements have been met.
- Install school-based monitoring software to ensure students comply with all Department of Education and Collegepolicies/agreements. Students must meet the ICT Team to have this removed should they transition from the College.

### Support will not be provided for:

- Connecting to home networks, internet, printers, or other devices.
- Personal email accounts and settings.
- Software, application or hardware issues on self-managed devices.

## User Responsibilities

Students (or parents/carers) are responsible for:

- Installing all software requested by the College and updating the installed software each year to ensure consistency with other students' laptop devices.
- Bringing portable devices fully charged to school every day.
- Ensuring anti-virus software is functional
- Backing up data securely in multiple places.
- Only utilising their devices in class as directed by their classroom teacher.
- Using their device for educational purposes whilst on school premises or connected to the College's network.
- Always carrying their device in an appropriate protective case and storing it securely.
- Adhering to the College's **Student Laptop Program: Memorandum of Understanding**, **Acceptable Use Agreement: Self-Managed Device** and the **Student Engagement and Wellbeing Policy** (and any other applicable policies) when using the device, both at home and at school, including before school, recess, lunchtime, afterschool or when not in the classroom.
- Being aware that the use of any device providing internet access other than that provided by the College is prohibited within the College grounds.

## Acknowledgement

This Acceptable Use Agreement applies to all digital technologies and environments, including (although not limited to):

- School owned ICT devices (e.g. desktops, laptops, printers, scanners).
- Mobile phones and student owned devices.
- Email and instant messaging.
- Internet, intranet.
- Social networking sites (e.g. Facebook).
- Video and photo sharing websites (e.g. YouTube, Tik Tok).
- Blogs or micro-blogs (e.g. Twitter).
- Forums, discussion boards and groups (e.g. Google groups).
- wikis (e.g. Wikipedia).
- Video on demand and podcasts.
- Video conferences and web conferences.

## APPENDIX B
## Acceptable Use Agreement: Self-Managed Device

### Participant Declaration

I understand and agree to comply with both the **Student Laptop Program – Memorandum of Understanding** and the terms of acceptable use and expected standards of behaviour set out within this agreement for 1:1 Self-Managed Devices at Sunbury Downs College.

I understand that there are actions and consequences established within the College's Engagement and Wellbeing Policy if I do not behave appropriately.

I confirm that the device supplied meets the technical specifications of the College and understand that this agreement is reviewed on an annual basis to ensure consistency of the program.

Student Name: _____

Student Code (if known): _____

Student Signature: _____

Student Year or Homegroup (if known): _____

Parent/Carer Name: _____

Parent/Carer Signature: _____

Parent/Carer Contact Number: _____

Date: _____

**THIS FORM MUST BE RETURNED TO THE ICT TEAM LOCATED IN THE ERC**

**Office Use Only**

**Acceptable Use Agreement: Self-Managed Device**

ICT Coordinator Approval: _____

Date: _____

Date Device Connected: _____

Serial Number:

# Frequently Asked Questions

### 1. How can 1-to-1 devices improve learning?

With greater access to real-time information, digital learning resources, educational software and collaborative workspaces, students experience enhanced levels of motivation and engagement in their learning. Typically, students experience initial improvement in areas such as organisational and technological skills, revision, writing and editing work. With the development of presentations and other multimedia projects, students experience subsequent improvement in analytical, presentation and speaking skills. Involvement in 'virtual workspaces' beyond the classroom creates opportunities for collaboration and communication within the classroom through a greater level of interaction between students, their peers and their teachers.

A networked environment, where it is easy to share developing work and research with peers and teachers, is the environment students will live and work in during secondary school and the future. Students working together and providing solutions to real-world problems will create links beyond the classroom and move levels of thinking beyond a simple knowledge framework to complex analysis and evaluation. Increased levels of learning both in and out of school with an emphasis on higher-order thinking, creative thinking and expression will be promoted.

### 2. How will 1-to-1 devices be used in the classroom?

This is a technology-rich world and students are immersed in digital technology in their out-of-school lives.  Schools can either capitalise on young people's affinity for technology or fail to engage them in learning and be perceived as more and more irrelevant. The use of devices in the classroom will evolve over time as students and teachers become more familiar and therefore will be able to optimise their use to support teaching and learning in the classroom, wherever that classroom may be.

For example, we may soon see a class where students create a podcast of their original poetry, accompanied by a soundtrack they have written and enhanced with their own digital images to share with the world. The device can be used to record and document information, then share learning.  In Art, students can research projects on various artists then use the laptop as a medium to create their own drawings as well as clay animations. Students in Science could attach probes for data analysis and physical education may involve analysing patterns of movement.

Staff and students will collaborate and use the device as a tool that develops the student as an information seeker, analyser and evaluator, problem-solver and decision-maker. They will use programs to create ways in which to communicate their findings and become publishers of their own work.

Many classroom textbooks are available electronically. These e-books often have additional interactive tasks that students can access in the classroom, or as extension activities.

3. Will learning outcomes be evaluated differently?

Students in Years 7 to 10 will continue to be evaluated against the Victorian Curriculum. The College will continue to meet the curriculum and assessment requirements of both the VCE and VCE-VM programs that are currently offered to students. These devices will complement the existing school curriculum by providing digital learning tools that link in with planned classroom activities.

Wireless access points at school will foster collaboration and teamwork, allowing students to search for information together and share the learning experience.

4. What if students play on the devices during the school day instead of going outside for recess?

Students are discouraged from using laptops in the grounds during recess or lunch as we seek to encourage social interaction with their peers and outdoor activities during their breaks. For those students that want to catch up on some work and need a space to utilise their laptops, the Education Resource Centre (ERC) is available for students before school, during recess and lunch, as well as after school.

5. How will parents continue to be informed about integration of 1-to-1 devices into the curriculum?

The College Newsletter and website will provide updates to the whole school community about the use of the devices by students and teachers in and out of the classroom.

6. How will teachers be trained and supported?

There is an ongoing commitment by Sunbury Downs College for teacher professional development in all areas to continuously improve their ICT and digital literacy skills.

7. What about safe internet use?

Students utilise devices to facilitate anytime, anywhere learning. Teachers will supervise students as they would for any learning activity as they create and maintain a safe, comfortable and learning-focused classroom.

Appropriate use of the internet service within the Department of Education network is closely monitored by a filtering system which allows for inappropriate content blocking by a regularly updated list of categories andsites.  This does not apply to use of devices outside of the school network.

Education and support are important for maintaining acceptable use of devices, particularly in relation to internet access. The College already has its own policies in place such as an eLearning Policyand the ICT Acceptable Use Agreement to ensure appropriate use of all technology and the internet.

A specific agreement has been developed for 1:1 Laptops which parents and students will be required to sign. However, it is important that teachers, students and parents share the responsibility to always ensure safe and responsible use of devices.

8. Will children be safe carrying 1-to-1 devices?

Research has shown that insurance companies have reported very few incidents while students travel to and from school. Students should be specifically warned not to take the devices out in public, and to carry them in protective covers, which should be placed within their school bag.

9. Are these devices going to add to the heavy loads students carry from home to school?

The Preferred Devices available through the College Laptop Supplier Portal have been deliberately chosen for a number of reasons, including their weight specifications. These devices will alleviate the need for students to carry some textbooks, further reducing the weight of items students need to carry to school.

The device should not be packed into the bottom of an oversized backpack with other books and items, because this can lead to a compression fracture of the screen. A suitable case is recommended on the College Laptop Supplier Portal. The College has also introduced 'online' educational resource lists to take the place of some hardcopy print media to assist in alleviating this.

10. Will the student files on the device be private?

Students can expect their device to be periodically inspected and monitored for appropriate usage. School personnel may request access to the browser history and/or caches as well as all files belonging to the student on their laptops or stored on the school servers. Students and parent(s) / carer(s) need to be aware that files stored locally or on school servers are not private.

Under privacy considerations, students and parents must be fully aware of this condition. This is a condition of use agreed to in the College's ICT Acceptable Use Agreement, which is signed, by parents/carers before any network access is granted upon enrolment to the College.

11. What software will students be using?

With the help of classroom teachers, the Department of Education has researched and designed a standard image, which incorporates both Department of Education-licensed and free open-source software. This image has also been developedto aid students in meeting requirements of the Victorian Curriculum and to replicate the type of software that is used in the workplace.

It is envisaged that this comprehensive and high-quality software list will meet the needs of students over the life of the device; however, the College may decide to deploy additional software throughout the term of the program subject to appropriate copyright and licensing laws.

12. Will textbooks still need to be purchased?

Most resources for Years 7 to 9 are digital. Students will always require their laptop in class to access digital resources – both textbooks and online activities.

As the Laptop Program for Years 10 to 12 is optional, textbooks listed on their College resource list are mainly hardcopy textbooks to ensure that we are also catering for those not wishing to participate in the Laptop Program. Although there are physical textbooks listed, most publishing companies have now embraced 21st century learning so you will find many of them either provide the option to purchase digital versions of textbooks, or will provide additional digital resources with their textbooks which can be used to further enhance your child's learning experience. We encourage students to utilise all resources provided along with these textbooks to maximise outcomes in their final schooling years.

### 13. Is the device password-protected?

Preferred Devices purchased through the College Laptop Supplier Portal will prompt students to log on with a password when turning on the device. If the student forgets their password for their account on a Preferred Device and is no longer able to login, the ICT Team will be able to assist with resetting their password to restore access.

A password-protected device may help protect students' personal information in incidents of loss or theft. It is recommended that all devices are protected with a password, even if they are not one of the Preferred Devices.

### 14. Can students install their own software?

The Department of Education and the College have tailored the software within the image on the Preferred Devices to meet the needs of students and teachers. This software is alignedto that installed on all College computers, enabling students to work at home and school on any machine that has similar capabilities.

Software installation restrictions have been applied to the devices to ensure the safety, security and integrity of them, to allow for a consistent and reliable learning environment. Upon parent/carer request, an administrator password can be provided to the family to allow installation of additional software if needed, however this password must not be given to the student.

Whilst students with Self-Managed Devices may be able to install additional software, it is expected that they will only use school related applications whilst at the College, under the direction of their classroom teacher like any other student.

Music and movies will be allowed for academic and recreational reasons, provided copyright obligations are met. Downloading music, games and videos from the internet during school hours is prohibited except when directed by a teacher. The national Copyright Advisory Group (CAG) has developed the Smartcopying Website https://smartcopying.edu.au/copyright-guidelines/ to provide a comprehensive guide to copyright issues affecting Australian schools.

### 15. Can students personalise their laptop or laptop case?

Permanent changes such as painting or drawing on devices will not be permitted – all devices must remain in a clean state, the same policy that applies to the College planner.

There is a recommended laptop case listed on the College Laptop Supplier Portal which is available at the time of purchase, however students are free to choose to bring alternative laptop cases to the College provided they are appropriate to a school environment and will sufficiently protect the device. Whilst transporting a laptop around the College, it is an expectation that devices will always remain inside their cases to ensure they are protected.

### 16. What about flat batteries? Will students 'plug in' in the classrooms?

Students are expected to charge the device overnight and to bring it fully charged to school each day. It is anticipated that fully charged batteries will last a full school day. Preferred Devices available through the College Laptop Supplier Portal all have upgraded batteries to enable students to use them all day. It is expected that students should not be using their chargers at school, as having cables across the floor can create a tripping hazard.

### 17. The College monitors usage at school, but who monitors it at home?

That is the responsibility of the parents. When off school grounds, parents have full authority to monitor device usage.

Examples of this include:

- Encourage use in a family room and not in the bedroom and restrict use at certain times of the evening or weekend.
- Examine the documents and other contents of the device.

### 18. How can students access the internet from home?

Home internet connection is not supplied by the College or DET. There is no mandated expectation that internet access is available at home. If there is an existing internet provision at home, the device can be configured for access.

### 19. Is this compulsory for all students?

The Years 7 to 9 Laptop Program is an integral part of the College's curriculum for your child. As a result, it is our belief that it is essential that you take part in this program.  By doing so, your child will be able to take full advantage of the lessons teachers are planning, based around the availability of these devices.

Participation in the Years 10 to 12 Laptop Program is optional due to the specialised learning and curriculum needs of these programs in the final years of schooling. Students are encouraged to utilise a device to contribute to their success and productivity within their relevant subjects.

Families should also be aware that if their child will be studying a Vocational Education and Training (VET) or computer-based subject, it is highly recommended that students have their own laptops for these subjects, as much as of the assessment is based online.

The College has selected a range of Preferred Devices from the College Laptop Supplier Panel to allow parent(s)/carer(s) to select a device that meets the College's minimum specification requirements, whilst also providing the full support of the College ICT Team for these devices. Details to purchase these devices through the College Laptop Supplier Portal are provided in this information pack, or on request from the ICT Team.

For further support with online issues students can call Kids Helpline on 1800 551 800. Parents/carers call Parent line 13 22 89 or visit www.cybersmart.gov.au

### 20. Can a student bring a personal device other than one purchased from the College Laptop Supplier Portal?

The College Laptop Supplier Portal provides a range of Preferred Devices to ensure that the required specifications (in terms of hardware/software) can be provided to your child. The College has negotiated a range of options from the College Laptop Supplier Panel in terms of pricing.

A number of issues exist with bringing personal or 'Self-Managed Devices' to the College. These include (but are not limited to) the following:

- Issues with hardware / software support and the ability to use software relevant toclassroom studies on Self-Managed Devices.
- The College's ICT security infrastructure.
- Insurances on personal devices.

- Constraints and availability of technical support for other devices.
- Limitations that exist with providing students with Department of Education software on a personal device.

Students utilising a Preferred Device from the College Laptop Supplier Portal will be provided full technical support from the College ICT Team – this provides a full featured service where our staff will handle the lodging of all warranty and repair requests on behalf of the student, as well as managing the software and imaging for the life span of the device. This will mean that the devices are ready to go and looked after from the time they reach the hands of students. Most families at the College prefer and support this option, as it requires minimal management by the family or student as everything is maintained on their behalf. This enables the students to focus on their education without the added stress of fixing a device when there are issues.

Students choosing to bring their own device are considered to be 'Self-Managed'. This means that the College ICT Team will limit technical support to ensuring the device is connected to the College wireless network once they are satisfied all the technical software and hardware requirements are met. Unfortunately, no further support in terms of software, hardware or troubleshooting will be available to Self-Managed Devices. It will be the responsibility of the student to ensure that all required software is installed (as well as hardware requirements met) prior to the ICT Team considering the device for connection to the network. Specific details of this are available within the Self-Managed documentation which can be made available upon request.

### 21. How can I monitor my child's learning progress?

Sunbury Downs College have invested in the use of a Learning Management System (Compass). All parent(s)/carer(s) have access to Compass and details regarding the log in process are released to new students and parents/carers upon the commencement of their enrolment at the College.

The College continues to expand the use of Compass with enhanced functionality.
You will be able to;

- Monitor your child's attendance and class schedule.
- Access Semester Reports, Assessment and Learning Tasks, and data for NAPLAN and PAT.
- Communicate with staff via email.
- Read bulletins and newsletters.
- Book Progress Information Meetings (PIMs).
- Update your contact details.
- Provide consent and make payments for events through the Compass portal.

As the College continues to integrate new features of this system into our daily operations, these changes will be communicated to you through the College Newsletter. It is important that parent(s)/carer(s) utilise and update their own accounts to ensure that a line of electronic communication exists between the College and home.

For existing students, if a parent/carer wishes to receive information about accessing their existing Compass account, please contact the General Office to have your password re-issued or reset for you.

### 22. Where can I direct further questions?

All questions and queries regarding the 1:1 Laptop Program should be initially directed to the ICT Team on 03 9744 0500 or email at: ict@sunburydowns.vic.edu.au  for further information.

## APPENDIX C:
## eLearning Policy

**Rationale:**

The College aims to have an eLearning culture within the learning environment, whilst upholding the values of the College, legislative and professional obligations, and community's expectation. The objective of this Policy is to ensure the smart, safe, responsible use of ICT within the College community.

This Policy outlines the conditions applying to the use of all College ICT equipment and behaviours associated with safe, responsible and ethical use of technology. Users are required to comply with the eLearning Policy. This policy should be read in conjunction with the following policies: Acceptable Use Agreement, Bullying Prevention Policy, Student Wellbeing and Engagement Policy, Teaching and Learning Policy and the E-learning Policy. This Policy upholds and builds upon the ethos of the 1:1 Acceptable Use Agreement - all persons who haveentered into the College's 1:1 Device Agreement remain bound by that Agreement.

**1. User eLearning Obligations**

1. Authorised Usage and eLearning Agreement

1.1. The College property includes network access and the contents of the ICT system. The College has the capacity to monitor andcontrol the system and reserves the right to monitor individual usage and report, where necessary, any indications of misconduct or prohibited use.

1.2. All users, whether or not they make use of network facilities and communication technologies on College owned or personal ICTequipment/devices will have full access to this policy via the College web page: http://www.sunburydowns.vic.edu.au/

1.3. The College's ICT, including network facilities, communication technologies, eLearning tools and ICT equipment/devices all fall under this policy.

The use of personal ICT and communication devices fall under this policy.

Sunbury Downs College **does not** have any provisioning for the use of personal devices within the College. For further information on the use of personal devices reference should be made to the College's Student Wellbeing and Engagement Policy.

1.4. The College encourages anyone with a query about the Digital Learning – Internet, Social Media and Digital Devices Policy to contact the E Learning Coordinator on 9744 0500.

**2. Obligations and requirements regarding appropriate use of ICT in the College-learning environment.**

2.1. Students are only permitted to use ICT equipment/devices that are approved by the College. This includes the provisioning of 1:1devices in accordance with this program. The use of other devices such as personal tablets, mobile phones or other electronic communication devices is prohibited.

When accessing devices as part of the College's 1:1 program students, teachers and parents are not allowed to engage in activities such as profanity, offensive language, obscenity, pornography, unethical or illegal solicitation, racism, sexism, is derogatory or threatening to another e.g. libelous, slanderous, inflammatory, threatening, or harassing behaviours that may deceive, impersonate or misrepresent any member of the College community.

Examples of such behaviours includes:

- Forwards confidential messages to persons to whom transmission was never authorised by the College, including personswithin the school community and persons/organisations outside the community.
- Fails to use the system as prescribed, thus permitting infection by computer virus or deliberate infection by computer virus.
- Breaches copyright.
- Attempts to breach security and infrastructure that is in place to protect user safety and privacy.
- Brings the College name into ill repute.
- Results in unauthorised external administration access to the College's electronic communication.
- Propagates chain emails or uses groups or lists inappropriately to disseminate information.
- Inhibits the user's ability to perform their duties productively and without unnecessary interruption,
- Interferes with the ability of others to conduct the business of the College.
- Involves malicious activity resulting in deliberate damage to College ICT and/or ICT equipment/devices.
- Involves the unauthorised installation and/or downloading of non-college endorsed software.

- Breaches the ethos and values of the College.

2.3.In the event of accidental access of such material, Authorised Users must:

- Refrain from showing other students.
- Shut down, close or minimise the window.
- Report the incident immediately to the supervising teacher or the relevant Year Level Coordinator and/or Mini-School Leader.

2.4.A person who encourages, participates or otherwise knowingly acquiesces in the prohibited use of College, or privately owned communication technologies, on the school ground or at any school related activity, may also be found to have engaged in prohibited use (Refer to Student Wellbeing and Engagement Policy, Acceptable Use Policy, Bullying Prevention Policy available on the college website).

2.5.Users must not have involvement with any material, which might place them at risk or breaches the ethos of the Policy whilst at school or school related activity. This includes images or material stored on privately owned ICT equipment/devices brought onto the College site, or to any College related activity.

2.6 Users must not attempt to download, install or connect any unauthorised software or hardware onto College ICT equipment that breaches the ethos of the Digital Learning - Internet, social media & Digital Devices Policy, or utilise such software/hardware. Any Users with a query or a concern about that issue mustspeak with the relevant subject teacher.

**3. College Procedures**

The College:

3.1. Reserves the right at any time to check work or data on the college's computer network, email, internet, computers and other college ICT equipment/devices, without obtaining prior consent from the relevant user.

3.2 Reserves the right to check work or data on privately owned student ICT equipment that may be bought onto College premises or at any College related activity. The User agrees to promptly make the ICT equipment/device available for purposes to check and/or cooperate in the process. The college will inform the user of the purpose of the check.

3.3. will restrict access to certain sites and data, record email and internet use, including the user details, time, date, sites visited, length of time viewed, and from which computer or device by using an electronic access monitoring system.

3.4. Monitors traffic and material sent and received using the college's ICT infrastructures. From time to time this may be analysed and monitored to help maintain an eLearning learning environment.

3.5. Conduct an internal audit of its computer network, internet access facilities, computers and other college ICT equipment/devices, or may commission an independent audit of content and usage.

**4. Copyright, Licensing, and Publication**

4.1. Copyright laws and licensing agreements must be respected and sources appropriately acknowledged. Users must not breach laws of copyright, moral right or intellectual property – this includes illegal copies of software, music, videos, images.

4.2. All material submitted for internal publication must be appropriate to the College environment and copyright laws.

4.3. Any student/s found to use an ICT equipment/device to gain advantage in exams or assessments will face disciplinary actions as sanctioned by the college.

**5. Individual password logons to user accounts**

5.1. If access is required to the network, computers, and internet access using College facilities, it is necessary to obtain a personal user account.

5.2. Users must keep usernames and passwords confidential and not share them with anyone else. A breach of this rule could lead to users being denied access to the system.

5.3. Authorised users must not allow another person access to any equipment/device logged in under their own user account. Material accessed on a user account is the responsibility of that user. Any inappropriate or illegal use of the computer facilities and other College ICT equipment/devices can be traced by means of this login information.

5.4. Those provided with individual, class or group email accounts must use them in a responsible manner and in accordance with the Policy. This includes ensuring that no electronic communications could cause offence to others or harass or harm them, put the owner of the user account at potential risk, contain objectionable material or in any other way be inappropriate in the college environment.

5.5. For personal safety and having regard to Privacy laws, Authorised Users must not reveal personal information about themselves or others. Personal information may include, but is not limited to, home or email addresses, and any telephone numbers, including mobile numbers.

## 6. Other User obligations

6.1. Avoid deliberate wastage of ICT related resources including bandwidth, through actions such as unnecessary printing and unnecessary internet access, uploads or downloads.

6.2. Avoid involvement in any incident in which ICT is used to send or display electronic communication, graphics, audio, video files which might cause offence to others and/or involve objectionable material.

6.3. Abide by copyright laws and obtain permission from any individual before photographing, videoing or recording them.

6.4. Not upload any image or video taken at the college or of any student in college uniform without the written permission of the Principal.

## 7. Privacy

7.1. The Privacy Act requires the College to take reasonable steps to protect held personal information from misuse and unauthorised access. Users must take responsibility for the security of their computer and not allow it to be used by unauthorised persons.

7.2. After school use of communication technologies by students is the responsibility of parents. Students are prohibited to identify, discuss, photograph or otherwise publish personal information or personal opinions about College staff, fellow students or the College. Any such behaviour that impacts negatively on the reputation of the College may result in disciplinary action. The College takes a strong position to protect privacy and prevent personal information and opinion being published over technology networks including Facebook, You Tube and any further new technology or social media platform.

## 8. Mobile Phones

Sunbury Downs College accepts that parents provide their children with mobile phones.

The use of personal ICT equipment/devices, including mobile phones, falls under the eLearning Policy. Students are not permitted to use any other form of electronic communication device other than those agreed to through the use of the College's User Agreement.

**Responsibility**

8.1. It is the responsibility of students who bring mobile phones onto College premises to adhere to the guidelines outlined in this document. Students may only use mobile phones once out of the College premises. Mobile phone (or other like devices) must not be visible and will be confiscated if used on school grounds and school events unless the Principal has granted an exemption (for example, Year 11 Debutante Ball and Year 12 Valedictory Dinner).

8.2. Parents should be aware whether or not their child takes a mobile phone onto college premises.

8.3. Mobile phones which are found in the College and whose owner cannot be located are handed to Administration Office.

8.4. The College accepts no responsibility for replacing lost, stolen or damaged mobile phones.

8.5. The College accepts no responsibility for students who lose, damage or have their mobile phones stolen while travelling to and from school.

8.6. It is strongly advised that students use passwords/pin numbers to ensure that unauthorised phone calls cannot be made on their phones (e.g. by other students, or if stolen). Students must keep their password/pin numbers confidential. Mobile phone and/or passwords may not be shared.

8.7. Students protect the privacy and dignity of individuals and security of information, to maintain the high public standing of the College and compliance with State and Federal laws.

8.8. Mobile phones are not to be used within the school yard for the purpose of making or receiving phone calls, sending or receiving messages or the like, accessing social media or other web based applications.

8.9. The use of headphones is not permitted on campus unless under the instruction of a teacher when being used for educational purposes. The College strongly advises that for safety reasons headphones are not used when students are travelling to and from school, eg. walking, riding a bike, moving on and off buses.

8.10. Any mobile phone (or other like device) being used during the school day will be confiscated. A parent may be asked to collect these devices.

Parents are reminded that in cases of emergency, the College Administration remains a vital and appropriate point of contact and can ensure your child is reached quickly. Phone calls home to parents can be made if required.

**9. When using a digital device as a camera all students are expected to:**

9.1 Only take photos and record sound or video with the permission and instruction of the teacher when it is part of a lesson.

9.2 Seek permission from individuals involved before taking photos, recording sound or videoing them (including teachers). Please note: some students are not allowed to have photos taken. This record is with the Principal's PA.

9.3 Seek appropriate (written) permission from individuals involved before publishing or sending photos,

recorded sound or video to anyone else or to any online space.

9.4 Seek written permission from the Principal before uploading any image, sound or recording taken at Sunbury Downs College or any image of any students in uniform.

9.5 Be respectful in the photos that are taken or video that is captured and never use these as a tool for bullying or harassing.

## 10. Data Back Up

10.1 Students are responsible for backup of data and student work. This back up is separate to the College network, eg. USB or portable hard drive.

How else can parents assist?

- Reinforce and support enforcement of the Digital Learning – Internet, Social Media and Digital Devices Policy.
- Encourage your child to comply with the College Digital Learning – Internet, Social Media and Digital Devices Policy.
- Use the school number to contact your child during school hours. Avoid calling your child's mobile phone during school hours.
- Contact the college directly on 9744 0500 if you need to get an urgent message to your child during school hours.

**Consequences:**

Breaches of this Agreement undermine the College values and safety of the eLearning environment, especially when ICT is used to facilitate misconduct. A breach is deemed by the college to be harmful to the safety of the community. A breach may result in serious disciplinary action such as:

- Withdrawal of college network and devices access.
- Confiscation of personal devices throughout the school day, including excursions and/or camps.
- Devices (believed to contain evidence of a criminal act) may be held and handed to Victoria Police.
- Confiscated devices (not required for evidence of a criminal act) can be collected by the student or parent as determined by the Principal's nominee at the end of the day.
- Suspension in cases of serious misconduct.
- It is a criminal offence to use an ICT device to menace, harass, make threats, or offend another person. In these instances, the College may involve Victoria Police.

Sunbury Downs College will investigate suspected breaches of this policy. The College requires that any student that brings a personal electronic device onto the College premises make the device available, upon request, to the relevant Mini-School Leader or a member of the Principal class. This request will only be made to establish whether or not a breach of this policy has occurred.

During an investigation the actions of the user in regards to their cooperation and also assistance will be considered in determining how best to apply the consequences section of this policy. Students are encouraged to demonstrate College values at all times and especially when a breach of this agreement is being investigated.

The terms of this Policy form part of the College's expectations for the purposes of a student's enrolment at the college.

**Other relevant policies/agreements:**

- Student Wellbeing and Engagement Policy
- Teaching and Learning Policy
- ICT Acceptable Use Agreement
- Child Safety Policy
- E-Learning Policy
- Other relevant DET policies

**References:**

http://www.education.vic.gov.au/school/principals/infrastructure/Pages/acceptableuse.aspx
http://www.justice.vic.gov.au/saynotobullying
http://www.legislation.vic.gov.au/ (Book of Legislation- 2011- Crimes Act (Bullying).