



Alkira
Secondary College

Personalised learning for all. Respect for the individual learner.

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DIGITAL CITIZENSHIP Policy

Definition:

Mobile technologies or transportable technologies are those which can be used for accessing the Internet or used for storage, communication and learning in the College environment. This includes items which are school property or personally owned student resources brought to school for educational purposes.

Rationale:

Mobile technologies are important modern day communication tools, essential in providing a safe and effective school environment; however, they must be used appropriately, in context to school rules, DET policies / protocols and Child Safety Standards.

Aims:

To utilise the benefits of mobile technologies and on-line environments for educational benefit within the confines of appropriate use.

Implementation:

- The student is responsible for ensuring their device is networked in the school and only accesses educational sites for class room activities and / or independent research.
- Students should only access their devices when instructed by the classroom teacher.
- The parameters of technology use are at the determination of the teacher, for the specific task and / or class. Student behaviour when using BYOD, College computers (or other technologies) the network, the internet, any on-line communication mode and / or photo sharing must be consistent with College expectations.
- All sites and programs accessed at school must be Education Department approved.
- A mobile phone is not a 'Bring Your Own' device (BYOD). No phones are to be turned on or in use during school time. This includes accessing the phone to check the time or COMPASS for their class schedule.
- Mobile technologies owned by students and staff are brought to College at their own risk.
- Students are not allowed to record conversations or events or take pictures without the express consent of those affected. This includes students, teachers, volunteers, contractors or any other person on school grounds or off school grounds whilst on an activity / camp.
- Adhering to the school's Child Safe Code of Conduct; staff will be expected to take all reasonable steps to inform students of the expectations surrounding appropriate use of technologies and use of the internet, including;
 - Vigilantly supervising students in all school environments;
 - Communication on access of appropriate sites.
 - Distribution to others of any material that would be considered inappropriate.
 - Discrimination in any form is unacceptable and will not be tolerated through use of the mobile technologies, electronic communication, accessing or distributing such material based on race, ethnicity, gender, ability, disability, sexuality and religion.

- Listening and responding to the views and concerns of children, particularly if they are worried about their safety / the safety of another child;
 - The cultural safety, participation and empowerment of Aboriginal and Torres Strait Islander children;
 - The cultural safety, participation and empowerment of children with culturally and / or linguistically diverse backgrounds;
 - Promoting the safety, participation and empowerment of children with a disability;
 - Promoting the safety, participation and empowerment of children living in Out-of-Home Care.
- The College undertakes to ensure that information published on the Internet by students or the College is of a high standard, and meets legal requirements and standards of general practice within the community in relation to copyright, safety and decency.
 - Consequences of publishing, accessing or failing to notify the co-ordinator of inappropriate material shall include the removal of access rights, notification of parents and further consequences as deemed necessary.
 - Students will sign an Internet usage notice that sets out the expectations in use of on-line devices and being an appropriate digital citizen.
 - Students will be held responsible for all activity that occurs under their log-in and password.
 - An IT Manager will manage all e-mail access, maintenance of the College's web site, web filters, and all other issues related to internet access by students to ensure compliance with expectations.
 - Alkira SC staff will ensure that they don't have any on-line contact with a child other than for school-related necessities. This includes social media, instant messaging, photo sharing technologies and / or provision of personal contact details (phone / personal email address details);
 - Alkira staff will not photograph or video a child in a school environment except in accordance with school policy or where required for duty of care purposes;

Information contained in this policy has been taken, in part, from DET's **PROTECT** documents- *Identifying and Responding to ALL Forms of Abuse in Victorian Schools* and linked website- www.education.vic.gov.au/protect

Evaluation:

This policy will be reviewed as part of the College's three-year review cycle.