School Policy
Digital Technologies Policy

Purpose

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

- *our commitment to providing students and staff with the opportunity to benefit from the use of digital technologies to support and enhance learning and development at school.*
- *expected student behaviour when using digital technologies including the internet, social media, and digital devices (including computers, laptops, tablets)*
- *the school's commitment to promoting safe, responsible and appropriate use of digital technologies*
- *the education of 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*

Scope

- This policy applies to all students and staff at Avenues Education.
- Staff use of technology is governed by the Department's Acceptable Use Policy for ICT Resources 2020.

Definitions

Digital Technologies - 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

Vision for digital technology at our school

Avenues Education understands that digital technologies including the internet, apps, computers and tablets provide students and staff with rich opportunities to learn and develop in a range of ways. Through increased access to digital technologies, students and staff can benefit from enhanced learning that is interactive, collaborative, personalised and engaging. Digital technologies enable our students and staff to interact with and create high quality content, resources and tools. It also enables personalised learning tailored to students' and staff needs and interests. It transforms assessment, reporting and feedback, driving new forms of collaboration and communication.

Avenues Education 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 interconnected world. Our school's vision is to empower students and staff to use digital technologies to reach their personal best and fully equip them to contribute positively to society.

Digital Technologies at Avenues Education

Group Programs at Avenues Education are delivered with the support of digital technologies, provided by the school. Please note that our school does not have insurance to cover accidental damage to students' electronic devices brought from home, and parents/carers are encouraged to consider obtaining their own insurance for their child's electronic devices.

Safe and appropriate use of digital technologies

Digital technology, if not used appropriately, may present risks to users' safety or wellbeing. At Avenues Education, 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 Avenues Education, we:

- use online sites and digital tools that support students' learning, and focus our use of digital technologies on being learning-centred
- 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
- educate our students about digital issues such as online privacy, intellectual property and copyright, and the importance of maintaining their own privacy online
- actively educate and remind students of our Student Wellbeing and 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, and 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
- refer suspected illegal online acts to the relevant law enforcement authority for investigation
- targeted support for parents and carers to understand safe and responsible use of digital technologies and the strategies that can be implemented at home
- ensure DET technicians regularly update security systems.

Distribution of school owned devices to students and personal student use of digital technologies at school will only be permitted where students have completed a signed Acceptable Use Agreement.

All messages, files and images created, sent or retrieved on the school's network or digital technologies 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.

Student behavioural expectations

When using digital technologies, students are expected to behave in a way that is consistent with Avenues Educaiton's Wellbeing and Engagement policy, DET Privacy Policy, Avenues Education's Acceptable Use of ICT Agreement and classroom expectations. 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), Avenues Education 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 internet access privileges
- removal of printing privileges
- communication of breach to relevant external authorities, where appropriate.

Further Information and Resources

Please see:

- Student Wellbeing & Engagement Policy
- Avenues Education School Acceptable Use of ICT – Student Agreement
- Department's Acceptable Use Policy for ICT Resources 2020

Review Cycle

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

The policy was last updated June 2020, and is scheduled for review in June 2022.