

DIGITAL TECHNOLOGIES POLICY (INTERNET, SOCIAL MEDIA AND DIGITAL DEVICES)

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
- (b) expected student behaviour when using digital technologies including the internet, social media, and digital devices (including computers, laptops, tablets)
- (c) NCAT'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) NCAT's policies and procedures for responding to inappropriate student behaviour on digital technologies and the internet

SCOPE

This policy applies to all students at the Northern College of the Arts & Technology

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

DEFINITIONS

For the purpose of this policy, "digital technologies" are defined as being any networks, systems, software or hardware including electronic devices and applications which allow a user to access, receive, view, record, store, communicate, copy or send any information such as text, images, audio, or video.

POLICY

Vision for digital technology at our school

NCAT understands that digital technologies including the internet, apps, computers and tablets provide students with rich opportunities to support learning and development in a range of ways.

Through increased access to digital technologies, students can benefit from enhanced learning that is interactive, collaborative, personalised and engaging. Digital technologies enable our students to interact with and create high quality content, resources and tools. It also enables personalised learning tailored to students' particular needs and interests and transforms assessment, reporting and feedback, driving new forms of collaboration and communication.

NCAT 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 to reach their personal best and fully equip them to contribute positively to society as happy, healthy young adults.

Safe and appropriate use of digital technologies

Digital technology, if not used appropriately, may present risks to users' safety or wellbeing. At NCAT, 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 NCAT, 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
- have programs in place to educate our students to be promoting safe, responsible and discerning 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 Engagement* policy that outlines our School's values and expected student behaviour, including online behaviours
- have an Acceptable Use Agreement outlining the expectations of students when using digital technology at school
- use clear protocols and procedures to protect students working in online spaces, which includes reviewing the safety and appropriateness of online tools and communities, removing offensive content at earliest opportunity
- educate our students on appropriate responses to any dangers or threats to wellbeing that they may encounter when using the internet and other digital technologies
- provide a filtered internet service to block access to inappropriate content
- refer suspected illegal online acts to the relevant law enforcement authority for investigation
- support parents and carers to understand safe and responsible use of digital technologies and the strategies that can be implemented at home through regular updates in our newsletter and annual information sheets.

It is the responsibility of all students to protect their own password and not divulge it to another person. If a student or staff member knows or suspects an account has been used by another person, the account holder must notify the classroom teacher or general office, as appropriate, 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.

Student behavioural expectations

When using digital technologies, students are expected to behave in a way that is consistent with NCAT's *Statement of Values, Student Wellbeing and Engagement* policy, and *Bullying Prevention* policy.

When a student acts in breach of the behaviour standards of our school community (including cyberbullying, using digital technologies to harass, threaten or intimidate, or viewing/posting/sharing of inappropriate or unlawful content), NCAT will institute a staged response, consistent with our policies and the Department's *Student Engagement and Inclusion Guidelines*.

Breaches of this policy by students can result in a number of consequences which will depend on the severity of the breach and the context of the situation. This includes:

- removal of network access privileges
- removal of email privileges
- removal of internet access privileges
- removal of printing privileges
- other consequences as outlined in the school's *Student Wellbeing and Engagement* and *Bullying Prevention* policies.

This policy was last updated on 16 May and is scheduled for review May 2020

NCAT ICT - ACCEPTABLE USAGE AGREEMENT - STUDENT DECLARATION

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

- / Not tampering with or rearranging computer equipment.
- / Not tampering with the systems set-up, adding or removing software, uploading viruses or attempting to hack into the College system.
- / Not downloading unauthorised programs, including games
- / Not interfering with network systems and security, the data of another user or attempting to log into the network with a user name or password of another student.
- / Not transmitting of offensive, threatening or abusive information to other people's files, computer, or mobile. This includes file names and leaving files or information on the desktop. Only printing material that is related to my training.
- / 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 or video without their explicit consent or using images of video which makes fun of others or which may damage their reputation or that of NCAT.
- / Talking to a staff member if I personally feel uncomfortable or unsafe online.
- / Talking to a staff member if I see others participating in unsafe, inappropriate or hurtful online behaviours.
- / Carefully considering the content that I upload or post online; knowing that this is a personal reflection of who I am and what people think of me.
- / Handling ICT devices with care and notifying a teacher of any damage or required attention.
- / Abiding by copyright and intellectual property regulations; requesting permission to use images, text, audio and video and cite references where necessary.

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

- / Keeping devices on silent or off during class times, (except when approved as part of a class); only making or answering calls or messages outside of class times.
- / Respecting the privacy of others; only taking photos or recording sound or video when others are aware and formal consent has been provided as part of an approved lesson.
- / Respecting and communicating with others in a supportive manner, including outside college hours and in social contexts by not making, displaying, transmitting or storing offensive, threatening or abusive comments, messages or images on or via mobile phones or social media.
- / Obtaining appropriate (written) consent from individuals who appear in images or sound and video recordings before forwarding them to other people or posting/uploading them to online spaces.

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
- / any social networking sites
- / blogs or micro-blogs (e.g. Twitter)
- / video and photo sharing websites (e.g. YouTube, Tumblr etc.)
- / forums, discussion boards and groups (e.g. Google groups)
- / wikis (e.g. Wikipedia), vod and podcasts
- / video conferences and web conferences.

This Acceptable Use Agreement applies when digital technologies are being used at NCAT, during College excursions, at camps and extra-curricular activities, and at home in relation to college work.