

Highvale Secondary College

Cybersafety, Digital Learning & Technology Policy

Rationale

The Digital Learning program for Highvale is designed to equip students with the skills and experiences to thrive in an era of change. Our goal is for Highvale's students to learn safely and successfully in the evolution of computing from traditional desktop to notebook platforms and digital devices such as iPads, tablets and smartphones. The College is embracing the learning opportunities offered for students in bringing their own device to connect to the College ICT infrastructure. Cybersafety is also of paramount importance where the whole school community will be involved in developing ongoing safe practices online.

This policy seeks to embed a culture of Child Safety and ensure that all school policies and procedures demonstrate zero tolerance to child abuse in the school environment. The school environment includes the school, online school environments and other locations provided by the school for child's use.

General Guidelines

1. Highvale Secondary College uses COMPASS, the Internet and digital technologies as teaching and learning tools. They are valuable resources that must be used responsibly and safely.
2. Students, parents and staff will be provided with information on the safe use of digital technologies.
3. Parents and students will complete and abide by the Community and Student Cybersafety, Digital Learning & Technology Acceptable Use Agreements that are governed by the Cybersafety, Digital Learning and Device Responsibilities and Guidelines requirements as well as the School Values.
4. A curriculum program will be provided that includes the use of digital learning devices.
5. On-going professional development for staff on teaching and learning with digital technologies and consistent Cybersafety practices will occur throughout the year.
6. A common language and proactive community approach to Cybersafe practices at home and school will be used.
7. Consistent consequences to student actions will be applied across the school to protect everyone at the College and ensure a duty of care at all times.

Implementation

1. At Highvale Secondary College the following is provided:
 - a. **Child Safety Policy**, that includes the areas of Privacy, Bullying Policy and the Use of Student Images Policy which outline the values of the school and expected behaviours when students use digital technology and the Internet;
 - b. COMPASS as a password protected online learning space for all Highvale Secondary College students. In this space students will be able to use tools to communicate with teachers and be able to access learning activities both at school and at home;
 - c. A filtered Internet service with access to search engines that can be used to direct students to school specific websites;
 - d. Supervision and direction during online learning activities;
 - e. Support for students in developing digital literacy skills;

- f. Cybersafety program at the school which is regularly reinforced across the school;
 - g. Using digital technologies for educational purposes (e.g. podcasts or photos from excursions);
 - h. Support to parents/carers to understand the Acceptable Use Agreement, Guidelines and Responsibilities (e.g. language support);
 - i. Support to parents/carers through information evenings and relevant documents;
 - j. Work with students to outline and reinforce the expected behaviours in the COMPASS*.
2. Information for students, parents and staff will be provided as follows:
 - a. Digital Learning Program BYOD Booklet;
 - b. Updated information on Compass;
 - c. Parent information evenings and workshops;
 - d. School Newsletter;
 - e. Other school publications
 3. There are two Cybersafety, Digital Learning & Technologies Acceptable Use Agreements. One for the Community (Parents/Guardians) and the other for Students.
 - 3.1. All families will be provided with the Digital Learning Program BYOD Booklet that is to be read and kept at home. An additional copy of both agreements will also be provided that must be signed by parents and students and kept at the school in a designated secure location.
 - 3.2. The Community Cybersafety, Digital Learning & Technologies Acceptable Use Agreement consists of two parts:
 - a. The Cybersafety, Digital Learning & Technology agreement that must be signed by all parents to ensure they abide by Cybersafety practices at home and support their child with using Digital Technologies safely and responsibly;
 - b. The BYOD agreement that must be signed by parents who give permission for their child to bring their own device to school in accordance with the school recommended specifications and agreeing to abide by the Device Responsibilities and Guidelines for their device;
 - 3.3. The Student Cybersafety, Digital Learning & Technology agreement must be signed by all students to use school and/or their own device in accordance with the Cybersafety, Digital Learning & Technology Guidelines and the Device Responsibilities & Guidelines requirements.
 - 3.4. All staff will have access to a summary of students and families that have signed agreements on Compass.
 - 3.5. An electronic copy of the Digital Learning Program BYOD Booklet will also be available on Compass.
 - 3.6. The Cybersafety, Digital Learning Guidelines and Device Responsibilities Guidelines can be changed by the school at any time. School Councillors, all parents and students will be informed of any changes to these guidelines and will need to abide by them as part of their Acceptable Use Agreement.
 4. The school will provide a curriculum program that is inclusive of the use of digital technologies
 - 4.1. The embedding of ICT within the curriculum will extend to the use of the student's individual digital device, and College computer resources.
 - 4.2. Teachers will encourage students to use their digital device instead of the College netbooks and desktops whenever applicable.
 5. Professional development sessions will be conducted to provide teachers with skills, knowledge and teaching strategies for the use of digital technologies in the classroom.

6. The school will provide a common language supported by visual prompts to create a proactive community approach to Cybersafety. It is expected that parents also understand and participate in supporting their child at home by using this common language which they approved by signing the Community Cybersafety, Digital Learning & Technologies Acceptable use Agreement.
7. A Consequences & Actions Support Chart will be used by staff to inform appropriate actions based on student unacceptable choices including inappropriate behaviours (see overleaf).

Date Implemented	----- 2015
Initially Approved	College Council ----2015
Reviewed following Min Order 870	July 2016
Date Reviewed	To be reviewed every 3 yrs as per College policy review process. Due 2019

