

NORTHERN BAY COLLEGE DIGITAL TECHNOLOGIES POLICY

PURPOSE

This policy aims to:

- Provide information about the availability and use of digital technology at Northern Bay College.
- Develop safe practices for the use of the Internet and digital technologies for learning, including our BYOD program and School Community Devices.
- Establish transparent expectations for students, teachers and the community when using the Internet and Digital Technologies.
- Provide information about other policies and documentation relevant to the use of digital technologies at Northern Bay College.

SCOPE

This policy applies to all students at Northern Bay College. Student use of technology is also governed by Northern Bay College's *Acceptable Use Agreement* and *eSmart Policy*.

Staff use of technology is governed by the Department's *Acceptable Use Policy* and the Northern Bay College *Technology Use Agreement*.

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

Northern Bay P-12 College recognises the importance of Information Communication Technology (ICT) and the ever growing demand for it as an educational tool, helping prepare students for the future. 21st Century students spend increasing amounts of time online, learning and collaborating. To be safe online and to gain the greatest benefit from the opportunities provided through an online environment, students need to do the right thing by themselves and others online, particularly when no one is watching. Safe and responsible behaviour is explicitly taught at our school and parents/carers are requested to reinforce this behaviour at home.

Devices at Northern Bay College

Northern Bay College is committed to providing our students with the best access to learning technologies and online learning. The 1:1 program aims to improve student engagement in regular classes and provide enhanced teaching and learning practices for both students and teachers.

The term BYOD stands for Bring Your Own Device. This essentially means that students are able to bring a personal device to school. This differs from a traditional school laptop program, as students are now able to make a choice as to what type of device suits them best for their studies (***minimum requirements apply***).

There are 3 factors that determine a good device for school use:

- **It has to last all day on a single charge**
Battery life is more important than raw speed on a student's device. It is also an Occupational Health and Safety issue to allow students to bring chargers to school.
- **It has to start up and shut down quick enough to get work done.**
NBC's proposed device uses SSD storage or similar. Simply, SSD based storage increases a laptop or tablet overall speed allowing the student to startup and shut down quickly.
- **It cannot be too heavy**
NBC's proposed device is under 15" long and under 2kg in weight. As the device needs to be carried around all day anything over the 2kg is not really suitable.

Assistance with purchasing appropriate devices and payment plans are available through Northern Bay College's Device Assist Program.

| Laptop/Netbook Devices brought in must meet the following minimum standards (Years 6-12 only): | iPad Devices brought in must meet the following minimum standards (years 3-12): |
|--|---|
| Windows 8.1 or higher | iPad 2 or above |
| Mac OSX 10.10 or higher | iOS 9.3.5 or above |
| All devices must have a licenced copy of either Windows or Mac OSX | |
| Can not be a Chromebook | Can not be Android Device |

Safe and appropriate use of digital technologies

Northern Bay P-12 College uses the internet and digital technologies as teaching and learning tools. We see the internet and digital technologies as valuable resources, but acknowledge they must be used responsibly.

At Northern Bay P-12 College we:

- have documents in place that outline the values of the school and expected behaviours when students use digital technology and the internet
- provide a filtered internet service
- provide supervision, direction in online activities and when using digital technologies for learning
- support students in developing digital literacy skills
- have a cybersafety program at the college which is reinforced college wide
- use mobile technologies for educational purposes
- provide support to parents/carers to understand the college's agreements and policies
- provide support to parents/carers through information evenings
- work with students to outline and reinforce expected behaviours when using technology at school / at home

Northern Bay College expects that students will use ICT that is made available to them in a respectful manor. It is important to take care of and make sure any ICT equipment is looked after. It is important to look after ICT that is available to all students as these are shared resources used by all and downtime could result in loss of access to network resources due to unavailability.

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 [insert relevant role, i.e. classroom teacher, the administration] 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 Northern Bay College's *CORE Values, Student Wellbeing and Inclusion* policy, and *Anti-Bullying and Anti-Harassment* 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), Northern Bay College 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
- other consequences as outlined in the school's *Student Wellbeing and Inclusion* policy, and *Anti-Bullying and Anti-Harassment* policies.

REVIEW CYCLE

This policy was last updated on May 2019 and is scheduled for review in May 2020.