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POLICY STATEMENT EXPECTATIONS FOR STUDENT USERS OF DIGITAL TECHNOLOGY

1.0 Rationale

Digital technology is part of our everyday lives. We recognise that the rapid advances in technology will continue to develop and create new and exciting opportunities.

The aim of this policy statement is to promote the wise and ethical use of digital technology in a way that provides access to its benefits. It is also intended to promote meaningful connections and a sense of belonging for members of our school community that are best achieved when the full richness of face-to-face interactions can occur, rather than via digital devices. There is a clear link between school connectedness, belonging, academic outcomes and psychological wellbeing (Shochet, Cockshaw and Parr, 2015).

The classroom, and other learning spaces, are places for creativity, innovation, risk taking and critical thinking. Used poorly, technology can create distractions from being active learners. Melbourne Institute of Technology research (2016) clearly indicates the negative effect that technology can have on learning focus and outcomes. The impacts of a distracted mind can limit our ability to sustain attention, remember things, and to switch between tasks (MIT, 2016). These impacts can have long-term negative neurological effects on the brain. This policy statement enables us to make decisions about digital technology use, to assist us to be self-disciplined and 'in-control', and to form positive, personal relationships. These will ultimately improve our learning experiences.

As members of the Hillbrook community, it is our responsibility to model and monitor best use of digital technology. We all need to be aware of the ethical and educational implications of digital use now, and in the future. Adults in our community have the responsibility to establish clear and unambiguous boundaries to enable students to make wise decisions about their uses of technology and communicate that we care (Carr-Gregg, 2005). The way in which students can be assisted to take responsibility includes the assurance that consequences will apply for poor decision making.

2.0 Guiding principles

- 2.1. Digital technology, including mobile phones, laptops, iPads and smart devices (e.g. smart watches, Fitbits), are a part of everyday life. We recognise that advances in digital technology have created opportunities to engage students in the classroom in new and exciting ways.
- 2.2. Trust, respect and ethical behaviour underpins the school's approach when using digital technology. This means that students are expected to act in a responsible manner; if something is not okay to be said or done in the real world, it should not happen in the digital world.
- 2.3. Achieving the balance between Rights and Responsibility is dynamic and sometimes challenging. When students demonstrate responsibility for their own control over digital

technology, they can expect the right of a graduated release of privileges. We will journey with students as they continue to develop responsible digital behaviours.

- 2.4. Spending time with peers, nurturing face-to-face relationships and being involved in school activities is an integral part of belonging to the Hillbrook community.
- 2.5. Our expectation is that the use of digital technology is for educational purposes.
- 2.6. Student decisions about use of digital technology that breach school expectations will result in an educative and consequential approach, so that better decisions are made in the future.

3.0 Scope

This policy focuses on the conditions for use of digital technology at school, as well as the Rights and Responsibilities of students in regard to the use of digital technology. It covers:

- Mobile phones and smart devices
- The Student Laptop Program
- The Student iPad Program
- Breaches of expectations
- Student Acceptable Use Agreement

4.0 Mobile phones and smart devices

Mobile phones, while permitted at school, are not to be used during the school day. Smart devices (e.g. smart watches, Fitbits) are not permitted at Hillbrook.

- 4.1. Mobile phones are to remain in student's school bag before school starts at 8.30am and throughout the school day, including breaks and school events (e.g. Outdoor Education, sporting events), unless specific permission has been given by a member of staff.
- 4.2. During examinations, students are required to leave their phones and smart devices turned off and in their school bags, or handed to the supervising teacher.
- 4.3. Mobile phones and any other device which have the capability to access the internet, take pictures or record video, should only be used for legitimate and agreed to purposes. Students should never photograph or record any person without their express permission.
- 4.4. When permission is given, the use of mobile phones must be in keeping with the school's Declaration of Rights and Responsibilities and other school policies.
- 4.5. Mobile hotspots (e.g. through mobile phones, smart devices, iPads) are not to be used during the school day and school events.
- 4.6. Proxied, VPNed, or other encrypted tunnelled connections to the internet are not to be used.
- 4.7. Smart devices are not permitted at school or during school events (e.g. Outdoor Education, sporting events), unless specific permission has been given by a member of staff.

5.0 The Student Laptop Program

The school provides students in Year 10-12, and students in Year 7 (from 2018), with a laptop for

educational purposes. Our expectation is that students use break times for spending with fellow students, nurturing friendships and being involved in activities.

5.1 Students have the right to:

- use the laptop at home;
- add and name additional folders to assist with organising school work, ensuring that file names are appropriate and respectful;
- be treated appropriately within the bounds of the law and to be protected by it;
- install legally acquired applications and content when granted such access within the Access Pass system;
- install additional home-based printers, scanners and other peripheral devices;
- access the internet from any location where an internet connection is provided for this purpose.

5.2 Students have the responsibility to:

- keep the laptop free from damage and uphold the conditions outlined in section 7 (loss, theft, repairs) of the *Memorandum of Understanding Student Laptop Program*;
- not enable access to mobile hotspots during the school day and at school events;
- not to attempt the use of proxied, VPNed, or other encrypted tunnelled connections to the internet;
- bring the laptop, fully charged, to school each day, and use it at school for educational purposes;
- ensure that their name and contact details are visible on or inside the carry case, and that any identifying laptop labels are kept intact. Permanent labels and other marks, which can deface the laptop, are not appropriate;
- always keep their laptop secured by a private password;
- store and organise their work on their laptop;
- make regular backup of their data on to the supplied hard drive;
- keep the laptop clean and free of graffiti, ensure it is secure, and to exercise caution if using it in public places, keeping in mind that they are responsible for any loss, damage or theft;
- ensure that pre-installed software is not copied, transferred, modified or deleted, and its management systems remain as provided;
- respect and observe all laws related to copyright, intellectual property and piracy, particularly with reference to software use and internet downloads (e.g. music, movies, series). It is illegal to format shift (e.g. to download pirated media, download YouTube content or copy commercial DVDs);
- respect that software pre-loaded on the laptop is licensed to the school and it is not

permitted to copy, transfer or delete this software.

6.0 The Student iPad Program

Students in Year 8 and 9, are required to provide their own iPad for educational purposes.

6.1 Students have the right to:

- use the device at home;
- add and name additional folders within apps to assist with organising school work, ensuring that file names are appropriate and respectful;
- be treated appropriately within the bounds of the law and to be protected by it.

6.2 Students have the responsibility to:

- bring the iPad, fully recharged, to school each day, and use it at school for educational purposes;
- not attempt the use of proxied, VPNed, or other encrypted tunnelled connections to the internet;
- bring necessary accessories (e.g. keyboard, cover), to support the use of the iPad at school;
- ensure that the device is easily identifiable as belonging to them;
- always keep their password secure;
- store and organise their work on their iPad;
- prioritise storage for educational purposes;
- make regular backups of their data to their school provided Google Drive account;
- ensure that the iPad is secure, and to exercise caution if using it in public places;
- respect and observe all laws related to copyright, intellectual property and piracy, particularly with reference to software use and internet downloads.

7.0 Breach of expectations related to use of digital technology

Students will participate in a three-level system known as the Access Pass. This 'gradual release' system sets the expectation that students will become informed and responsible users of digital technology. When students demonstrate responsibility for their own control over digital technology, they can expect the right of a graduated release of privileges.

A breach of expectations means there are important issues of trust and responsibility that must be addressed, and students can expect consequences that must be worked through, including the loss of the rights outlined above.

If further breaches occur, it will be considered a behavioural matter and the student can expect to work this through with their Year Co-ordinator, the Head of Student Wellbeing, and/or the School Leadership Team.

Students can expect some or all of the following consequences to apply, depending on the nature and seriousness of the breach:

- reset of the Access Pass level
- removal of device
- community service
- detention
- suspension

In the event of continued breaches, the student could be withdrawn from school and it would be difficult to see how they could stay at Hillbrook without their participation in a program of counselling.

8.0 Other information that is to be read in conjunction with this Policy Statement

- Hillbrook's Declaration of Rights and Responsibilities
- Memorandum of Understanding Student Laptop/iPad Program
- Access Pass Guidelines
- Digital Technology Student Acceptable Use Agreement

DIGITAL TECHNOLOGY STUDENT ACCEPTABLE USE AGREEMENT

I agree to be a responsible and ethical user of all digital technology, including the internet, and relevant electronic devices (e.g laptop, iPad), and will follow the expectations below:

I have the right to:

1. use devices at home and install additional printers and peripheral devices
2. install legally acquired applications and content (e.g. iTunes, managed software centre)
3. access the internet from any location
4. be safe when using digital technology (e.g. online safety, password protection)
5. be protected within the bounds of Australian law

I have the responsibility to:

1. keep the devices secure, clean, free of graffiti and easily identifiable
2. replace any school supplied devices that are lost, damaged or stolen
3. keep passwords for devices and online environments secure
4. select names for files that are appropriate and respectful
5. bring portable devices fully charged to school every day
6. use the devices at school for educational purposes
7. use Hillbrook's communication tools (e.g. email) for educational purposes
8. backup data from devices regularly
9. respect and observe all laws pertaining to copyright, intellectual property and piracy
10. talk to a teacher or a trusted adult if I personally feel uncomfortable or unsafe online
11. talk to a teacher or a trusted adult if I see others participating in unsafe, inappropriate or hurtful online behaviours
12. communicate with others, both inside and outside of school hours and in social situations, in a legally and socially appropriate manner that does not offend, insult, humiliate or intimidate another person
13. respect the privacy of others, only taking photos or recording sound or video for legitimate and agreed to purposes, and only when others are aware and formal consent has been provided.

Breach of expectations

I understand that failure to meet these responsibilities will be regarded as a very serious

matter and consequences may include the loss of the rights outlined above.

Student Agreement

I understand these rights and responsibilities and I will agree to comply with these high expectations.

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Student name

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Student signature

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Date

Parent Support Statement

I understand and will support the rights and responsibilities, to which my child has agreed.

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Parent name

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Parent signature

.....
Date