

---

## DIGITAL TECHNOLOGY POLICY

### 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, and smart devices 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
- Breaches of expectations
- Student Acceptable Use Agreement

### 4.0 General conditions

- 4.1 Laptops and online school environments (Online@Hillbrook, Digital Access Pass Portal, Google Drive, Stile etc) must be secured with a private password.
- 4.2 Online communication (through laptop, email, social media, SMS etc) must be done in a way that is ethical, lawful and respectful.
- 4.3 Devices that have the capability to access the internet, take pictures, record video, or audio should only be used for legitimate and agreed purposes. Students must never photograph or record any person without their permission.
- 4.4 Distribution, by forwarding, posting or sharing, of another person's images, video and/or personal information must not occur without their permission.

- 4.5 Laptops and other electronic devices must be used in keeping with the school's Declaration of Rights and Responsibilities, other school policies and the law.
- 4.6 Mobile hotspots (e.g. through mobile phones, smart devices, iPads) are not to be used during the schoolday and school events.
- 4.7 Proxies, VPNs, or other encrypted tunnelled connections to the internet are not to be used at Hillbrook.
- 4.8 Contact details are to be visible on or inside the device and any identifying labels must be kept intact. Permanent labels, stickers, graffiti and other marks that can deface the laptop are not appropriate.
- 4.9 Laptops are to be kept free from damage and students must uphold the conditions outlined in section 7 (loss, theft, repairs) of the *Student Laptop Program Agreement*.
- 4.10 Headphones and blue-tooth earphones are not to be worn around the school grounds during school hours. Use in the classroom is up to the individual teacher's discretion.
- 4.11 Laptops must be carried in laptop bags.
- 4.12 Pre-installed software is not to be copied, transferred, modified or deleted, and the laptop's management system is to remain as provided with the hardware.
- 4.13 All laws relating to copyright, intellectual property and piracy, particularly with reference to software use and internet downloads (e.g. music, movies, series) are to be respected. It is illegal to format shift (e.g. to download pirated media, download YouTube content or copy commercial DVDs).

## 5.0 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, other wearable technology) are not permitted at Hillbrook.

Mobile phones are to remain in student's school bag from 8.30am and throughout the school day, including breaks and school events (e.g. Outdoor Education, sporting events), unless permission has been given by a member of staff for a specific reason.

There are no instances where it is appropriate for a student to have a mobile phone in their pocket during the school day. The expectation is that students will spend break times with fellow students, nurturing friendships and being involved in activities.

## 6.0 Student Laptop Program

The School provides all students with a laptop for educational purposes. They are to be brought to school each day, fully charged and ready for use. Charging cables are not to be brought to school. Laptops are to be backed up regularly to the supplied hard drive.

Students are to use the laptops in accordance to the level of access assigned to them through the Digital Access Pass system and are not to attempt to install, transfer or access software, programs or information that is not associated with their level of access.

## 7.0 Breach of expectations related to use of digital technology

- 7.1. Students will participate in a program known as the Digital Access Pass. This 'gradual release' system sets the expectation that students will become informed and responsible users of digital technology. Students can expect a graduated release of privileges when they demonstrate responsible control of digital technology.
- 7.2. 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.
- 7.3. Further breaches will be considered a behavioural matter and the student can expect to work this through with their Year Coordinator, 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:
  - i. reset of Digital Access Pass level
  - ii. removal of device
  - iii. community service
  - iv. detention
  - v. suspension

- 7.4. Consequences for confiscation of devices:

### **First occasion**

Device will be sent to the front desk to be collected at the end of the day.

### **Second occasion**

Device will be handed to the front desk at the start of each day for 2 days and collected at the end of each day.

### **Third occasion**

Device will be handed to the front desk and the student's parent will be required to

pick it up. This will also result in the student having a conversation with a member of the School Leadership Team.

In the event of continued breaches warranting confiscation, 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. Unlawful activity or behaviour will need to be referred to the appropriate authorities.

## 8.0 Other information to be read in conjunction with this Policy

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

## 9.0 Student Use of Zoom

Zoom is an educational video conferencing tool provided by Hillbrook as a purchased licensed service to facilitate continued teacher/student communication.

Students are invited to Zoom lessons only by their teachers. This invitation will be via an email to students' Hillbrook email account.

As such, students are not permitted to initiate a Zoom meeting. However, if the need exists for students to work collaboratively with peers, they must be given permission from their subject teacher. In this instance students must include their teacher in the invitation and have the teacher's name and topic in the subject line of the Zoom session name.

Students need to be aware that all Zoom sessions are recorded and monitored by the school. It is therefore important for students to know that an infringement of the above is considered a breach of the Digital Technology Policy that they have acknowledged as part of the Student Laptop Agreement for 2020. Consequences listed in this document will apply for students who choose to not follow these expectations.



## 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 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
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 passwords for devices and online environments secure
2. keep the devices secure, clean, free of graffiti and easily identifiable
3. replace any school supplied devices and/or accessories that are lost, damaged or stolen
4. select names for files and folders that are appropriate and respectful
5. bring laptops fully charged to school every day
6. use laptops at school for educational purposes
7. use Hillbrook's communication tools (e.g. email) for educational purposes
8. not post any comment or material that might otherwise cause damage to the School's reputation or bring it into disrepute.
9. backup data from devices regularly
10. respect and observe all laws pertaining to copyright, intellectual property and piracy
11. talk to a teacher or a trusted adult if I personally feel uncomfortable or unsafe online

12. talk to a teacher or a trusted adult if I see others participating in unsafe, inappropriate or hurtful online behaviours
13. 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
14. 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.