

## DIGITAL TECHNOLOGY POLICY

### 1.0 Rationale

Digital technology is part of our everyday lives and 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. 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.

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

- Mobile phones and smart watches
- Artificial intelligence
- The Student Laptop Program
- Breaches of expectations
- Student Acceptable Use Agreement

### 4.0 General conditions

- 4.1 Laptops and online school environments (Online@Hillbrook, DAP Portal, Google Drive, Stile etc) must be secured with a private and secure password.
- 4.2 Online communication (through laptop, email, social media, SMS etc) must be made in a way that is ethical, lawful and respectful. Year level emails are not to be sent unless permission has been given by a member of staff for a specific reason and the email address must remain in the BCC.
- 4.3. School files are to be saved in Google Drive and be clearly labelled with a meaningful file name.
- 4.4 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.
- 4.5 Distribution, by forwarding, posting or sharing, of another person's images, video and/or personal information must not occur without their permission.
- 4.6 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.
- 4.7 Mobile hotspots (e.g. through mobile phones, smart devices, iPads) are not to be used during the school day and school events.
- 4.8 Proxies, VPNs, or other encrypted tunnelled connections to the Internet are not to be used at Hillbrook.
- 4.9 Labels, stickers, graffiti and other marks that can deface the laptop are not permitted
- 4.10 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*.
- 4.11 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.

- 4.12 Covers provided, are to remain on the laptop at all times. If the cover is removed, students will be liable for any damage that may occur to the laptop. Covers may be customised, as long as it is appropriate and fit within the guidelines of the School.
- 4.13 No items are to be placed between the screen and the keyboard, as this may crack the screen.
- 4.14 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.
- 4.15 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

Mobile phones, while permitted at school, are not to be used during the school day. This includes Exam Periods, Carnivals and Excursions.

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

Mobile phones are generally not taken on Outdoor Education Programs. Students are required to leave their phones in secure storage for collections at the end of the event.

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 Smart Watches

Smart Watches, while permitted at school, are not to be used during the school day. This includes Exam Periods, Carnivals, Excursions; including Outdoor Education activities. They are to be turned off and to remain in students' school bags from 8.30am and throughout the school day, including breaks and school events, unless permission has been given by a member of staff for a specific reason.

## 7.0 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 able to be brought to school but may only be used during class with the teacher's permission.

Students are to use the laptops in accordance with 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.

Any damages caused by a student to another student's laptop will be addressed by a Year Coordinator and the Head of Student Wellbeing. Together, they will make a recommendation of the consequences and liability to the School Leadership Team.

## 8.0 Use of artificial intelligence (AI)

Students are encouraged to use technology as a tool for learning and research but are not to use it to cheat or gain an unfair advantage. Students are prohibited from using AI programs (such as Chatbots) or any other automated means to complete or perform academic tasks unless otherwise directed by their teacher. The use of AI or other technology to assist in the completion of assignments must be disclosed and approved before submission.

The School reserves the right to monitor and detect the use of AI and other automated means for academic tasks, and to take appropriate action in response to violations of this policy.

## 9.0 Student use of Zoom

Zoom is an educational video conferencing tool provided by Hillbrook as a purchased licensed service to facilitate educational communication. With this clear purpose in mind, Zoom will only be available to students from 8:00am until 6:00pm on week days to attend teacher-initiated meetings.

If the need exists for students to work collaboratively with peers, they must be given permission from their subject teacher. Appropriate naming conventions apply for all Zoom sessions and have the teacher's name and topic in the session name. The teacher must also be included in the session invitation.

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 2023. Consequences listed in this document will apply for students who choose to not follow these expectations.

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

- 8.1 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.
- 8.2 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.
- 8.3 Further breaches will be considered a behavioural matter and the student can expect to work this through with either Home Teacher, their Year Coordinator, the Head of Student Wellbeing, 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:
  - 8.3.1 reset of Digital Access Pass level
  - 8.3.2 removal of device
  - 8.3.3 community service
  - 8.3.4 detention
  - 8.3.5 suspension

## 8.4 Consequences for confiscation of devices (example: mobile phones, airpods):

### **First occasion**

The device will be sent to the Reception desk to be collected at the end of the day.

### **Second occasion**

The device will be handed to the Reception desk at the start of each day for two days and collected at the end of each day.

### **Third occasion**

The device is to be handed into the Reception desk at the beginning of each morning for a week. The student will be warned that a further breach will mean that it is confiscated until parents are able to pick it up and have meeting with the Year Coordinator or the Head of Student Wellbeing.

### **Fourth occasion**

The device will be confiscated and only returned to a parent, after there has been a meeting with the student, parents and the Head of Student Wellbeing or a member of the School Leadership Team.

### **However**

- In the event of continued breaches warranting confiscation, After the fourth occasion, the student could be withdrawn from School, as this is now a matter of trust. 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.

## 9.0 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 Agreements



## 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. access the Internet from any location
3. be safe when using digital technology (e.g. online safety, password protection)
4. 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 and easily identifiable
3. keep the device clean (free of graffiti and safe from food and drink)
4. replace any school supplied devices and/or accessories that are lost, damaged or stolen
5. select names for files and folders that are appropriate and respectful
6. bring laptops fully charged to school every day
7. use laptops at school for educational purposes only
8. use Hillbrook's communication tools (e.g. email) appropriately for educational purposes
9. not post any comment or material that might otherwise cause damage to the School's reputation or bring it into disrepute.
10. backup data from devices regularly
11. respect and observe all laws pertaining to copyright, intellectual property and piracy
12. talk to a teacher or a trusted adult if I personally feel uncomfortable or unsafe online
13. talk to a teacher or a trusted adult if I see others participating in unsafe, inappropriate or hurtful online behaviours

14. 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
15. 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.