



## Rationale

Access to digital technologies, including the internet, is provided to students and staff in DOBCEL Schools because digital information and communication are important mediums for contemporary learning and teaching and administration. Levels of protection for child safety in the use of any technology is also required, therefore the technologies used in classrooms will be appropriate to the age and development of students. These technologies are used to support learning and the development of networks within and between DOBCEL and other schools for learning and teaching programs and professional learning. They also enable effective communication with parents and allow them to participate in their children's education, working in partnership with teachers.

DOBCEL Schools, along with parents in our community, educate students in the use of information and communication technologies to assist them to become responsible users, creators and publishers in the digital environment. In using and managing internet and network services, students and staff at DOBCEL Schools are expected to respect the rights and privacy of all persons. They are called upon to respect the dignity of every human person.

## Background

DOBCEL embeds technology in workplaces and schools. It is important that the use of this technology is used in a purposeful, responsible, legal and ethical manner that is consistent with the diocesan vision. DOBCEL believes that the use of digital technologies in schools allows the development of valuable skills and knowledge and prepares students to thrive in our globalised and inter-connected world. Our vision is to empower students to use digital technologies to reach their personal best and fully equip them to contribute positively to society as young adults.

## Scope

This policy was developed by the DOBCEL Board for use in DOBCEL Schools. The policy applies to all members of DOBCEL school communities in their use of digital technologies. It applies to all computers, devices, internet and network services, information and communication technologies, applications and systems provided, operated or managed by DOBCEL or a DOBCEL School.

## 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. It includes the use of technology such as email, internet, phone, mobile device, social media sites, online discussion and chat facilities, copying and printing.

## Policy Statement

All DOBCEL schools will promote educational excellence and enhance the student learning environment through the use of a range of technological and multimedia equipment.

Students in DOBCEL schools will experience how information can be acquired, processed, stored, retrieved, manipulated, presented and communicated to others. The schools have an important role in preparing students for online communities.

1. This policy will be made available on all school websites and reference to the policy will be made in staff and parent handbooks.
2. As a cultural norm, the education of students in the intelligent, safe and responsible use of digital technologies is imperative.
3. Curriculum areas and learning can be enhanced by providing access to current, appropriate, educational resources using digital technologies and platforms.
4. Students are introduced to ways of using digital technologies safely, encouraging them to experiment as creators, communicators and publishers.
5. Equity of access is provided to all students and opportunities are offered to experience success and share that success.
6. An awareness is developed of the rapidly changing and ever increasing role that digital technologies plays in society and education and how to use it safely and appropriately.
7. Teacher competency and confidence in the use of digital technologies is developed through professional learning and ongoing use of technologies as teaching and learning tools.
8. New staff and all students are inducted each year on the Digital Technologies Policy requirements.
9. Staff, students and parents are required to sign the 'Digital Technology: Acceptable Use and Cyber-safety Agreement' (Appendix 1)
10. School staff in conjunction with the Principal will identify any risk management issues and follow the protocols for managing, recording, monitoring and minimizing risks.
11. The Principal will report any serious non-compliance or incidents of cyberbullying to CEB (Education Consultant).
12. Each school will develop their own procedures and protocols aligned with this policy. Schools should consider including information related to the ownership and use of equipment, the support provided by the school, etc.
13. Schools should also consider guidelines for the use of mobile phones by students whilst at school.

All students and staff at DOBCEL Schools are required to use the internet and network services in accordance with this policy. Any use of devices or services that may be questionable, offensive, and controversial or against the Catholic ethos is unacceptable. This includes personal communication with students on matters not related to curriculum or education. These standards apply whenever DOBCEL or DOBCEL School equipment or communication lines are used, including use from home or other non-school location and when a private account is used.

## Non-compliance with this policy

Disciplinary action may be undertaken by DOBCEL against any student or staff member who is found to be inappropriately using the provided internet, network services, devices or mobile device. The Principal will determine the disciplinary measures to be undertaken in accordance with this and other policies and guidelines. These measures may be outlined in staff handbooks or the Acceptable User Agreement for students of the school.

## Relevant Legislation

The use and provision of technology must not intervene the following legislation:

- Ministerial Order No 870 – Child Safe Standards – Managing the risk of child abuse in schools
- *Child Wellbeing and Safety Act 2005 (Vic)* CECV Child Safety Commitment Statement
- Age Discrimination Act 2004
- *Australian Human Rights Commission Act 1986*
- *Disability Discrimination Act 1975*
- *Gender Discrimination Act 1984*
- *Equal Opportunity Act 2010 (Victoria)*
- *Crimes Amendment (Bullying) Act 2011*
- Commonwealth *Privacy Act 1988*

## Key related documents

- Anti-Bullying and Anti-Harassment Policy
- Assessment and Reporting Policy
- Duty of Care - Supervision of Students
- Learning and Teaching Policy
- Pastoral Care and Wellbeing Policy
- Privacy Policy
- Behaviour Management Policy

Appendix 1.

Digital Technology: Acceptable Use and Cyber-safety Agreement.