

PURPOSE

To ensure that all students and members of our school community understand:

- (a) our commitment to providing students with the opportunity to benefit from digital technologies to support and enhance learning and development at school
- (b) expected student behaviour when using digital technologies including the internet, social media, and digital devices (including computers, laptops, tablets)
- (c) the school's commitment to promoting safe, responsible and discerning use of digital technologies, and educating students on appropriate responses to any dangers or threats to wellbeing that they may encounter when using the internet and digital technologies
- (d) our school's policies and procedures for responding to inappropriate student behaviour on digital technologies and the internet

SCOPE

This policy applies to all students at Rubicon Outdoor Centre

Staff use of technology is governed by the Department's *Acceptable Use Policy*

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

Rubicon Outdoor Centre understands that digital technologies including the internet, apps, computers and tablets provide students with opportunities to support learning and development in a range of ways.

Digital technologies enable our students to interact with and create high quality content, resources and tools that enhance their learning in the outdoors. It also enables the ability for teaching staff to personalise learning and transform assessment, reporting and feedback, driving new forms of collaboration and communication between schools.

Rubicon Outdoor Centre believes that the deliberate use of digital technologies as part of an outdoor learning program allows the development of valuable skills and knowledge and prepares students to link the learning in the natural world and better able to thrive in our globalised and inter-connected world. This deliberate use also extends to identifying the importance of students spending time together in nature as well as the strong outcomes linked to, at times, the absence of technology in our lives. Our school's vision is to empower people to develop lifelong positive growth through the provision of programs that develop an enhanced understanding of self and others, and the skills required to contribute to a positive community and sustainable environment.

Digital Devices at Rubicon Outdoor Centre

Classes at Rubicon Outdoor Centre are delivered in the natural environment. Students, as a result are challenged to engage in their learning in this environment with limited use of digital devices such as those that may be used in their home school setting. If students do bring their own devices to Rubicon they do so at their own risk due to the varied nature of our learning environments.

Please note that our school does not have insurance to cover accidental damage to students' devices and parents/carers are encouraged to consider obtaining their own insurance for their child's device.

Rubicon Outdoor Centre has in place arrangements, in a residential setting, to support students who have brought a device to the school and provide secure storage for the device for the duration of their time at our school.

Safe and appropriate use of digital technologies

Digital technology, if not used appropriately, may present risks to users' safety or wellbeing. At Rubicon Outdoor Centre, we are committed to educating all students to be safe, responsible and discerning in the use of digital technologies, equipping them with skills and knowledge to navigate the digital age.

At Rubicon Outdoor Centre, we:

- use online sites and digital tools that support students' learning, and focus our use of digital technologies on being learning-centred
- restrict the use of digital technologies in the school to specific uses with targeted educational or developmental aims
- supervise and support students using digital technologies in the classroom
- effectively and responsively address any issues or incidents that have the potential to impact on the wellbeing of our students
- have practices in place to educate our students to be promoting safe, responsible, discerning and sustainable use of digital technologies.
- Remind students of our *Student Engagement* policy that outlines our School's values and expected student behaviour
- use clear protocols and procedures to protect students working in online spaces, which includes reviewing the safety and appropriateness of online tools and communities, removing offensive content at earliest opportunity
- provide a filtered internet service to block access to inappropriate content
- refer suspected illegal online acts to the relevant law enforcement authority for investigation

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 Rubicon Outdoor Centre *Statement of Values, Student Wellbeing and Engagement* policy, and *Bullying Prevention* 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), Rubicon Outdoor Centre 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 internet access privileges
- return of the student to their home school
- other consequences as outlined in the school's *Student Wellbeing and Engagement* and *Bullying Prevention* policies.

REVIEW CYCLE

This policy was last updated on 2/10/18 and is scheduled for review in August 2020.

Implementation guide

<p>Is it compulsory for all Victorian government schools to have a policy addressing this issue?</p>	<p>Yes, the Minimum Standards for School Registration require schools to have a local school policy covering student use of the internet and the Department's policy requires schools to have a policy covering the use of digital technologies. These requirements have been incorporated into this template.</p>
<p>Does this policy have to be approved by school council?</p>	<p>Yes – if your school operates a one-to-one electronic device program that requires parent payments.</p> <p>No – if your school does not require parent payments for electronic devices used to deliver the curriculum.</p>
<p>Recommended consultation</p>	<p>It is recommended that school council be consulted and its views should be taken into account when you amend the sections of the template that are marked in yellow, as this content should be tailored to your school community.</p>
<p>What is the basis of this policy?</p>	<ul style="list-style-type: none"> • Common law duty of care • School Policy and Advisory Guide: <ul style="list-style-type: none"> ◦ Using Digital Technologies to Support Learning and Teaching ◦ Parent Payments and Access
<p>Recommended review cycle</p>	<p>1-2 years</p>