COLAC SECONDARY COLLEGE

DIGITAL AND ICT POLICY

Rationale:

Information and Communications Technologies (ICT), including the internet, are now a fundamental part of life in a digital age. They also offer many potential benefits for teaching and learning.

Colac Secondary College has an important role in ensuring that students know how to use ICT appropriately and safely to access, manage and evaluate information, develop new understandings, and communicate with others in order to participate effectively in society.

Aims:

- To improve student learning outcomes by increasing access to world-wide information.
- To develop skills in discriminate and appropriate internet, computer and digital technology usage.

Definitions:

For the purpose of this policy, Information & Communication Technologies (ICT) are defined as being any electronic devices or applications which allows a user to access, receive, record, copy or send information as text, images, audio, or video.

ICT includes, but is not limited to:

- Computer systems and applications such as email, and the internet
- Networks
- Electronic storage devices
- Mobile devices such as mobile phones and tablet devices
- Web-based tools such as social networking sites, chat rooms, blogs, podcasts, instant messaging systems, and P2P file sharing
- Imaging tools such as video, still or web cameras and related software
- Audio tools such as audio recording devices, mp3 players and related software
- Printers/Copiers

Implementation:

- Our school actively supports access by students to the widest variety of information resources available, accompanied by the development of the skills necessary to filter, analyse, interpret and evaluate information encountered.
- All students at our school will have filtered internet access. Such access is a privilege that infers responsibility, and not simply a right to be expected.
- Student behaviour when using school computers and networks, when using the internet and e- mail and when engaging in any activity with school computers must be consistent with the school's Digital Partnership Agreement.
- Student produced data may be stored in off-shore data centres.

- An ICT Manager will be appointed, who will liaise with staff and the technical support technician to manage all e-mail access, maintenance of the school's web site, web content management systems, and all other issues related to ICT access by students.
- The school undertakes to ensure that information published on the Internet by students or the school is of a high standard, and meets legal requirements and standards of general practice within the community in relation to copyright, safety and decency.
- Consequences of publishing, accessing or failing to notify the ICT Manager of inappropriate material shall include the removal of access rights.
- Privacy of students, parents, staff and other users must be recognised and respected at all times.
- Staff are expected to utilise and integrate technologies, including on-line learning opportunities, into their programs for all students.
- The school will provide appropriate professional development and support for all staff.
- ICT use and policies at Colac Secondary College are in line with appropriate eSmart guidelines.
- Cyberbullying and using ICT for inappropriate purposes (such as viewing/posting/sharing inappropriate or unlawful content; using ICT to harass, threaten or intimidate etc) will not be tolerated by Colac Secondary College and consequences will apply to students in accordance with the CSC Student Management Framework Hierarchy of Choices, Digital Partnership Agreement. Documentation will occur on Study Turf.
- Signed parent and student consent of the Digital Partnership Agreement is required to be completed in order to gain access to the internet, or to publish work, photos or videos on the internet.
- Staff and student personal ICT devices should be stored in a safe and secure place as the school will not be held liable for loss, damage or theft.
- The use of the Colac Secondary College's ICT resources, including network, is subject to the DEECD Acceptable Use Policy (for staff) and Digital Partnership Agreements (for students). The school's ICT resources can only be used for or in connection with the educational or administrative functions of the school.

REFERENCES:
School Policy and Advisory Guide Links (click on hyperlinks below):

- [DEECD Using Technology to Support Teaching](#)
- [DEECD Schools and Cybersafety](#)
- [DEECD Acceptable Use Agreements and Consent](#)
- [DEECD Duty of Care and Supervision](#)
- [DEECD Using Social Media](#)
- [DEECD Students Using Mobile Phones](#)
- [DEECD Photographing and Filming Students](#)
- [National Safe Schools Framework](#)

EVALUATION
This policy will be reviewed every one to two years or more frequently if necessary due to changes in regulations or circumstances.

Council Approval date	June 2021
Review date	2023
DET/VRQA required	Yes