 BERWICK COLLEGE POLICY	TITLE	DIGITAL LEARNING (INTERNET, SOCIAL MEDIA AND DIGITAL DEVICES) - STUDENT ACCEPTABLE USE AGREEMENT		
	VERSION/YEAR	8/2024		
	PUBLISHED & EXCERPT LOCATIONS	COMPASS – STAFF/PARENTS, INDUCTION, STAFF HANDBOOK, STUDENT PLANNER, JUNIOR SCHOOL ENROLMENT PACKS, THE ICARE HANDBOOK, VCE Policy and Handbook		
	ISSUE DATE	MAY / 2024		
	REVIEW DATE	MARCH/2026		
	REVIEWED BY	ASSISTANT PRINCIPAL	RATIFIED BY	COLLEGE COUNCIL
PURPOSE:	<ul style="list-style-type: none"> To ensure that Berwick College policies and procedures frame and accurately reflect the College operations, directions, educational philosophy and goals and meet all legislative, compliance and duty of care requirements. To provide policy and procedure direction to all staff, students, parents, carers and volunteers of Berwick College. To improve student learning outcomes by providing differentiated learning experiences through the access of appropriate digital technology To ensure that all students and members of our school community understand our commitment to providing students with the opportunity to benefit from digital technologies to support and enhance learning and development at school including the BYOD scheme. Outline expected student behaviour when using digital technologies including the internet, social media, and digital devices (including computers, laptops, tablets) To ensure that all students and members of our school community understand 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. 			
BACKGROUND:	<ul style="list-style-type: none"> Berwick College seeks to establish and maintain a high level of professional standards in relation to all activities within the College. This policy is in accord with the College’s ‘Mission Statement’, ‘Values’ and ‘Service Standards’. 			
RELATED DOCUMENTS:	Department policy <ul style="list-style-type: none"> Claims for Property Damage and Medical Expenses policy DET Acceptable Use Policy for ICT resources Berwick College Student Engagement and Wellbeing Policy Australian Government: Office of the eSafety Commissioner Berwick College Bullying Prevention & Response Policy 			

SCOPE:

This policy applies to all students and staff at Berwick College.

Staff use of technology is also governed by the following Department policies:

- [Acceptable Use Policy for ICT Resources](#)
- [Cybersafety and Responsible Use of Digital Technologies](#)
- [Digital Learning in Schools](#) and
- [Social Media Use to Support Student Learning](#).

Staff, volunteers and school councillors also need to adhere to codes of conduct relevant to their respective roles.

These codes include:

- Berwick College’s Child Safety Code of Conduct
- [The Victorian Teaching Profession Code of Conduct](#) (teaching staff)
- [Code of Conduct for Victorian Sector Employees](#) (staff)
- [Code of Conduct for Directors of Victorian Public Entities](#) (school councillors)

DEFINITIONS:

For the purpose of this policy, “digital technologies” are defined as digital devices, tools, applications and systems that students and teachers use for learning and teaching; this includes Department-provided software and locally sourced devices, tools and systems.

RATIONALE:

Berwick College believes that the use of digital technologies at school allows the development of valuable skills and knowledge and prepares students to thrive in our globalised and inter-connected world. The use of digital technologies is a mandated component of the Victorian Curriculum F-10. Digital technologies enable our students to interact with and create high quality content, resources and tools. It also enables personalised learning tailored to students’ particular needs and interests and transforms assessment, reporting and feedback, driving new forms of collaboration and communication.

We see the internet and digital technologies as valuable resources and educate students to use them responsibly. Berwick College believes the teaching of cyber safety and responsible use of digital technologies, including the internet, apps, computers and tablets, is essential in the lives of students and is best taught in partnership with the home and school.

Our school’s vision is to empower students to use digital technologies safely and appropriately, particularly when no one is watching, to reach their personal best and fully equip them to contribute positively to society as happy, healthy young adults.

The *Crimes Legislation Amendment (Telecommunications Offences and Other Measures) Act (No. 2) 2004 (to amend the Criminal Code Act 1995)* states that it is an offence to use a telecommunications carrier to menace, harass or cause offence to another person. The Victorian Teaching Profession Code of Conduct clearly outlines the obligations and behaviours that apply to all Department employees who work in an educational setting. This policy is not designed to cover every conceivable situation but provides guiding principles of behaviour consistent with Department of Education (DE) policy and Berwick College values, policy and practice.

IMPLEMENTATION:

Staff are expected to utilise and integrate technologies, including on-line learning opportunities, into their teaching programs. The filtering implemented by our internet service provider is our first level of protection and we have an on-site threat management gateway, regularly updated by our ICT technicians. The system generates alerts and reports if it detects language in the following categories: Self-harm, drugs, aggression, profanity, slurs. The use of this language in communication, while accessing the internet at Berwick College including Facebook, will generate a report. In school settings, internet service providers set up filters to block out inappropriate content, but these filters are not always foolproof and full protection from inappropriate content can never be guaranteed.

PERSONAL DEVICES AT BERWICK COLLEGE:

Berwick College operates a Bring Your Own Device (BYOD) program. Parents/carers are invited to purchase or lease a device for their child to bring to school. The type of device is left to the parents’/carers’ discretion, but cannot be a mobile phone or iPad. Berwick College has made special arrangements with Edunet who offer discounted prices for the lease or purchase of devices for our students, through purchasing the Onsite Warranty through Edunet, repairs, if necessary, can be provided onsite or at home and provide the option of paying off the purchase with 12 months interest free financing. Berwick College can also refer parents to government or community support programs that may help them if they wish to purchase a device for their child to own.

Students are expected to bring their own device to school each day to be used during class time for different learning activities. When bringing their own device to school, students should ensure that it:

- Is fully charged each morning
- Is brought to school in a protective case
- has at least 16 GB of Memory
- operates on 2.4Ghz & 5 GHz.

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.

Students, parents and carers who would like more information or assistance regarding our BYOD program are encouraged to contact the College on 8768 1000.

Students are asked to agree to use the internet and digital technologies responsibly at Berwick College, on camp, excursions and extra-curricular activities. Access to the College network and the internet will only be granted after the Student Acceptable Use Agreement (Appendix A) has been signed by the student and their parent or carer and returned to the College.

Inappropriate accessing of sites and/or the use of applications unapproved by the College may result in a warning and/or monitoring software installed on the device for a period of time.

According to the Victorian Curriculum and Assessment Authority (VCAA) rules for examinations, students must never have a mobile phone or other electronic device with them during an examination or during Unit 3 & 4 School Assessed Coursework (SAC). Staff will indicate to students' which devices (if any) are approved for assessment in all year levels.

Digital technologies, if not used appropriately, may present risks to users' safety or wellbeing. At Berwick College, we are committed to educating all students to use digital technologies safely, equipping students with the skills and knowledge to navigate the digital world.

AT BERWICK COLLEGE WE:

- Provide a filtered and monitored internet service by a product called 'Eduproxy' to block inappropriate content.
- Provide access to the Department of Education's search engine www.education.vic.gov.au/secondary which can be used to direct students to websites that have been teacher recommended and reviewed.
- Provide supervision and direction in online activities and when using digital technologies for learning in the classroom, on camp, excursions and extra-curricular activities.
- Support students in developing digital literacy skills.
- Have a cyber-safety program at the College to educate students on being safe and responsible users of digital technology, to raise issues such as online privacy, intellectual property and copyright and to support parents, providing strategies that can be implemented at home.
- Use digital technologies for educational purposes (e.g. podcasts or photos from excursions) to improve student learning outcomes, enhance communication with families and to reduce paper wastage.
- Educate and remind students of expected standards of behaviour and responsible use of the internet and digital technologies through our Student Wellbeing and Engagement policy which contains our ICARE values.
- Protect student's personal information and privacy when using digital technology by creating individual student email accounts which are non-identifiable.
- Inform parents of the sites and programs their child will be accessing with digital technology to support student learning.
- Regularly review the safety and appropriateness of online tools and communities, removing offensive content at the earliest opportunity. Some online activities are illegal and as such will be reported to police for investigation.
- Ensure material that is accessed, introduced or generated on the College's computers system is of a suitable nature for a secondary college, and is to be open to the scrutiny of any Berwick College staff member. Such material must be provided on request.
- Ensure that information published on the internet by students or the College is of a high standard, and meets legal requirements and standards of general practice within the community in relation to copyright, safety and decency.
- have an Acceptable Use Agreement outlining the expectations of students when using digital technologies for their schoolwork.

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 a teacher or the ICT office 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.

Information on supervision arrangements for students engaging in digital learning activities is available in our Yard Duty and Supervision Policy.

STUDENT BEHAVIOURAL EXPECTATIONS:

When using digital technologies, students are expected to behave in a way that is consistent with our College’s existing Student Wellbeing and Engagement policy and Bullying Prevention and Response and the College’s Behaviour Management, ICARE Handbook.

Students, who deliberately seek out inappropriate content or use technology that bypasses filters, will have their internet access reviewed and their parents will be immediately informed.

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), Berwick College will institute a staged response, consistent with our student engagement and behaviour policies.

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 email privileges
- removal of internet access privileges
- removal of printing privileges.

DIGITAL TECHNOLOGY BREACHES – CONSEQUENCES:

Breach Type		Staff Response	Consequence for Student
Inappropriate Use of electronic device	First offence	<p>Staff to remind student about rules relating to use of electronic device as per Appendix A – Student Acceptable Use Agreement.</p> <p>Staff take device to Front Office, record details on Compass using Minor Behaviour Chronicle</p> <ul style="list-style-type: none"> • automatically generates text to parents/carer to notify of device confiscation. • automatically adds student to next after-school reflection and notifies Learning Leaders. 	<p>Student to collect device from Front Office at the end of the day.</p> <ul style="list-style-type: none"> • Removal of network access or email privileges • Removal of internet access privileges • Removal of printer access privileges • After-school reflection - students will review the Student Acceptable Agreement <p>NOTE: Inappropriate accessing of sites and/or the use of applications unapproved by the College may result in a warning and/or monitoring software installed on the device for a period of time.</p>
	Subsequent Offences	<p>Staff take device to Front Office, record details on Compass using Major Behaviour Chronicle</p> <ul style="list-style-type: none"> • automatically generates text to parents/carer to notify of device confiscation, • automatically notifies Learning Leaders, who will complete suspension process. <p>NOTE: Additional actions may be determined by Learning Leaders such as restorative conversations.</p>	<p>Student to collect device from the Front Office at the end of the day.</p> <p>Internal/External suspension (1 day) - students will review the Student Acceptable Agreement AND complete work outlined on Compass lesson plans for that day.</p> <p>Upon return to school, device handed in to ICT office every day for five days.</p>

Audio or video recordings or photos taken of other students, staff, visitors and or the College without permission	First Offence	Staff member to record details on Compass using Major Behaviour Chronicle <ul style="list-style-type: none"> • automatically generates text to parents/carer to notify of device confiscation, • automatically notifies Learning Leaders, who will complete suspension process. 	One Day Suspension
Audio or video recordings or photos taken of other students, staff, visitors and or the College without permission	Second Offence	Staff member to record details on Compass using Major Behaviour Chronicle <ul style="list-style-type: none"> • automatically generates text to parents/carer to notify of device confiscation, • automatically notifies Learning Leaders, who will complete suspension process. 	Two days Suspension
Disseminating, or allowing to be disseminated, audio or video recordings, photos or creating social media and Instagram accounts using these recordings of other students, staff, visitors and or the College without permission	First offence	Staff member to record details on Compass using Major Behaviour Chronicle <ul style="list-style-type: none"> • automatically generates text to parents/carer to notify of device confiscation, • automatically notifies Learning Leaders, who will complete suspension process. 	Three days suspension

USING GENERATIVE AI (E.G., CHAT GPT) REFLECTIVELY:

While they can be powerful aids for individuals who have already mastered their craft, they can also represent a risk for novices who lack the critical skills to assess the accuracy or biases in any content an AI generator may produce. At school, teachers talk to students about best practice in the use of these tools, recognising that (as with earlier technologies like graphical calculators) there will be some tasks that should be tackled manually if learning is to be maximised, and other tasks that can profitably make use of these tools as a labour-saving device.

It's also important to be aware of the age limits associated with signing up for some AI generators. ChatGPT can accept users who are 13 years and over but other widely available generators (e.g. Google's Gemini) currently require users to be 18 years and over. All users of Generative AI tools need to be very mindful of online security. When crafting questions and requests for these tools, users should avoid sharing any identifiable information relating to themselves or others (e.g. their name, address, school name etc). Generic phrases and descriptions (e.g. "Summarise this information in the style of a middle-aged Australian academic") should be the norm.

SOCIAL MEDIA USE:

Our school follows the Department's policy on [Social Media Use to Support Learning](#) to ensure social media is used safely and appropriately in student learning and to ensure appropriate parent notification occurs or, where required, consent is sought. Where the student activity is visible to the public, it requires consent.

In accordance with the Department's policy on social media, staff will not 'friend' or 'follow' a student on a personal social media account, or accept a 'friend' request from a student using a personal social media account unless it is objectively appropriate, for example where the student is also a family member of the staff.

If a staff member of our school becomes aware that a student at the school is 'following' them on a personal social media account, Department policy requires the staff member to ask the student to 'unfollow' them, and to notify the school and/or parent or carer if the student does not do so.

CAMPS, EXCURSIONS AND EXTRACURRICULAR ACTIVITIES:

Berwick College will provide students and their parents and carers with information about items that can or cannot be brought to camps, excursions, special activities and events, including personal mobile phones.

The process for the management of breaches to the student acceptable use agreement and/or College policy while on an extra-curricular activity may include confiscation of the personal device and the device placed in lockable storage such as the medication kit for the duration of the activity.

EXCLUSIONS:

This policy does not apply to

- Out-of-school-hours events
- Travelling to and from Berwick College
- Students undertaking workplace learning activities, e.g. work experience
- Students who are undertaking VET offsite.

STAFF INTERNET AGREEMENT:

Teachers are also required to sign an Internet agreement which prohibits the use of DET computer equipment and access being used for unethical and unlawful actions. Non-compliance will be regarded as a serious matter and appropriate action, including termination of employment may be taken.

SUPPORT:

For further support with online issues students can call Kids Helpline on 1800 55 1800. Parents/carers can call Parentline 132289 or visit <https://esafety.gov.au/>

EVALUATION:

This policy will be reviewed every two years.

APPENDIX A: STUDENT ACCEPTABLE USE AGREEMENT

At Berwick College, we support the right of all members of the College community to access safe and inclusive learning environments, including digital, mobile and online spaces.

STUDENT DECLARATION:

When I use digital technology at Berwick College I agree to:

- Be a safe, responsible and ethical user whenever and wherever I use it.
- Support others by being respectful in how I communicate with them and never write or participate in online bullying (this includes forwarding messages and supporting others in harmful, inappropriate or hurtful online behaviour).
- Talk to a teacher if I feel uncomfortable or unsafe online or see others participating in unsafe, inappropriate or hurtful online behaviour.
- Seek to understand the terms and conditions of websites and online communities and be aware that content I upload or post is my digital footprint.
- Protect my privacy rights and those of other students by not giving out personal details including full names, telephone numbers, addresses and images.
- Use the internet for educational purposes only and use the equipment properly.
- Not access group chat Apps or participate in group messaging that negatively targets or bullies a student or staff member.
- Use online sites for educational purposes and only as directed by teachers.
- Abide by copyright procedures when using content on websites i.e. ask permission to use images, text, audio and video and cite references where necessary.
- Think critically about other users' intellectual property and how I use content posted on the internet.
- Not interfere with network security, the data of another user or attempt to log into the network with a user name or password of another student or staff member.
- Not share my password to anyone except the system administrator or the teacher.
- Not bring or download unauthorised programs, including games (unless permission is given by the teacher), to the College or run them on College computers.
- Be respectful in the photos I take or video I capture and never use these as a tool for bullying. Mobile phones should not be used to harass others.
- Not access social media sites or communicate with others using any communication app other than those permitted by the teacher.

When I use my personal mobile phone, in accordance with the College's mobile phone policy, I agree to:

- Keep the device switched off and secured in my locker unless I am required to use it as part of an approved lesson.

If my teacher has given permission for my mobile phone to be used in a lesson, I agree to:

- Protect the privacy of others and never post or forward private information about another person using short message service (SMS) or other mobile phone applications.
- Not make audio or video recordings or take photos in change rooms, toilets, classrooms and College grounds that may cause discomfort or embarrassment to other students, staff, visitors or the College.
- Not use the device to project music to Air Pods or other headphones during class time.

When I use my IT (laptop, iPad) device I agree to:

- Charge my device before being brought to College with enough battery charge as to not require charging throughout the school day.
- Bring my device to class each day unless instructed by the Student Learning Leader or classroom teacher.
- Leave my device in my locker during PE classes unless instructed to bring it to class.
- Keep the device on top of the desk with the lid closed when not in use.
- Wait until instructed before using the device.
- Close my device when carrying the device from class to class.
- Not share my device with any other student.
- Handle ICT devices with care, notifying a teacher of any damage or attention required.

The Student Acceptable Use Agreement also applies during College excursions, camps and extra-curricular activities for the duration of the time the student is enrolled at Berwick College. Access to the College network and the internet will only be granted after the Student Acceptable Use Agreement has been signed and returned to the College.

I acknowledge and agree to follow these rules. I understand that my access to the internet and digital technology at Berwick College will be renegotiated if I do not act responsibly.

I have read the Acceptable Use Agreement carefully and understand the significance of the rules and agree to abide by these rules. I understand that if I do not act responsibly and I breach these conditions, this will result in internet and mobile technology access privileges being suspended or revoked, and may result in further disciplinary action as per the College's Student Engagement and Wellbeing Policy.

Student name (print clearly): **Year Level:**

Student Signature:

Safe and responsible behaviour is explicitly taught at Berwick College and parents/carers are asked to reinforce this behaviour at home.

Parent/Carer Signature: **Date**/...../.....

This agreement will be valid for the period of time your child is enrolled at Berwick College or until the College chooses to amend the policy, at which time a new agreement should be signed.



Step-by-Step Guide: Online Incidents of Inappropriate Behaviour Affecting Students

Step 1

Identify Concerns

Is the student distressed?

A student may feel distressed by events including cyberbullying, sexting, exposure to pornographic images or a breach of the school's **Bully Prevention Policy or Student Engagement Policy**.

Has a student been exposed to inappropriate behaviour?

A student may have been exposed to and affected by inappropriate behaviour online. This may put them at risk of suffering significant physical, psychological or emotional harm. They may be in need of immediate protection.

Has a student engaged in inappropriate behaviour affecting ANOTHER student?

A student may have engaged in inappropriate behaviour online that may cause psychological or emotion harm to ANOTHER student(s). All students may be in need of immediate protection.

Has a student engaged in inappropriate behaviour affecting THEMSELVES?

A student may have engaged in inappropriate behaviour online that could be psychologically and/or emotionally damaging to THEMSELVES (e.g. sexting). They may be in need of immediate protection.

Has the student engaged in CRIMINAL behaviour?

A student may have engaged in inappropriate behaviour online that could be deemed as CRIMINAL activity.

*Please note: an incident of concern may include one or more of the above.

Step 2

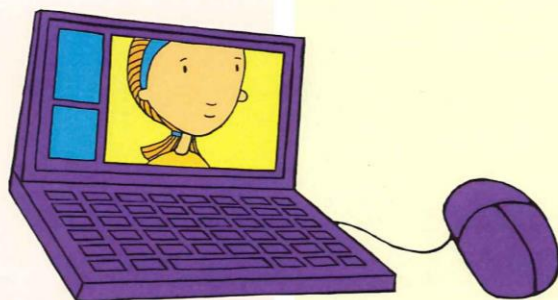
Take Action

Ensure the student is safe

If you suspect or have identified an incident of concern, it is important to first make sure the student/s are in a safe environment.

Further inquire into the incident

Inquire into the inappropriate incident. This may include discussions with all staff and students who have been directly or indirectly involved the incident and/or its effects.



Step 3

Contact the Appropriate Supports

Leadership team

If your inquiry leads you to believe that a concern is real, but it is NOT CRIMINAL then immediately advise and/or consult a member of the school's leadership team to report the incident and plan the appropriate response and support.

The Victoria Police

If your inquiry leads you to believe that a CRIMINAL offence may have occurred, contact the Police.

In such cases seek advice about contacting the parents of all students involved in the incident.

If a school is unsure whether an incident should be reported, the Police will advise the school as to whether they will investigate or whether the school should handle the situation.

Security Services Unit

All reportable incidents should be reported to Security Services Unit. If a school is unsure whether an incident is criminal or not they can also contact the Security Services Unit. This will alert regional staff.

Phone: (03) 9589 6266

Step 4

Respond and Provide Support

Support all involved people

Provide reasonable and ongoing wellbeing support to all students and staff who were involved in or witness to the incident.

Refer to the School's Policy

In responding to online incidents of inappropriate behaviour, Principals and teachers should refer to their **Bullying Prevention and/or Student Engagement Policy** and follow the appropriate processes and procedures. Each Victorian government school has developed a **Bullying Prevention and/or Student Engagement Policy** that sets out the rights, responsibilities and shared expectations of everyone in the school community, including students, parents, teachers and school staff. The policy clearly defines the consequences for students who behave inappropriately. (online and offline)

Work with Leadership Team

Work closely with your school's **Leadership and/or Student Wellbeing Team** to discuss strategies that can be used to respond to and support ALL students at risk from the inappropriate behaviour. This may include counselling and support or the development of a **Behaviour Support Plan** to implement targeted strategies.

Keep a record of the **Behaviour Support Plan**, make notes on any relevant observations, and review it as necessary.

For more information, visit **Behaviour Support Plans:**

www.education.vic.gov.au/about/programs/bullystoppers/Pages/teachplans.aspx.

Contact Parents

Where appropriate, contact the parents of all students involved. If a school is unsure whether parents should be contacted, the **Department's Legal Division or Security Services Unit** can assist to make a decision.

Consult Regional Staff

Contact your student wellbeing or Community Liason Officers in your Regional Office for support.

North Eastern Victoria Region

Benalla: (03) 8392 9500
Glen Waverly: (03) 8392 9300

North Western Victoria Region

Bendigo: (03) 5440 3111
Coburg: (03) 9488 9488

South Eastern Victoria Region

Dandenong: (03) 8765 5600
Moe: (03) 5127 0400

South Western Victoria Region

Ballarat: (03) 5337 8444
West Footscray: (03) 8397 0300
Geelong: (03) 5225 1000

Further Information

Remember to Record

At all times remember to:

- Record the incident. (e.g. screen shots of the incident, notes from the interviews)
- Record the process taken to resolve the incident (e.g. steps taken to remove content, mediation attempts).

Bully Stoppers

For more information visit DET's Bully Stoppers website:

www.education.vic.gov.au/bullystoppers

Security Services Unit

A 24 hour/7 day a week single reference point to report emergency matters and critical incidents including criminal and unwanted activities.

Phone: (03) 9589 6266

