 <b>BERWICK COLLEGE POLICY</b>	TITLE	<b>MOBILE &amp; DIGITAL TECHNOLOGY - STUDENT ACCEPTABLE USE AGREEMENT</b>		
	VERSION/YEAR	7/2024		
	PUBLISHED & EXCERPT LOCATIONS	COMPASS – STAFF/PARENTS, INDUCTION, STAFF HANDBOOK, JUNIOR SCHOOL ENROLMENT PACKS, THE ICARE HANDBOOK, VCE Policy and Handbook		
	ISSUE DATE	2023/DECEMBER		
	REVIEW DATE	2026/MAY		
	REVIEWED BY	ASSISTANT PRINCIPAL	RATIFIED BY	COLLEGE COUNCIL
PURPOSE:	<ul style="list-style-type: none"> <li>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.</li> <li>To provide policy and procedure direction to all staff, students, parents, carers and volunteers of Berwick College.</li> <li>To improve student learning outcomes by providing differentiated learning experiences through the access of appropriate digital technology</li> <li>To develop student skills in discriminate, safe and appropriate internet and digital technology use</li> <li>To explain to our College community the Department’s and Berwick College’s policy requirements and expectations relating to students using mobile phones and other personal mobile devices during school hours.</li> </ul>			
BACKGROUND:	<ul style="list-style-type: none"> <li>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’.</li> </ul>			
RELATED DOCUMENTS:	<ul style="list-style-type: none"> <li><a href="#">Mobile phones in schools   Victorian Government (www.vic.gov.au)</a></li> <li><a href="#">DET Acceptable Use Policy for ICT resources</a></li> <li>Berwick College Student Engagement and Wellbeing Policy</li> <li>Australian Government: <a href="#">Office of the eSafety Commissioner</a></li> <li>Berwick College Bullying Prevention &amp; <a href="#">Response</a> Policy</li> </ul>			

## SCOPE

This policy applies to:

- All students at Berwick College and,
- Students’ personal mobile phones and other personal mobile/digital devices brought onto College premises during school hours, including recess and lunchtime.

## DEFINITIONS

A mobile phone is a telephone with access to a cellular (telecommunication) system, with or without a physical connection to a network. “For the purpose of this policy, “mobile phone” refers to mobile phones and any device that may connect to or have a similar functionality to a mobile phone such as smart watches, smart glasses etc.”

A mobile/digital device is a portable, handheld computing device such as a smartphone or tablet computer.

Digital technologies are electronic tools, systems, devices and resources that generate, store or process data such as social media, online games, images, multimedia and mobile phones.

## RATIONALE:

Berwick College uses the Internet and digital technologies as teaching and learning tools. 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 mobile and digital technology is essential in the lives of students and is best taught in partnership with the home and school.

21st Century students spend increasing amounts of time online, learning and collaborating. To be safe online and to gain the greatest benefit from the opportunities provided through an online environment, students need to do the right thing by themselves and others, particularly when no one is watching.

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 & Training (DET) 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.

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 has been signed by the student and their parent or carer and returned to the College.

Berwick College accepts that parents give their children mobile phones to protect them from everyday risks involving personal security and safety while out of school hours or when they are traveling independently to and from the College and that this necessitates students bringing mobile phones to school.

At Berwick College:

- Students who bring mobile phones to school must have them switched off and securely stored in lockers during College hours
- Exceptions to this policy may be applied if certain conditions are met (see below for further information)
- When emergencies occur, parents or carers should reach their child by calling the College administration.

Parents are asked to follow College protocol when contacting their child during College hours. The College Office and the Learning Team Attendance Officers remain a vital and appropriate point of contact. Students who leave school early for a special reason should sign out at the Administration office and provide a written note (signed by parent/carers) or confirm parent has entered the reason and permission on the Compass portal.

#### **PERSONAL MOBILE PHONE USE:**

In accordance with the Department's [Mobile Phones Policy](#) issued by the Minister for Education, personal mobile phones must not be used at Berwick College during school hours, including lunchtime and recess, unless an exception has been granted.

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.

Where a student has been granted an exception, the student must use their mobile phone for the purpose for which the exception was granted, and in a safe, ethical and responsible manner.

#### **SECURE STORAGE:**

Mobile phones owned by students at Berwick College are considered valuable items and are brought to the College at the owner's (student's or parent/carers') risk. Students are encouraged not to bring a mobile phone to the College unless there is a compelling reason to do so. Please note that Berwick College does not have accident insurance for accidental property damage, lost valuables or theft. Students and their parents/carers are encouraged to obtain appropriate insurance for valuable items.

Where students bring a mobile phone to the College, Berwick College will provide secure storage. Secure storage is storage that cannot be readily accessed by those without permission to do so. At Berwick College students are required to store their phones either in their locked lockers or handed into the College administration office to be placed in the lockable strong room.

Mobile phones (or mobile devices with similar functionality) visible during school hours will be confiscated by teachers, placed in an envelope, logged and stored securely at the main office for collection at the end of the day.

When purchasing a laptop, parents are asked to consider purchasing through the school approved supplier Edunet who also provide warranty and insurance support.

#### **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 and Training's search engine [www.education.vic.gov.au/secondary](http://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.

#### **BREACHES OF THE STUDENT ACCEPTABLE USE AGREEMENT:**

Students who use their mobile device or use digital technology inappropriately at Berwick College may be issued with consequences consistent with our College's existing student engagement or bullying prevention and response policies.

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.

At Berwick College inappropriate use of mobile phones is **any use during school hours**, unless an exception has been granted. and particularly, the use of a mobile phone to:

- disrupts the learning of others
- send inappropriate, harassing or threatening messages or phone calls
- engage in inappropriate social media use including cyber bullying
- capture video or images of people, including students, teachers and members of the College community without their permission
- capture video or images in the College toilets, changing rooms, swimming pools and gyms
- use during exams and assessments.

Cyber bullying and the use of digital technologies to bully members of the College Community as outlined in the Bullying Prevention and Response Policy, will be dealt with according to the College's Behaviour Management - The ICARE Handbook and the Student Wellbeing and Engagement Policy.

## PROCESS FOR BREACHES OF MOBILE PHONE & DIGITAL TECHNOLOGY POLICY

Students may face a number of consequences depending on the severity of the breach and the context of the situation in accordance with the College's Behaviour Management -The ICARE Handbook and DE guidelines. Mobile phones should not be used to harass others or as a tool for bullying. Serious or repeated offences will result in stronger penalties.

### These include, for students:

- Confiscation of mobile phone if used during school hours without an exception being granted
- Confiscation of electronic device
- Removal of network access or email privileges
- Removal of internet access privileges
- Removal of printer access privileges
- Payment to replace damaged equipment
- One day suspension for audio or video recordings or photos taken of other students, staff, visitors and or the College without permission. Second offence – two days suspension
- Three days suspension for 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.

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.

### EXCEPTIONS:

Exceptions to the policy:

- may be applied during College hours if certain conditions are met, specifically,
  - Health and wellbeing-related exceptions; and
  - Exceptions related to managing risk when students are offsite.
- can be granted by the principal in accordance with the Department's Mobile Phones Policy and will be documented on Compass, noted in an Individual Education Plan (IEP) or Behaviour Support Plan (BSP) and reviewed regularly.

The three categories of exceptions allowed under the Department's Mobile Phones Policy are:

#### 1. Learning-related exceptions

Specific exception	Documentation
For specific learning activities (class-based exception)	Prior approval by the Principal – Specific Date and Time provided Unit of work, learning sequence
For students for whom a reasonable adjustment to a learning program is needed because of a disability or learning difficulty	Letter of Recommendation from Medical Practitioner Individual Learning Plan, Individual Education Plan, Behaviour Support Plan

#### 2. Health and wellbeing-related exceptions

Specific exception	Documentation
Students with a health condition	Letter of Recommendation from Medical Practitioner Student Health Support Plan

#### 3. Exceptions related to managing risk when students are offsite

Specific exception	Documentation
Excursions - Travelling to, from and during	Risk assessment planning documentation Supervising Teacher to apply for an exception from the Principal
Students on camps	Risk assessment planning documentation Supervising Teacher to apply for exemption from the Principal

Where an exception is granted, the student can only use the mobile phone for the purpose for which it was granted.

## **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 Bard) 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.

## **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 mobile phone or 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.

## **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.

**NOTE:** 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 College 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.

## **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 three years.

## 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 in 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

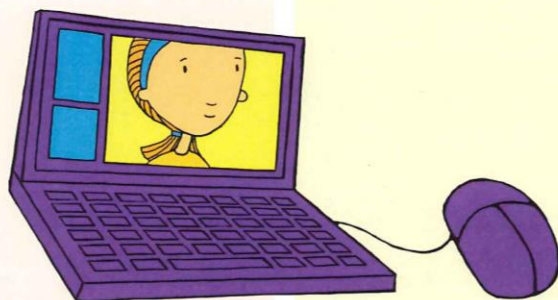
If your inquiry leads you to believe that a CRIMINAL offence may have occurred, contact the Police.

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](http://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](http://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

