



Digital Technologies Usage Policy

Rationale

Digital technology is an integral part of life and also plays an important role in learning. Education authorities need to ensure that staff, students and the school community engage in these technologies appropriately, legally and ethically. Levels of protection for child safety in the use of any technology is also required. Digital technology is used to effectively find, analyse, create, communicate and use information to enhance learning and to engage the school community.

Background

DOBCEL embeds technology in the life and operations of its offices 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 happy, healthy, young adults.

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

All schools operating under the delegated governance of Diocese of Ballarat Catholic Education Limited (DOBCEL), 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'.

Principles

- 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 the school community in the smart, safe and responsible use of information and communication technology is imperative.
- 3) All curriculum areas will be enhanced by providing access to current, appropriate, educational technology,

- 4) Students are introduced to ways of using Digital Technology safely, encouraging them to experiment with its potential as a creative and stimulating tool for learning.
- 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 Technology plays in society and education and how to use it safely and appropriately.
- 7) Teacher competency and confidence in the use of Digital Technology is developed as a teaching and learning tool.
- 8) New staff and all students are inducted each year on the Digital Technology policy requirements
- 9) Staff, students and parents are required to sign the '*Digital Technology: Acceptable Use and Cyber-safety Agreement*'
- 10) The Digital Technology coordinator and risk management leader in conjunction with the principal will identify any risk management issues and follow the protocols for managing, recording, monitoring and minimising risks.

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.

Related Policies and Documents

- Assessment and Reporting Policy
- Privacy Policy
- Supervision Policy
- Safe School Policy
- Student Behaviour Support Policy
- Teaching and Learning Policy
- Workplace Equal Opportunity Policy

Policy Updated: May 2020

Policy Review: May 2023