

| | |
|--------------------------|-------------|
| Original Issue | 2018 |
| Ratified Current Version | April 2021 |
| Approval Authority | Principal |
| Policy Sponsor | IT Services |
| Review Date | 2022 |



Digital Technology Policy

Contents

| | |
|----------------------------|---|
| Purpose | 1 |
| Scope..... | 1 |
| Legislative Context | 1 |
| Policy Statement..... | 1 |
| Principles | 2 |
| Supporting Documents | 2 |
| Responsibility..... | 2 |
| Promulgation..... | 2 |
| Implementation | 2 |

Purpose

Monivae College recognises that digital technology is an integral part of life. It also plays a role in learning. The school needs to ensure that staff, students and the school community engage in these technologies appropriately, legally and ethically. The school also needs to ensure there are levels of protection of child safety in the use of any technology in the school.

Digital technology is used to effectively find, analyse, create, communicate and use information to enhance staff and student learning and to engage the school community. This includes the use of technology such as email, Internet, phone, mobile device, social media sites, online discussion and chat facilities, copying and printing.

Scope

This policy applies to the whole Monivae College Community.

Legislative Context

- Age Discrimination Act 2004
- Australian Human Rights Commission Act 1986
- Disability Discrimination Act 1975
- Discrimination Act 1984
- Equal Opportunity Act 2010 (Victoria)
- Crimes Amendment (Bullying) Act 2011

Policy Statement

Monivae College embeds technology in the life and operations of the school. It is important that the use of this technology is used in a purposeful, responsible, legal and ethical manner that is consistent with the school's vision.

| | |
|---------------------------|--------------|
| Digital Technology Policy | |
| Teaching and Learning | Version: 1.3 |

Principles

- While staff, students and school community will have access (as deemed appropriate) to electronic resources is a privilege not a right.
- Users are responsible for ensuring that the resources are used in a purposeful, responsible, legal and ethical manner that is consistent with the school's vision.
- Electronic resources for provided for work and education purposes.
- Technology is increasingly changing. Technologies, not yet known or not present in the school, may become part of the school's approach (if appropriate) and will be covered by this policy
- Technology use will be monitored including the appropriateness of sites, material accessed, downloaded or distributed and communication use.
- Technology plays an important role in staff and student learning.
- At all times child safety requirements and processes are to be considered in any use of technology.

Supporting Documents

- Digital Technology Procedure

Responsibility

- The ICT Committee(*as the Approval Authority*) are responsible for monitoring the implementation, outcomes and scheduled review of this policy and its accompanying procedure/s
- The IT Services Team (*as the Policy Sponsor*) is responsible for maintaining the content of this policy as delegated by the above title.
- The Compliance and Risk Manager is responsible for the administration support for the maintenance of this policy as directed by the above title.

Promulgation

The Digital Technology Policy will be communicated throughout the School community in the form of:

1. Policies section of the Monivae website to alert the School-wide community of the approved Policy;
2. distribution of e-mails to all staff.

Implementation

The Digital Technology Policy will be implemented throughout the School via:

1. Policies section of SIMON knowledge banks to alert the School-wide community of the approved Policy;
2. Staff briefing sessions
3. Training sessions

| | |
|---------------------------|--------------|
| Digital Technology Policy | |
| Teaching and Learning | Version: 1.3 |