BELLARINE SECONDARY COLLEGE
ICT HANDBOOK
FOR STUDENTS AND FAMILIES
2018

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OVERVIEW

This handbook is designed for all students and families of Bellarine Secondary College to be informed and understand the purpose, policies, agreements, and advice that comprise the ICT program. This handbook will be revised and updated on an annual basis to ensure that the college is responsive to the needs of our community and the changes in technology.

We ask that you read the information thoroughly and then complete the agreement located on the final page. This needs to be done by the end of Week 4, Term One.

If you have any questions or concerns regarding the college's ICT program, please feel free to contact the Head of Digital Learning via email powell.adam.c@edumail.vic.gov.au

COLLEGE VISION

Bellarine Secondary College believes that the use of digital technology, both in and out of the classroom, will:

- Provide consistent experiences that present a broad range of educational possibilities.
- Create an environment where all students have an equity of opportunity to improve their skills.
- Empower students to develop their own skills and knowledge, through the fostering of curiosity and responsibility.
- Provide a clear and visible development pathway for technological skills for all students.

We aim for the Bellarine Secondary College community to use technology to become:

- Powerful ICT learners
- Skilled ICT users
- Curious and Responsible ICT explorers
- Prepared for the ICT world of the future

CRITICAL CONTACTS

Head of Digital Learning – powell.adam.c@edumail.vic.gov.au

Assistant Principal – skewes.luke.a@edumail.vic.gov.au

Cyber Safety Reporting and Inquiries – cyber@bsc.vic.edu.au

Laptop faults and problems – ICT@bsc.vic.edu.au

Compass support - compass@bsc.vic.edu.au

STUDENT LAPTOP PROGRAM

A key component of the college's ICT program is the provision of student laptops. The Student Laptop Program is designed to provide all student with a device that meets the growing technological needs of the modern classroom. The full details of this program are contained in the brochure and agreement issued at the time of commencement (Years 7 and 10), however the following expectations and protocols are critical for students and families to understand.

EXPECTATIONS OF STUDENTS

It is expected that all students;

- Care for the device appropriately. For the duration of the program, this device is the property of the college, thus any mistreatment or damage will need to be addressed.
- Use the device for educational purposes. The device is provided for the purpose of improving access to educational resources and opportunities and therefore any use that is additional to this is to be restricted.
- Report any damage or device failures to the technical staff of the college as soon as possible. To get the full benefit from the device, it must be in full working order. If this is not the case, then the technicians need to be involved to restore it back to this state.
- Report a missing device to the school within 24 hours. This is to ensure the college can act appropriately within its legal and insurance requirements.
- Charge the device at home, prior to coming to school. The college forbids the charging of devices in classrooms, as it represents an unacceptable safety risk to students and staff. The devices have a battery life that is more than capable of providing a full day's educational use, provided they arrive fully charged at the beginning of the day.

EXPECTATIONS OF FAMILIES

It is expected that all families;

- Communicate concerns regarding the devices directly to the college. The college wishes to be proactive in addressing issues related to our program, so any concerns or problems reported to us will be dealt with in a timely and appropriate manner. We also strive to improve and build upon our programs each year and the feedback from families forms a critical part of that process.
- Support the college's rules around the use of the devices. Reinforcing the expectations of the college at home will ensure that students get the most out of their devices and use them in a safe and productive way.

ADVICE FOR FAMILIES

The college recommends the following to all families;

- Set up a charging point in the house for the device. Devices are to be charged overnight, so having a consistent spot for this is recommended.
- Limit the 'bedroom' use of the device. The use of technology is monitored within the college, however outside of the school network that responsibility falls to families. Having children use the device in family spaces, rather than their private bedrooms is encouraged to prevent negative or antisocial online behaviour. It will also assist in preventing late-night use of the device when children should be resting.
- Have a 'screen-time' limit each night. Whilst some schoolwork will need to be conducted on the computer, it is important for teenagers to interact directly with their peers and families.
- Establish consistent rules and expectations around the use of technology. As with all activities, it is important that there are clear boundaries and expectations around the use of technology.

FAMILY INFORMATION PORTAL

Bellarine SC uses Compass as its primary method of communicating with our families. Each family group is issued with a user name and password that are used to login to the portal.
This portal can be used by families to:

- check attendance and explain absences;
- contact teachers of your child;
- be informed of incidents;

The college portal can be accessed through the website, or at: https://bellarinesc-vic.compass.education/

The college encourages parents and guardians to check Compass on a daily basis. Any issues or concerns regarding Compass can be directed to the college's Compass support line at compass@bsc.vic.edu.au.

DIGITAL COMMUNICATIONS

The use of digital technology for communication is encouraged by the leadership of the college. Forging a closer relationship between teachers and families is a powerful way to improve student outcomes, and technology offers a perfect medium for this to take place.

To contact a member of staff, login to the college's family portal and select the teacher you wish to contact. When contacting staff, it is expected that communications are respectful and appropriate; any inappropriate communications will not be acknowledged. Staff will endeavour to respond to family communications within 2 school days from contact; if the matter is urgent, please call the college admin on (03) 5251 9000.

PUBLICATION OF STUDENT WORK AND IMAGES

At Bellarine Secondary College we celebrate the efforts of our students by mentioning their participation in events and their achievements in our newsletter. Occasionally photographs of students are included in our College Magazine along with samples of their work.
The newsletter and magazine are published on the college's website. We also make use of social media to promote college activities and events, which can be accompanied by images of students and their work.

Consent forms are issued during enrolment for families to complete. If you wish to revoke or change the consent you have previously given, please contact the college admin on (03) 5251 9000.

The college will always seek parent or guardian's consent before passing information or photographs to the any external media for publication.

ONLINE SERVICES

In order to provide the educational experiences of the college, Bellarine uses a variety of different online services. These services provide students with the opportunity to learn in a collaborative, engaging and accessible way and offer staff critical information and resources for use in the classroom.

The college has conducted Online Service Assessments for all services used within the curriculum, which detail the service's requirements, uses, data storage and impact. For further details regarding these services, please contact the Head of Digital Learning using the details at the beginning of this booklet.

The Department of Education and Training also has a comprehensive series of policies regarding student privacy. For more details, check the DET website at http://education.vic.gov.au

OFFICE 365

Bellarine Secondary College uses Office 365 as its main learning management and communications tool. Office 365 is an internet-based service delivered by Microsoft for **educational purposes only**. It provides students with access to email, calendar, blogging, document sharing and video-conferencing facilities from school, and at home.

Office 365 is **not** for student records. Office 365 is **not** to be used for your child's personal activities and must be used in accordance with the college's Acceptable Use Agreement.

All families are provided with a full overview of the service upon enrolment, which can also be found on the college website.

TECHNOLOGY IN THE CLASSROOM

In order to establish a productive and positive classroom environment that is conducive to learning, it is essential that students use technology in appropriate ways in the classroom. Students' computers are to be used in classroom at the direction of the teacher and for the relevant learning activity that is being undertaken. The use of headphones or earphones by students requires explicit permission from the teacher for that class. Mobile technologies, such as phones, tablets, media players and smart watches are not to be brought into the classroom. If a student is seen with a device;

- The device is to be surrendered by the student for the remainder of the class.
- A log will be kept of the student's conduct.
- If the student repeatedly uses a mobile device in class, families will be informed.

These consequences can be used at the discretion of the teacher, and repeated breaches of this policy may result in further consequences being applied.

CYBERSAFETY & DIGITAL CITIZENSHIP

OVERVIEW OF PROGRAM

Bellarine Secondary College aims to provide a safe and inclusive environment where staff, students and families are able to be a part of a positive school community. With the increasing use and reliance on digital technologies in the modern world, it is vital that we as a college are able to respond to the emerging issues and problems in an appropriate and measured way.

RELEVANT TECHNOLOGY

These policies are designed to apply to ALL digital devices that can be used to communicate or access digital content. This includes, however is not limited to, Desktop Computers, Laptop, Laptop and Netbook Computers, Tablets and iPads, Smart Phones, iPhones and Mobile Phones.

APPROPRIATE ONLINE CONDUCT

When online, everyone should try to be a good digital citizen. This means they know how to behave appropriately and they see that online environments are communities of people that have similar rules to the real world. This includes understanding the rights and responsibilities of all people online.

PROTECTING YOURSELF LEGALLY AND SOCIALLY

As in the physical world, your safety is the most important priority you should have in the online world. This means that you need to act in a way that reduces your exposure to risk, whilst also not acting in a way that places others at risk. Whilst there are laws that cover some behaviours, it is just as important to protect yourself from anti-social behaviours and risks.

BUILDING POSITIVE ONLINE RELATIONSHIPS

Just because you are in front of a screen, rather than face to face, doesn't mean your relationships are any less real. How you develop and maintain relationships with people online is a vital part of modern society.

ONLINE REPUTATION

Your online actions are a reflection of who you are, for good and for bad. Maintaining a positive online 'footprint' is an important part your online behaviour and can affect your future employment and relationships.

REPORTING AN INCIDENT

In the event that you, as a parent, guardian or student, become aware that someone has acted in a way that is dangerous, illegal or inappropriate, it is important that you follow the appropriate process. The college has an established procedure for dealing with online issues and the first step is for the incident to be reported.

To report an incident, email cyber@bsc.vic.edu.au with the appropriate details and information. Reports will be treated anonymously unless necessity dictates otherwise.

FURTHER ENQUIRIES OR QUESTIONS

As a college, we would like to encourage families to feel they can participate and contribute in the development of programs and policies. If you would like to be involved in further developing and promoting Bellarine Secondary College's Cyber Safety program, please feel free to contact us at the cyber@bsc.vic.edu.au.

ACCEPTABLE USE OF COLLEGE FACILITIES

AIMS

To provide a positive, safe and functional technological environment that enables students to further themselves academically.

APPLICABLE TECHNOLOGIES

This agreement is applicable to all of the following technologies within Bellarine Secondary College;

- College-owned desktop, laptop and tablet computers
- All software that is installed on college computers
- College network infrastructure, both wired and wireless
- College internet access
- College-provided email and data storage

The college reserves the right to monitor the use of any of these technologies and any breaches of this agreement will be subject to sanction.

RULES OF ICT USE

In accordance with the aims of the college, the following actions will be considered breaches of this agreement;

- Use of ICT equipment for games, social media, gambling, pornography or profit
- Access, storage or distribution of pirated or illegal materials
- Harassment or bullying of any person, regardless of their affiliation with the college
- Attempts to change, bypass or undermine the security settings of the college's ICT equipment
- Causing physical damage to any ICT equipment
- Spreading malicious or virus-infected files
- Accessing the network, print credit or email accounts of others
- Accessing, altering or deleting the files of others
- Attempts to hide or avoid monitoring by staff members
- Use that is contrary to the instructions of a staff member

SANCTIONS

Any breaches of this agreement will be subject to one or more of the following sanctions in addition to sanctions issued by Classroom teachers, Heads of Year Level and Assistant Principals;

- Removal of network access, printing and storage privileges
- Deletion of prohibited materials
- Suspension or removal of email account
- Prohibition of access to ICT equipment