Foreword

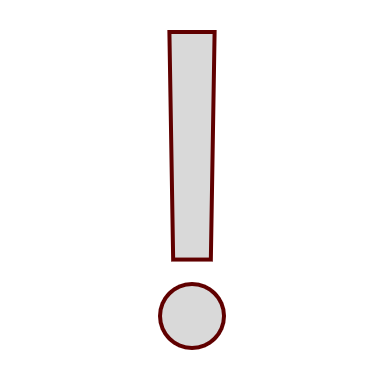
This policy works in conjunction with the Victorian Department of Education’s ‘Acceptable Use Policy’ for DEECD Information, Communication and Technology (ICT) resources, as well as, The School’s Acceptable Use of ICT Policy.

Throughout this document, the term ‘The School’ refers to Wheelers Hill Primary School and ‘The Department’ refers to the Victorian Department of Education. BYOD refers to our Bring Your Own Device program whereby students are permitted to bring a personal device that satisfies set specifications, can connect to The School’s wireless network and supports their learning at school and home.

This policy applies to any student connecting a personal learning device to the Department of Education’s Wi-Fi network, including any other device considered by the administration to come under this policy.

The Department’s Acceptable Use Policy can be found at the following address:

<http://www.education.vic.gov.au/Documents/school/principals/infrastructure/ictacceptableusepolicy.pdf>



**Only Windows 10** **or later** devices are permitted to be used in Wheelers Hill Primary School’s BYOD Program. We will **not** allow Windows 8.1 or older, Macintosh, Chromebooks or non-Windows tablet devices to be used. Windows 10S devices are **strongly discouraged**.

If you are unsure about which device to purchase, please refer to section 3.2 when discussing with a retailer.

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1. Overview

**1.1 Rationale**

The School has a vision for learning that fosters deep learning, encourages critical thinking and creativity whilst providing a foundation for authentic learning. The model of only school-supplied technology resources is not a model that is feasible and cannot realistically meet the demands of today’s students and teachers. WHPS values the wealth of learning experiences that come with improved integration and interactions with current technology.

As a school, we continue to enhance the way we use digital technologies to enrich the teaching and learning environment for both teachers and students. This involves the development and use of ‘virtual’ or ‘flexible’ learning environments which extend the classroom experience beyond the physical space of the school. To have a successful Bring Your Own Device (BYOD) program, we need to ensure that all students have compatible devices that align with The School's infrastructure and its learning and teaching environments.

By facilitating BYOD, The School will empower students by allowing them to be active in determining the way they use technology to support their learning. They will develop a sense of digital citizenship and demonstrate increased awareness of how technology is conducive to authentic learning and the application of skills that are essential to succeed in today's technology-based society. Increased access to technology further allows students to collaborate, communicate and share more openly with teachers and their peers.

1.2 The School’s eLearning Vision

The School aims to provide students with digitally-rich learning environments that allow them to inquire, analyse, communicate and create within a personalised learning environment. Our vision includes the opportunity for parents of students (in Years 4, 5 and 6) to **voluntarily** allow their child(ren) to bring a device to school that adheres to predefined specifications. This will be an opt-in program that will extend the classroom experience outside of school and enrich student learning. The program may be extended to specific students in any other year level with school consent.

Our primary goal as a school is to provide best practice teaching that enables, enhances and transforms student learning and outcomes through the effective use of Information and Communications Technology (ICT). We envisage the effective integration and application of information technology will support the teaching and learning of staff and students at WHPS.

We aim to develop a twenty-first-century learning community where:

* Students are engaged in a challenging curriculum that is focused on authentic learning.
* Students will be comfortable using technology in both online and offline applications. They will develop a sense of responsibility for their own educational success.
* Teachers function as coaches, mentors, advocates, and managers of information and use technology to enrich and support all learning across the curriculum.
* The School will be an environment where **all** students and staff have ready access to a full range of current technology, software tools and applications. The School currently has knowledgeable staff and access to external resources to further the curriculum goals. Leadership staff will make professional learning accessible to educators and they will learn the most up-to-date practices around the use of technology for learning.

Students who make the most of the Bring Your Own Device (BYOD) program (within school expectations) will have access to numerous benefits with regard to resource access, choice in task completion, responsibility and personal organisation. The School encourages all students to participate in the BYOD program, which is subject to your acceptance or the terms and conditions outlined in the BYOD policy.

1.3 Actions Required and Key Information

1. Students and parents/guardians must read and understand this policy and sign the *BYOD Student Use Agreement* before students will be permitted to connect a personal device to The School's wireless services. If a student connects a device without a *Student Use Agreement* they are in breach of the school rules and disciplinary action may be taken.
2. Understand students can only use a personal technology device at school with the knowledge and written approval of a parent/guardian and The School. The signing of the *BYOD Student Use Agreement* constitutes such knowledge and approval. The School reserves the right to confiscate any unauthorised device until school staff deem the return of the device appropriate. The School adopts this policy in order to maintain a safe and secure environment for students and staff.
3. Acknowledge students are to use the device for educational purposes whilst on school premises and/or connected to the school network. Activities such as downloading files not related to schoolwork, playing computer games or watching movies is not permitted and contravenes The School’s *BYOD* *Student Use Agreement*.
4. When resolving cases where a school or a student-owned device has been damaged, existing school policies and procedures will apply.

2. Program Participants

This BYOD Policy has been developed to inform The School’s community (Students, Staff, Parents and Administration) of the roles and responsibilities of maintaining a responsible, safe and effective BYOD program.

2.1 Scope

This policy applies to all stakeholders in The School’s BYOD Program including students in Levels 4, 5 and 6 or any other student who has been granted with special documented consent by The School. This includes:

* students
* teachers and support staff
* school administrators
* parents/guardians, and
* principals.

2.2 Policy Inclusions

For this policy, the term ‘devices’ refers to the use of any personal device that meets the specifications of the program and school infrastructure (as outlined in section 3.2 of this document). The School will only allow laptop devices running a *Windows* *10* or above operating system as part of the BYOD program to ensure consistency and manageability within the program unless otherwise agreed.

3. Implementation

3.1 Eligibility for the BYOD Program

Students may participate in the BYOD program if they are:

* in Levels 4, 5 or 6
* if a special agreement is made between The School and parents and consent is given. This includes students with additional learning needs or where it is recommended by student support groups.

3.2 Device Requirements

The School understands and accepts that all families in our school community are different and their financial situations may differ. Accordingly, The School’s BYOD Program allows students to use any device that is running specific Windows operating systems (unless otherwise agreed) and will support the installation of recent applications.

There are no specific devices that are required. All students may participate, provided their devices have

* a *Windows 10 or later* Operating System (*Windows 10S* is not permitted)
* dual-band (both 2.4Ghz and 5Ghz) wireless cards that meet 802.11AC standards
* an *Intel* Celeron or above processor (we recommend Core i3 or above)
* at least 4GB RAM (we recommend 8GB).

***Please note:*** *For better device performance, we also recommend devices that have Solid State Drive storage capabilities.*

3.3 Equity and Access

The School understands that participation in the BYOD Program may be a strain for some families. As part of its responsibilities, The School does not require a specific device be used. Parents may allow their child(ren) to bring pre-owned or second-hand devices to school provided they meet the specifications outlined in this document.

For families opting not to participate in the BYOD Program, The School leases devices for shared use which will provide student access to technology. The use of these devices may be shared.

3.4 Technical Support

As part of the BYOD Program, The School offers a limited technical support program that assists in helping students with:

* connecting to the internet
* downloading, installing and connecting Microsoft Office and Office 365 accounts
* installing any other necessary applications.

As BYOD devices are owned by the student and family, all other technical support and warranty issues will need to be sourced by the student’s family from an external source.

The student is responsible for ensuring that the required software and applications are installed on their device, as well as current anti-virus software. They must continue to maintain the latest service packs, updates and antivirus controls. Technicians may specifically request these be installed at home before offering assistance with any of the aforementioned tasks.

The School has several guides in the BYOD section of The School’s website to assist parents/guardians in managing the use of devices at home.

3.5 Accidental Damage and Theft

The Department of Education and Training does not have insurance for the personal property of staff, students and visitors. Accordingly, The School does not provide accidental damage or theft cover for 3rd-party (student-owned / teacher-owned) devices and shall not be liable for any damage or theft that occurs on The School’s premises unless

* the device is student-owned and was under the direct care of a staff member. Direct care refers to use by a staff member at the time of damage/loss.

The School encourages parents/guardians to source accidental damage and theft insurance from an external insurance provider.

3.6 Internet and Network Usage

All students, staff and parents are expected to adhere to The School’s *Acceptable Use of ICT Policy* which can be found on The School’s website at:

<https://wheelers-hill.squarespace.com/s/Acceptable-Use-of-ICT-Agreement-4-6.pdf>

4. Roles, Responsibilities and Guidelines

Where it is relevant, students are encouraged to utilise technology to enrich their learning experiences. We know that e-learning compliments many areas of the curriculum and aim to capitalise on this opportunity, however, we understand that all stakeholders must be aware of their roles and responsibilities.

4.1 Student Responsibilities

As part of The School’s BYOD Program, students will ensure that they

* use devices in a responsible and ethical manner as outlined in the BYOD Student Agreement
* only access services and devices using their own name and will not use a computer or resource that has been logged in under another name
* charge the device at home, leave enough storage space for learning tasks and keep devices secure to enable daily use
* obey general school rules concerning behaviour and communication in line with The School’s *Code of Conduct* and *ICT Use Agreement*
* protect their devices by contacting their teacher/administrator about any security problems they may encounter as soon as possible
* monitor activity on their accounts (e.g. blogs, Mathletics, Reading Eggs) and report any inappropriate or unacceptable behaviour
* secure devices in the designated area within their classroom when they are not in use
* report any damages to their teacher immediately so that the teacher may investigate and inform ICT coordinators, principals and parents of the child(ren) regarding the circumstances
* update operating systems and applications at home to avoid interruptions during learning time
* use the internet safely and appropriately (as set out by The School’s *Acceptable Use of ICT Policy*) and will report any inappropriate or offensive websites to their teacher so that the administration can block those sites
* respect and look after all devices including those that belong to themselves, others and The School.

4.2 Student Activities Strictly Prohibited

Students are strictly prohibited from participating in activities that are potentially harmful, dangerous or illegal. This includes but is not limited to

* illegal plagiarism, installation or transmission of copyrighted materials
* any action that violates The School’s Code of Conduct or public law
* sending, accessing, uploading, downloading or distributing offensive, profane, threatening, pornographic, obscene or sexually explicit materials
* accessing and using internet/app-based games during class time that are not deemed educational or appropriate by the teacher
* use of communication services during school time without the prior permission of the students’ direct teacher
* gaining access to other students’ accounts, files and/or data
* sharing personal information over the internet which includes, but is not limited to, creating accounts for chat rooms, e-commerce, email, etc.
* participation in fraudulent or other illegal behaviour
* vandalism (any malicious attempt to harm or destroy hardware, software or data, including, but not limited to, the uploading or creation of computer viruses or computer programs that can infiltrate computer systems and/or damage software components) of personal, other students or The School’s technology
* participating in any form of bullying via social media (including, and not limited to, texting, emailing, posting and accessing other students’ devices), and
* accessing the internet at school through networks other than that provided by The School.

4.3 Student Guidelines

1. Device Enrolment

* When a new device first comes to school, it must first be enrolled by our school technicians.
* Devices that have transferred ownership or previously been used by another student are considered a “New Device”.
* This process ensures devices are identifiable, known to The School and, in effect, network security and standards can be maintained.
* Devices cannot be connected to another domain (e.g. connected to a university or workplace’s network)
* Administrator privileges are essential in the enrolment process. Without these privileges, devices may not be connected.
* Devices that are incorrectly enrolled will be denied internet access by our network filtering system.

1. General Guidelines

* Devices are the student’s property and should be treated with respect and care.
* Only use a clean, soft cloth (or dedicated screen cleaner) to clean the screen and do not use household cleaning products.
* Cords and cables must be inserted carefully into the device to prevent damage.
* Devices must never be left in a backpack, car or any unsupervised area.
* Students are responsible for keeping their devices charged for school each day.
* As outlined below and where possible, students must always keep their devices protected from damage.
* Store peripheral devices (e.g. mice and USB drives) in separate compartments to devices themselvesDevices must not use any Virtual Private Networking software (VPN) whilst in use at school.

1. Device Identification

Student devices should be labelled, both digitally (through the operating system) and physically, with the name of the owner so they can be easily identified. Devices may also be identified by:

* the device’s name, serial number, IP address and MAC address on The School’s database
* clear labelling of devices and all accessories (as outlined in 4.5 - Parent/Guardian Responsibility).

We strongly suggest you keep a record (written or images) of the device’s

* maker
* model
* serial number.

1. Storing Your Device

When students are not using their devices, they must be placed in a secure classroom location as designated by the teacher to be securely locked away. Students are expected to take their devices home at the end of each day. Devices should never be stored in a vehicle as they increase the risk of break-ins. Devices are not to be stored in school bags during the day or taken out of the classroom during lunch or recess unless permission is granted by a teacher for a specific educational purpose (not gaming).

Please do not store your device in a place that is likely to experience extreme hot or cold conditions (e.g. in a car) as these temperatures may cause severe damage.

1. Transporting Your Device

When students are transporting their devices in and around the school (e.g. to a specialist subject), they should ensure they are closed and that they are carrying them with two hands. When students bring a device to and from school, it is recommended that all work is saved and the device is shut down. Students must never run with their devices as this may lead to damage if they are dropped.

Students should avoid carrying their devices in their school backpacks as other items may place unnecessary pressure on the device and damage may occur. For this same reason, we advise that mice, chargers or any other peripherals are stored beside the device, in a separate compartment or in backpacks when transporting devices. These components cause bulging and uneven surfaces which place direct pressure on devices when compressed.

1. Devices Left in Unsupervised Areas

Under no circumstances should devices be left in unsupervised areas (including, but not limited to, school grounds, buildings, specialist areas, library, offices, unlocked classrooms or toilets). Any device left in these areas is at risk of being stolen or damaged. If a device is found in an unsupervised area, it will be taken to a secure location and students will be advised of its location as appropriate. Violations of this section may result in the loss of BYOD privileges and/or other privileges.

1. Device and Screen Care

Screens may be damaged if subjected to rough treatment. The screens are particularly sensitive to damage from excessive pressure or the dropping of the device. The School recommends that portable devices used at school have quality cases or skins that protect the device's corners, edges and screens. Devices must be placed carefully in the allocated secure locations in a classroom when not in use.

Devices should always be on a stable surface and kept clear of liquids and foods. If a student has drinks or snack breaks in their classroom, they must ensure these potentially damaging substances are kept below device-level (on the floor), in bags or consumed well away from devices.

Students need to ensure that they do not apply pressure to, lean on or place anything near the device that could place unwanted pressure on the device. They must also ensure they wash and dry their hands and keep drink bottles away from devices as stated above.

1. Devices Left at Home

Students are expected to bring devices to school daily. If students leave their devices at home, they are responsible for getting the class tasks completed by hand or on shared devices (if available), as if they had their devices present.

1. Charging Your Device’s Battery

Devices must be brought to school each day with a fully charged battery; it is expected they will be charged each evening. In cases where the use of the device causes batteries to become discharged, students will not be able to connect their device to a power outlet in the classroom without teacher consent.

Consent will only be granted

* in emergency circumstances or
* when students are participating in ICAS or NAPLAN assessments whereby power loss may interfere with timely task completion.

1. Sound, Music, Pictures, Games or Programs

Devices must be inaudible at all times, to maintain an effective and equitable learning environment unless permission is obtained from the teacher. Students are asked to bring working headphones to school each year and may use them when necessary. Music is allowed on devices and can be used with teacher consent and for educational purposes. Music with explicit language is not permitted at school and must be removed from devices at a teacher’s request. Media streaming services may not be used at school without teacher consent and supervision.

Games that are not deemed to be educational are not to be downloaded or played at school. If games are installed, they cannot be played during school hours without the approval of school staff.

Inappropriate media may not be used as a screensaver or background photo. Apps, videos and photos must be suitable for G audiences. The presence of guns, weapons, pornographic materials, suggestive images, inappropriate language, alcohol, drugs, tobacco, and gang-related symbols or pictures will result in the removal of content and disciplinary actions.

1. Printing and Internet Access

School printing is available for student devices. Students may also upload to their school cloud storage and print from a shared device, otherwise, printing at home may be required.

All large downloads including game apps, app updates, music and video need to be completed at home. For connection to the internet at home, you will need a wireless router, phone line and internet service provided by one of Australia’s telecommunications companies.

1. Saving to the Device/Backups

Students may save work locally onto their devices. It is also recommended that they sync their devices to cloud services to back up their work.

Students will hand in assignments as instructed by their teacher. It is the student’s responsibility to ensure work is not lost due to mechanical failure or accidental deletion. Loss of data is not an acceptable reason for failure to submit work unless parents/guardians provide written notification.

1. Network Connectivity

The School makes no guarantee that the internet will be working correctly 100% of the time. In the rare case that the internet is down or not available, The School will not be responsible for lost or missing data.

1. Additional Software

Students may only access content that is G-rated at school. This includes all games, applications and media. Students who breach this rule will be asked to delete any apps they access that contain violence, age-specific social networking (Twitter, Facebook, etc.), sexual content, inappropriate language etc.

1. Device Inspection

Students may be selected at any time to provide their devices for inspection. Inappropriate content will be removed, students who refuse to remove inappropriate content will not be permitted to use their device at school until it has been removed. In cases where The School is not satisfied devices have been used according to our policies, The School reserves the right to confiscate devices and/or perform deep scans (including, but not limited to, accounts for school or DoE services, historical data, deleted data or hidden files).

1. Device Security and Antivirus

While the school strongly suggests all families use antivirus software, it is the families’ prerogative to select the software that best suits their needs.

Access to the internet is filtered by the Department of Education’s Internet Service Provider to help safeguard students from inappropriate content. It is recommended that parents explore their options for parental controls on devices to ensure content accessed at home is appropriate for the age of their child. Resources and information are available at [www.esafety.gov.au/education-resources/iparent](http://www.esafety.gov.au/education-resources/iparent).

**Please note:**

The Department’s internet service requires the use of both proxy and the local domain name system (DNS). As such, some security/internet filtering software may need to be disabled to allow connectivity at school. Due to time constraints, staff support may not be able to resolve issues.

There are known issues with most VPN services and the internet filtering component of

* CyberHound
* Norton Family
* Trend Micro
* McAfee.

Please also note that, if you use family protection software such as Microsoft Family, settings should allow students to have free access to internet during school hours. While this types of software offer a lot of reassurance for families, they may continue to count time or lock features even when the device is used at school. Our DoE-provisioned internet services provide internet filtering for devices.

4.5 Parent/Guardian Responsibilities

Parents/Guardians are essential to the success of The School’s BYOD program. The School requests that parents reinforce school expectations to create a bridge between school and home device use to further assist in ensuring the safety of our students is maintained. To best achieve this, we ask that parents/guardians

* Consider taking up accidental damage and theft insurance (offered by most insurance providers and retailers) to be covered in the unlikely case their child’s device is damaged.
* Understand that the child and parent hold full responsibility for the device and that The School is not liable for any mistreatment, breakages, vandalism or loss of the device. The only exception to this is where the damage or loss occurred whilst under the direct care of a staff member (direct care refers to being used or held by a staff member at the time of damage/loss).
* Engage in regular discussion with their children and establish standards and values that their child(ren) must follow when using their device, the internet and applications at home.
* Consider the use of family technology agreements as they are a great way to ensure that children are clear about expectations around the acceptable use of technology and understand their boundaries. For more information, please see https://www.wheelershillps.vic.edu.au/s/WHPS-Family-Contract-Example.pdf for more information.
* Clearly label their child’s device with their name and record the serial number of the device.
* Ensure that their student’s device has the required apps installed on the device ready for educational use.
* Understand students under the age of 13 may not take part in age-restricted social networking sites such as Facebook, Snapchat and Instagram at school. The School **strongly recommends** parents consider the Terms and Condition and Privacy Policies of all online services before allowing their children to access them.
* Access the cyber safety resources and information on The School’s website to familiarise themselves with possible dangers.
* Ensure student use of devices at home only takes place in communal areas where screens are clearly visible for parent/guardian supervision.

4.6 Parent/Guardian Guidelines

All parents/guardians are encouraged to carefully read The School’s *Acceptable Use of ICT Policy* and review the *Acceptable Use of ICT Agreement* with their child(ren). The School recommends that parents implement some (if not all) of the terms listed in these policies in the home setting to ensure consistency in etiquette and expectations. It is expected that every student’s *Acceptable Use of ICT Agreement* is signed on enrolment prior to the commencement of Term 1. Teachers will not allow students to use technology until all agreements are signed and stored in school files.

For a downloadable copy of the school policies, please visit:

*https://www.wheelershillps.vic.edu.au/bring-your-own-device-byod/forms*

4.7 School Responsibilities

The School provides the foundation of the BYOD Program and has an essential role in ensuring not only educational value but also social responsibility and an understanding of safe technology use is developed by students. As part of the program The School will:

* Ensure all staff are trained in using common programs and applications and are familiar with the processes pertaining to the BYOD Program.
* Train teachers of the BYOD program about cybersafety and allow curriculum time for teachers to teach cyber safe practices to students.
* Provide filtered internet access to students and monitor student use in line with the *Acceptable Use of ICT Policy*.
* Endeavour to block materials considered offensive, profane, threatening, pornographic, obscene, or sexually explicit.
* Educate and assist students with research and device use to ensure compliance with The School’s *ICT Acceptable Use Agreement*.
* Provide lockable areas to store devices. In exceptional cases (and only when absolutely necessary), The School may also provide limited access to charging facilities in accordance with *Section 4.3,* point *ix*.
* Educate students, staff and parents on safety guidelines for the duration of use, posture, rest periods, stretching, noise and other environmental hazards (as outlined by the Department of Education and Early Childhood Development).
* Use The School’s website to provide parents/guardians with guides to assist in managing device use at home.
* Ensure staff carefully select online content for students to use and at times allow students to create accounts to log on to appropriate educational resource sites with permission (e.g. Mathletics, Reading Eggs, SoundWaves, specific apps, etc.).
* Monitor how devices are used across the curriculum and implement strategies to ensure all device use is balanced, relevant, purposeful and practical.

Communication

* This policy will be communicated to our school community via the Compass portal and the school website.

Evaluation of Program

* The Education Sub Committee will review the effectiveness of the school’s Curriculum Structure Policy on a cyclical basis in accordance with DoE guidelines.
* This policy will be reviewed to ensure relevant information is updated, necessary changes and/or upgrades are made to ensure the overall program effectiveness is maintained.

Last reviewed: **May 2022**

Last ratified: **July 2022**

Related Policies

* Victorian Department of Education’s ‘Acceptable Use Policy’
* The School’s Acceptable Use of ICT Policy.
* Mobile Phone and Mobile Technologies Policy
* Digital Technologies Policy



**Help for non-English speakers**

If you need help to understand the information in this policy, please contact Leasyl Richards (Assistant Principal)