

If you need help to understand the information in this policy, please contact Keysborough Secondary College.  
Phone 03 9798 1877 – Acacia Campus or 03 9546 4144 – Banksia Campus or email at:  
keysborough.sc@education.vic.gov.au.

To ensure that all students and members of our school community understand:

- a. our commitment to providing students with the opportunity to benefit from digital technologies to support and enhance learning and development at Keysborough Secondary College.
- b. expected student behaviour when using digital technologies including the internet, social media, email and digital devices (including computers, laptops, iPads)
- c. the College's commitment to promoting safe, responsible and discerning use of digital technologies, and educating students on appropriate responses to any dangers or threats to wellbeing that they may encounter when using the internet and digital technologies
- d. our College's policies and procedures for responding to inappropriate student behaviour on digital technologies and the internet
- e. the various Department policies on digital learning, including social media, that our school follows and implements when using digital technology
- f. our College prioritises the safety of students whilst they are using digital technologies

This policy applies to all students and staff at Keysborough Secondary College

Through increased access to digital technologies, students can benefit from learning that is interactive, collaborative, personalised, engaging and transformative. Digital technologies enable our students to interact with and create high

educate our students on appropriate responses to any dangers or threats to wellbeing that they may encounter when using the internet and other digital technologies  
provide a filtered internet service at school to block access to inappropriate content  
refer suspected illegal online acts to the relevant law enforcement authority for investigation  
support parents and carers to understand the safe and responsible use of digital technologies and the strategies that can be implemented at home.

Distribution of school owned devices to students and personal student use of digital technologies at school will only be permitted where students and their parents/carers have completed a signed Acceptable Use Agreement

It is the responsibility of all students to protect their own password and not divulge it to another person. If a student or staff member knows or suspects an account has been used by another person, the account holder must notify their Year Level Leader and the IT administration, immediately.

All messages created, sent or retrieved on the school's network are the property of the school. The school reserves the right to access and monitor all messages and files on the computer system, as necessary and appropriate.

Communications including text and images may be required to be disclosed to law enforcement and other third parties without the consent of the sender.

Keysborough Secondary College follows the Department's policy on [Social Media Use to Support Learning](#) to ensure social media is used safely and appropriately in student learning and to ensure appropriate parent notification occurs or, where required, consent is sought.

In accordance with the Department's policy on social media, staff will \_\_\_\_\_ either ' \_\_\_\_\_ ' or ' \_\_\_\_\_ ' a student on a personal social media account, or accept a ' \_\_\_\_\_ ' request \_\_\_\_\_ the school., \_\_\_\_\_ o

When using digital technologies, students are expected to behave in a way that is consistent with Keysborough Secondary College policy, and policy.

When a student acts in breach of the behaviour standards of our school community (including cyberbullying, using digital technologies to harass, threaten or intimidate, or viewing/posting/sharing of inappropriate or unlawful content), Keysborough Secondary College will institute a staged response, consistent with our student engagement and behaviour policies

Breaches of this policy by students can result in a number of consequences which will depend on the severity of the breach and the context of the situation. This includes:

- removal of network access privileges
- removal of email privileges
- removal of internet access privileges
- removal of printing privileges
- other consequences as outlined in the school's and

At Keysborough Secondary College we support the right of all members of the school community to access safe and inclusive learning environments, including digital and online spaces. This form outlines the roles and responsibilities of Keysborough Secondary College in supporting safe digital learning, as well as the expected behaviours we have of our students when using digital or online spaces.

At Keysborough Secondary College we:

have a

that outlines our College

In addition, when I use my personal mobile phone, I agree to be a safe, responsible and ethical user at all times, by:

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