



DIGITAL TECHNOLOGIES - RESPONSIBLE USE Policy 2025

Summary and Goals:

Baden Powell College will take reasonable steps to ensure digital technologies are used in a safe and responsible manner by staff and students. To achieve this, schools must:

- appropriately manage access to communication with individuals outside the school in online environments, including blocking access for Years F to 6 or age equivalent students, and limiting access for Years 7 to 9 or age-equivalent students.
- supervise students when engaged in digital learning in the classroom.
- ensure any use of digital technologies (including software, administration systems, infrastructure and platforms) has an appropriate educational or administrative purpose, mitigates privacy and child safety risks, and is consistent with community expectations and staff professional conduct requirements (Refer to the Code of Conduct policy and the Victorian Teaching Profession's Code of Conduct (PDF) for further information).

RATIONALE:

Baden Powell College will ensure digital technologies are used safely and responsibly. Student's use of digital technologies is for appropriate educational purposes and balanced with offline learning opportunities.

Managing external access in online environments

Baden Powell College implements safety measures to appropriately manage access to communication with individuals outside their school (external access) in online environments. This includes managing the use of digital tools with online collaborative features, such as:

- sending or receiving emails
- document sharing
- using chat functions
- live streaming audio or video.

Students in Prep to Year 9 (or age equivalent ungraded) will not have any access to communicate with individuals outside their school in online environments.

BPC students will have access to external websites, with in-built content filtering to limit access to harmful content.

Baden Powell College staff must not use websites and online tools that are blocked on the department's network for work purposes (for example, when working outside of the department's network).

Supervising students using digital technologies

We will ensure students are adequately supervised when using digital technologies in the classroom, and when they are engaged in online learning, consistent with staff duty of care. Supervision measures may include:

- regularly moving around the room to monitor screens
- putting in place technical alerts or barriers for inappropriate behaviour, such as blocking inappropriate websites or automatic flagging of inappropriate language
- actively reinforcing learning and behavioural expectations throughout the activity.

Baden Powell College will ensure appropriate supervision of students participating in flexible and remote learning environments while on site.

Parents are responsible for the appropriate supervision of students accessing virtual classrooms from home, however, schools will monitor student attendance, safety and wellbeing.

Responding to online incidents

At Baden Powell College we will respond to any online incident in accordance with the department's policy on Managing and Reporting School Incidents (Including Emergencies), as well as any other department or local school policy relevant to the type of incident.

Staff may use department-developed step-by-step guides, and action to respond to online incidents of concern, through the use of the Resources tab.

Obtaining parent/carers consent when using digital technologies

- Baden Powell College are encouraged to use digital technologies in ways that limit or avoid student activities or work from being visible to the public online.
- We will obtain parent/carers consent before using digital technologies where student work, personally identifiable information, or student activities will be visible to the public online.
- Where applicable parents/carers will be notified about their child's intended social media use as part of their learning program and provide them the opportunity to opt out.
- Baden Powell College will comply with their obligations under the Schools' Privacy Policy when using digital technologies that capture, use or share personal information.

Social media use for student learning

Social media may only be used for student learning if it serves an educational purpose directly aligned with a Victorian Curriculum framework, and if it provides unique learning benefits not possible in face-to-face contexts or by using other technologies.

Protocols for appropriate use must be communicated with students when a platform/application is used for the first time.

Staff use of social media must align with professional conduct expectations. Personal social media accounts must not be used for interactions with students unless objectively appropriate, for example, where the student is also a family member of the staff member. (The principal is responsible for determining what is appropriate in such circumstances and may seek advice from Conduct and Integrity Division).

At least 2 staff members will have administrative rights to any social media page, with individual logins preferred.

If a staff member becomes aware that a student is 'following' them on a personal social media account or gaming account (where 'following' an account does not require permission from the account holder), the staff member must ask the student to 'unfollow' them and notify the school and/or parent/carers if the student does not do so.

Baden Powell College staff are encouraged to prioritise social media platforms that allow department/school credentialing and that restrict public access to student content to mitigate privacy and safety risks. Department-provided online tools are strongly recommended over personal accounts. Additionally, use of digital tools, including social media platforms, must comply with any terms set out by the provider of the tool. For use with students, this may include an age limit. For more information, refer to Software and Administration Systems.

DEFINITIONS

Administration systems

Administration systems refer to digital technology-based systems and processes for collecting, maintaining and using records (including for students, staff, parents and others) – refer to Software and Administration Systems.

Cyberbullying

Cyberbullying is direct or indirect bullying behaviours using digital technologies. This includes harassment via a mobile phone, setting up a defamatory personal website or deliberately excluding someone from social networking spaces.

Digital technologies

Digital hardware, software and resources used to develop and communicate learning, ideas and information. Note, not to be confused with 'Digital Technologies' which is a discipline within the Technologies learning area.

External access

External access is any communication in an online environment with individuals or parties outside the school.

Personal information

Personal information is information about an individual who is identified or could be identifiable. This includes not just names but also photographs, contact information, academic results, health and wellbeing information and biometrics. Contact the Privacy team privacy@education.vic.gov.au if you have any questions about the handling of personal information.

Social media

Social media encompasses digital platforms and technologies that facilitate the creation, sharing and interaction that enable users to create and share content and participate in social networking and communication. This includes:

- social networking sites (for example, TikTok, Snapchat, Instagram)
- video and photo sharing websites (for example, YouTube, Flickr)
- blogs, including corporate blogs and personal blogs (for example, WordPress, EduBlogs)
- micro-blogging (for example, X (formerly Twitter))
- forums, discussion boards and groups (for example, Reddit, Whirlpool)
- wikis (for example, PBWorks, Fandom)
- instant messaging (for example, WhatsApp, WeChat, Telegram, QQ).

Software

The digital applications that support teaching, learning and other functions in a school, and which complement administration systems and technologies and ICT services including:

- locally installed applications
- web-based applications
- websites
- web browser extensions
- collaboration platform add-ons.