



Bundaberg Christian College  
Education with Wisdom

# BCC

# Digital Policy

“EDUCATION WITH WISDOM”

“**Wisdom** is supreme; therefore get wisdom. Though it cost all you have, get **understanding.**”  
(Proverbs 4:7)

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Respect | Integrity | Servanthood | Excellence

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## RATIONALE

The use integration of technology into our daily lives is growing, commensurate with the evolving range of devices available. Digital Technology now forms a vital part of a high quality and relevant education. As a school we desire to enhance educational opportunities and learning approaches whilst enabling our students to become highly skilled in the use of technology and learn the responsibilities of becoming a digital citizen.

At Bundaberg Christian College we encourage and facilitate the responsible use of Digital Technology. While it is genuinely beneficial for a student to have access to electronic devices within the school environment, the *inappropriate* use of such devices may jeopardise the well-being of students and good order or reputation of the College.

The primary use of technology at Bundaberg Christian College is to enhance learning opportunities for students. It is acknowledged that devices can also be used for personal purposes and it is important that students are aware of College expectations for acceptable and appropriate use whilst at school. In some cases student technology use is guided by specific expectations given to students by a teacher. At other times students must make wise decisions about their online behaviour guided by a sense of good citizenship and responsible use as a member of the Bundaberg Christian College community. This policy acknowledges the expectation of an increase in the need for responsible behaviour as students move from Primary School through Secondary School. Access to the College computers and wireless network is conditional on complying with this policy.

## SCOPE

### Primary and Secondary School

- This policy applies to all students of the College during school hours (8.00am – 4.00pm) as well as while on school camps and participating in activities and excursions (including travel).
- For the purpose of this policy a digital device is defined as being electronic equipment that allows the user to access, receive, produce, develop, create or send information in any form.
- Digital devices include but are not restricted to:
  - School computers, student owned devices, mobile devices including mobile and smart phones, imaging tools such as video, still cameras, audio recording devices, USBs, PDAs, eBook readers and gaming devices.
- For the purposes of this policy, the school network refers to the school's information technology infrastructure including hardware and software owned and used within the College. Those accessing the school network agree to the terms of this Digital Policy.

### ***This policy supersedes the policy titled:***

*BCC Computer Usage Policy or Information Technology & Communications Technology Policy*

## PRINCIPLES

- The key motivation for using electronic devices is to enhance the learning process and must in no way hamper or interfere with the learning environment.
- Students must display courtesy, consideration and respect for others whenever using a digital device.
- Digital devices must never be used in a way that reduces or threatens to reduce the safety and well-being of students, or the good order and reputation of the College and its community.

The security of personally owned digital devices remains the responsibility of the owner and not the College.

# BYOD SPECIFICATIONS

## Year 10, 11 & 12 Students

During 2015, Year 10, 11 and 12 students will have the option to bring their own device (BYOD) to school to assist them with their learning. Specifications for devices acceptable for learning at BCC are outlined below.

### Minimum Specifications:

- 9.8 inch diagonal screen size
- Wi-Fi based internet connection (802.11a/b/g/n preferred)
- Five (5) hour battery life – so the device can last all day
- A protective case or bag in which it is carried / stored during the day and between home and school.

### Operating Systems:

- Google Chrome
- Microsoft Windows
- Apple IOS

### Conditions of use:

- If students opt to bring a personal device, they must bring them to school each day.
- Personal devices should be fully charged at the beginning of each school day.
- Personal devices should be appropriately protected so that they can be transported safely around campus.
- Personal devices must be placed securely in a locker when not in use during the school day.
- Data on a personal device should be backed-up appropriately so as to ensure that important data is not lost.
- A system of file management and file storage should be employed to archive notes and documents from school subjects.
- A Parent / Guardian must certify that all content stored on the device is compliant with copyright law and regulations.

## Primary and Middle Years Students

Bundaberg Christian College is committed to providing supportive learning environments for all students. As a result we acknowledge the need of students in both the Primary and Middle Years Programs for the use of a personal device under certain circumstances.

Personal digital devices may only be used during these school years in an Assistive Technology capacity. Documentation is required from a medical or behavioural specialist or BCC Learning Support teacher who recommended that the student use a device as an Assistive Technology tool for everyday classroom activities. In these cases the guidelines regarding BYOD specifications and conditions of use apply to all students with a personal device.

## MOBILE PHONE USE

### *Year 10-12*

Mobile phones must be switched off and out of sight during school hours. Mobile phones are not to be used in place of digital devices and the BYOD Program. Students may use their mobile phones to enhance learning during learning activities in certain circumstances but this will be at the teacher's discretion. Teaching the appropriate use of mobile phones at BCC is seen as an important life skill in preparing students to enter the work force.

### *Primary – Year 9*

Students are encouraged not to bring mobile phones to school during these years. Students who are required to bring a mobile phone with them to school must ensure it is locked in their locker at all times throughout the day or handed in to their class teacher or through the Office Administration.

## CONDITIONS OF USE

- Contact with parents using digital devices during school hours should be restricted to genuine emergencies and carried out with teacher permission (e.g. communicating with a parent about a change of collection time after school).
- Digital devices must not be used to communicate with students within the College or from other schools without the knowledge and permission of a teacher of the College.
- Internet access on campus should be via the College network. Internet tethering or Personal Hot Spots should not be utilized.
- Devices for capturing images are not to be used without the consent of both the supervising teacher and the knowing participants of the image/s. The use of devices to capture images in places considered inappropriate i.e. such as in change rooms or toilets is an unacceptable use of image capturing devices such as a camera, mobile phone, iPad etc.
- Under the Privacy Act, posting or sharing information online or in any other way requires the consent of those involved. Consent requires those involved to be fully informed, freely given and specific as to how the information will be presented and who it will be presented to.
- Lessons are to be recorded only with a teacher's consent. Students will respect the decision of the teacher at all times. Teachers may opt to record the lesson for students. This allows staff to edit the recording before it is made available for students. Teachers may decide to post recorded sections of a lesson on the TASS LMS to assist students.
- Content recorded or captured at school remains the property of the College. This includes photos, video footage, voice recordings etc. As a result, these images or recordings should not be used outside of the school in any way without the direct permission of the College and the individual/s therein.
- There should be a limited expectation of privacy. By authorizing use of the College network, the College does not relinquish control over materials on the system or contained in files on the system. Users should expect only limited privacy in the contents of personal files on the College system.
- Digital devices are to be used expressly to enhance learning experiences and should only be used during class time at teacher discretion. Electronic devices should not be used outside of class except in areas designated as suitable (eg. College Library) and for educational purposes only. Non-academic use of games and social networking sites and other activities that disrupt studies, peers or classes are not permitted during the school day.
- Digital devices must not be used in any manner or place that is disruptive to the normal routine of the College.
- Any communication with teachers via email must be at the teacher's request, pertinent to an assessment instrument or College activity and be relevant to the said task or activity. Any emails must be sent exclusively from and to College email addresses.
- Digital devices are permitted on campus at the owner's risk. The College accepts no liability in the event of loss, theft or damage.

- Use of the College network is at the user's own risk. The system is provided on an "as is, as available" basis. The College will not be responsible for any damage users may suffer, including, but not limited to, loss, damage or unavailability of data, or for delays or changes in or interruptions of service or misdelivered or non-delivery of information or materials, regardless of the cause. The College is not responsible for the accuracy or quality of any advice or information obtained through or stored on the College computers. The College will not be responsible for financial obligations arising through unauthorised use of the College network.

## SOCIAL MEDIA USE

The College acknowledges the many risks associated with the use of Social media sites. Social media at BCC must only be used when there is a clear educational context and purpose. Some guidelines for use of social media at BCC include:

- Ensure that you treat others in the online world with respect at all times.
- If you would not be willing for your parents to view what you are writing it is not appropriate to be posting in the first place.
- For social media tools with privacy settings, you should ensure you take necessary steps to safeguard your privacy, and the privacy of anyone else whose information is visible or accessible.
- Remember when posting online you must consider the difference between other forms of communication and communication via social media. Content is far less likely to remain private and the tone you use when using electronic communication is far more difficult to pick up. What may be intended as a joke may not be perceived that way online. It is important to remember that conversations don't always remain solely between the participants but could be viewable by the wider community.
- Social media content doesn't go away. Keep in mind that whatever you upload, post or tweet could one day be seen by a potential employer (or anyone else).
- Never use social media tools to bully or harass another person.

## PROCEDURES FOR INFRACTIONS OF POLICY

When use of a Digital device has been inappropriate, a student will be dealt with according to the College's discipline policy. Consequences will vary according to the level of disobedience, disruption or otherwise.

The College reserves the right, to restrict access to or temporarily confiscate, digital devices if a breach of these policies occurs. If in the reasonable opinion of a staff member, the presence or potential use of a digital device by an individual would put an individual, members of the College or the College itself, in a position of liability, risk of harm, or unduly affect the College's learning environment, consequences will result.

Where appropriate, the College will cooperate fully with local, state and federal authorities in any investigation concerning or related to any illegal activities and activities not in compliance with College policies conducted using College computers or network.

If a user inadvertently accesses unacceptable materials or an unacceptable Internet site, the user shall immediately disclose the inadvertent access to the school administration or to the IT Office. This disclosure may serve as a defence against an allegation that the user has intentionally violated this policy. A user may also in certain rare instances access otherwise unacceptable materials if necessary to complete an assignment and if done with the prior approval of and with appropriate guidance from the appropriate teacher.

The use of digital devices at Bundaberg Christian College is a privilege, not a right. The privilege can be revoked at any time.

## THE FOLLOWING WOULD BE CONSIDERED COMPLETELY IRRESPONSIBLE AND UNACCEPTABLE USES:

- (a) Access, review, upload, download, store, print, post, or distribute pornographic, obscene or sexually explicit material.
- (b) Attempt to access, review, upload, download, store, print, post, or distribute pornographic, obscene or sexually explicit material.
- (c) Transmit or receive obscene, abusive, profane, lewd, vulgar, rude, inflammatory, threatening, disrespectful, or sexually explicit language.
- (d) Access, review, upload, download, store, print, post, or distribute materials that use language or images that are inappropriate to the educational setting or disruptive to the educational process.
- (e) Access, review, upload, download, store, print, post, or distribute materials that use language or images that advocate violence or discrimination toward other people (hate literature) or that may constitute harassment or discrimination.
- (f) Upload or download files, folders or any software programs from any type of media (including CD-ROMs, SD cards, USB storage etc.) to or from the College network that are inappropriate to the educational setting or disruptive to the educational process, or violates relevant software licensing agreements.
- (g) Knowingly or recklessly post false or defamatory information about a person or organisation, or to harass another person, or to engage in personal attacks, including prejudicial or discriminatory attacks.
- (h) Engage in any illegal act or violate any local, state or federal statute or law.
- (i) Vandalise, damage or disable the property of another person or organisation, or make deliberate attempts to degrade or disrupt equipment, software or system performance by spreading computer viruses or by any other means.
- (j) Tamper with, modify or change the College computer software, software configurations, control panel settings, hardware or cabling (including changing desktop settings, icons or wallpapers).
- (k) Take any action to violate or attempt to violate the College system's security.
- (l) Bypassing or attempting to bypass the network security and safety settings of the College is strictly prohibited.
- (m) Use the College system in such a way as to disrupt College network access by other users.
- (n) Gain unauthorized access to information resources or to access another person's materials, information or files without the direct permission of that person.
- (o) Post private information about another person or to post personal contact information about themselves or other persons including, but not limited to, addresses, telephone numbers, school addresses, work addresses, identification numbers, account numbers, access codes or passwords, and will not repost a message that was sent to the user privately without permission of the person who sent the message.
- (p) Attempt to gain unauthorized access to the College network or any other computer of the College network, attempt to log in through another person's account, or use computer accounts, access codes or network identification other than those assigned to the user.
- (q) Violate copyright laws or use another person's property without the person's prior approval or proper citation, or plagiarize works they find on the Internet.
- (r) Conduct business, for unauthorized commercial purposes or for financial gain unrelated to the mission of the College. Use the College computers to offer or provide goods or services or for product advertisement. Use the College system to purchase goods or services for personal use without authorization from the appropriate College official.