DIGITAL TECHNOLOGY POLICY

PURPOSE

Monivae College recognises that digital technology is an integral part of life. It also plays a role in learning. The school needs to ensure that staff, students and the school community engage in these technologies appropriately, legally and ethically. The school also needs to ensure there are levels of protection of child safety in the use of any technology in the school.

Digital technology is used to effectively find, analyse, create, communicate and use information to enhance staff and student learning and to engage the school community. This includes the use of technology such email, Internet, phone, mobile device, social media sites, online discussion and chat facilities, copying and printing.

SCOPE

This policy applies to the whole Monivae College Community.

POLICY STATEMENT

Monivae College embeds technology in the life and operations of the school. It is important that the use of this technology is used in a purposeful, responsible, legal and ethical manner that is consistent with the school's vision.

POLICY PRINCIPLES

- While staff, students and school community will have access (as deemed appropriate) to electronic resources is a privilege not a right.
- Users are responsible for ensuring that the resources are used in a purposeful, responsible, legal and ethical manner that is consistent with the school's vision.
- Electronic resources for provided for work and education purposes.
- Technology is increasingly changing. Technologies, not yet known or not present in the school, may become part of the school's approach (if appropriate) and will be covered by this policy
- Technology use will be monitored including the appropriateness of sites, material accessed, downloaded or distributed and communication use.
- Technology plays an important role in staff and student learning.
- At all times child safety requirements and processes are to be considered in any use of technology.

1. Responsibilities

The ICT Committee *(as the Approval Authority)* are responsible for monitoring the implementation, outcomes and scheduled review of this policy and its accompanying procedure/s

The IT Services Team *(as the Policy Sponsor)* is responsible for maintaining the content of this policy as delegated by the above title.

The Compliance and Risk Manager is responsible for the administration support for the maintenance of this policy as directed by the above title.

GOVERNANCE

Supporting procedures	Digital Technology Procedure
Supporting schedules	
Associated policies	Computing and Communications Facilities Use Policy
Related Legislation	Age Discrimination Act 2004
	Australian Human Rights Commission Act 1986
	Disability Discrimination Act 1975
	Discrimination Act 1984
	Equal Opportunity Act 2010 (Victoria)
	Crimes Amendment (Bullying) Act 2011
Category	Operational
Approval	School Leadership Team April 2022
Endorsement	Relevant Senior Officer April 2022
Policy Owner	Compliance and Risk Manager
Date Effective	30/04/2022
Review Date	30/04/2027 (5 years from effective date) This policy is to be kept for five(5) years until review, unless there is a significant legislative or organisational change requiring earlier review. The master copy is kept in Knowledge Banks in read-only in PDF form. All printed copies are uncontrolled.
Version	1.1
Content Enquiries	eguthrie@monivae.vic.edu.au

DOCUMENT HISTORY

Version #	Date	Changes Made
1.0	30.04.2021	Initial release
1.1	30.04.2022	Review - Minor Content Amendments Change of formatting