

## DOBCEL POLICY AND PROCEDURE OVERVIEW

<b>Policy Title</b>	DOBCEL Digital Technologies Policy
<b>Procedure Title</b>	Template School Digital Technologies Procedure
<b>Accompanying Documents</b>	Template – Digital Technologies and Acceptable Use and Cyber-Safety Agreement
<b>Date</b>	24 February 2021

***Access the abovenamed document(s) via eSort:***

***The policy, procedure and appendix can be found at Compliance and Statutory Requirements – Section 4.1 Care and Safety of Students***

### Key changes

- Updated policy – please note the actions required.

### Action required – by 10 March 2021

- Download the Policy and Templates from eSORT.
- Place ONLY the DOBCEL POLICY on to the school website. Please note that it is NOT expected to have the School procedures uploaded to the school website.
- School Procedures Template: Place the school logo on to the document and insert additional information as indicated in green – contextualise sections as necessary and change the green text to black.
- Place both the DOBCEL Policy and the contextualised School Procedures into the school eSORT Tree in the *Compliance and Statutory Requirements – Section 4.1 Care and Safety of Students* section.
- Retire and remove any previous policy from your website and intranet. Archive these to be available as an historical record if needed.
- Ensure that all students and staff have signed the Acceptable Use and Cyber-Safety Agreement.
- Contact Kevin Cummins for any queries or support on 03 5337 7195 or [kcummins@ceob.edu.au](mailto:kcummins@ceob.edu.au)