

ICT Systems – Acceptable Use for Students

Berengarra takes a zero-tolerance approach to child abuse and is fully committed to ensuring that its strategies, policies, procedures and practices meet all Child Safety Standards as specified in Ministerial Order No. 870 (2015)

Rationale

Berengarra School believes the internet and other ICT resources to be an asset to the education of our students and that its role is becoming increasingly important as technologies for learning develop further.

ICT resources include any devices, applications, software and networks purchased or used by the school for administrative, business or educational purposes and devices brought onto the school premises such as mobile phones and other personal digital devices. This includes notebooks, printers, scanners, cameras, USB memory sticks, email and internet use. This Acceptable Use Policy also applies during school excursions, camps and extra-curricular activities.

Aims

- To provide internet access to all students
- To familiarise students with current methods of communication and information gathering
- To use digital tools for gathering current information related to the educational interests of students
- To develop students' critical literacy with regard to on-line information
- To model and teach students acceptable internet and on-line behaviour
- To have clear protocols and procedures to protect students working in on-line spaces.

Implementation strategies

- The Student Engagement policy outlines the school's values and expected standards of student conduct including consequences for breaching the standards.
- Expectations with regard to the use of personal digital devices brought from home with regard to each campus will be explicitly communicated to students and parents and enforced. Refer to specific guidelines below.
- The curriculum will include on-going programs related to teaching students about the safe and responsible use of the internet and other digital resources
- Students and parents will be provided with information about digital access issues such as online privacy, intellectual property and copyright.
- Students and parents will be required to sign the schools Acceptable Use Agreement outlining their individual roles and responsibilities with regard to the use of internet access and the use of digital tools and resources. Refer to Appendix A.
- Access to the Internet will be made available to each student when deemed appropriate and as often as resources permit
- Students will only have internet access under teacher supervision
- The internet will only be used to access sites that are appropriate for school use
- An appropriate software package will be used to filter out materials deemed to be inappropriate for a school setting. We acknowledge however that full protection cannot be guaranteed.
- Teachers will regularly review students' use of online resources from the perspective of safety and appropriateness, removing offensive content at the earliest opportunity, with appropriate follow up.

- The school has a clearly documented process and procedure for handling issues related to Bullying and Harassment including cyberbullying.
- Staff will address issues or incidents that have the potential to impact on the well-being of students.
- Suspected illegal online acts will be referred to the relevant Law Enforcement authority for investigation.
- Parents will be supported to supervise students; safe and responsible use of digital technologies in the home through school referral to online resources such as Bullystoppers
<http://www.education.vic.gov.au/about/programs/bullystoppers/Pages/parentcyber.aspx>
- Pictures or photos of Berengarra students will not be placed on the internet without parent and student permission,

Guidelines

While the school recognizes the many positive recreational and educational uses of personal digital devices and mobile phones their capacity to be used inappropriately can have harmful effects on the health and well-being of others as well as legal implications. To support a positive educational and social environment in our school the following guidelines will be strictly applied with consequences for non-compliance.

The following guidelines apply to the use of personal digital devices and mobile phones:

- Parents are responsible for ensuring that students bringing devices to school abide by the schools Acceptable Use policy and guidelines.
- The school accepts no responsibility for any personal devices lost, stolen or damaged while students are travelling to and from school or within school premises.
- Parents must use the school office as the primary point of contact with their child during the school day and must contact the school directly before a child can be permitted to leave.
- All digital devices and mobile phones are to be switched off or in silent mode and kept out of sight so as not to be disruptive to the learning environment. This includes when moving between lessons. These devices may only be used for listening to music or as calculators with teacher permission.
- Within the school grounds and during recess personal devices and mobile phones may be used provided they do not cause embarrassment and/or harm to fellow students, staff or visitors.
- As excursions and camps are extensions of the classroom and are a learning environment the use of digital devices is at the discretion of the teacher in charge of the group.
- Students must at all times apply care and forethought to their use of personal digital devices so as not to engage in anti-social and/or illegal use.
- They must not be used to record, store or transmit offensive material, including offensive ring tones
- Possession of or sharing of offensive or pornographic material is a criminal offense and reportable to Police
- Students are not to engage in anti-social behavior including using a mobile phone to threaten, bully or harass others. This is a criminal offence and will also be reported to Police.
- Audible sounds or music from personal digital devices and mobile sounds, when permitted to be played, must not be disruptive to others in the school environment.
- Students using these devices inappropriately will face disciplinary action as sanctioned by the Principal in accordance with the Student Engagement and Discipline policies.
- Where a criminal offence is committed, the Principal is bound by law to contact Police and other authorities as appropriate.

Consequences for infringements of these guidelines

Box Hill campus

- Verbal warning to stop using the device and to remove it from sight e.g. in a pocket or bag
- A second infringement will result in confiscation of the device by staff until the end of the school day

Pathways campus

- Loss of a card under the Behavioural Management procedure of this campus
- Serious or continued infringements will be handled according to the school's Disciplinary Policies

Links

<http://www.education.vic.gov.au/school/teachers/management/infrastructure/pages/acceptableuse.aspx>

Appendix

Acceptable Use Agreement for Students/Parents/Caregivers

<http://www.education.vic.gov.au/school/teachers/management/infrastructure/pages/acceptableuse.aspx#student>

Related Policies:

Berengarra Bullying and Harassment Policy
Berengarra Student Engagement & Wellbeing Policy

This policy will be reviewed as part of the School Review Cycle or as required.

Endorsed by Board: April 2018, Feb 2019; Dec 2019 Review Date: Dec 2021

Berengarra Acceptable Use Agreement

STUDENT DECLARATION

When I use digital technologies and the internet I agree:

To be a safe, responsible and ethical user at all times by:

- Respecting others and communicating with them in a supportive manner;
- Never participating in online bullying (e.g. forwarding messages and supporting others in harmful, inappropriate or hurtful online behaviours);
- Protecting my privacy by not giving out personal details, including my full name, telephone number, address, passwords and images;
- Protecting the privacy of others by never posting or forwarding their personal details or images without their consent;
- Talking to a teacher or a trusted adult if I personally feel uncomfortable or unsafe online, or if I see others participating in unsafe, inappropriate or hurtful online behavior;
- Thinking carefully about the content I upload or post online, knowing that this is a personal reflection of who I am and can influence what people think of me;
- Reviewing the terms and conditions of use for any digital or online tool (e.g. age restrictions, parental consent requirements), and if my understanding is unclear seeking further explanation from a trusted adult;
- Meeting the stated terms and conditions for any digital or online tool, and completing the required registration processes;
- Handling ICT devices with care and notifying a teacher of any damage or attention required;
- Abiding by copyright and intellectual property regulations by requesting permission to use images, text, audio and video, and attributing references appropriately;
- Not accessing media that falls outside the School's policies;
- Not downloading unauthorised programs, including games;
- Not interfering with network systems and security or the data of another user;
- Nor attempting to log into the network with a user name or password of another student.

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

- Keeping my device on silent during class times, and only making or answering calls or messages outside of lesson times (except when approved as part of a lesson)
- Only taking and sharing photographs or sound or video recordings when others are aware the recording is taking place and have provided their formal consent as part of an approved lesson

I have read and understand the Berengarra Acceptable Use Policy as above and agree to the conditions contained within.

Student's Name and Signature: _____

Parent's Name and Signature: _____

Date: _____