

## **Berengarra School**

*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. 1359 (2022).*

### **ACCEPTABLE USE FOR ICT SYSTEMS (STUDENTS)**

#### **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 school's 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 e.g. Bullystoppers  
<http://www.education.vic.gov.au/about/programs/bullystoppers/Pages/parentcyber.aspx>
- Pictures or photos of Berengarra School students will not be placed on the internet without parent and student permission

## **Mobile phones and personal digital devices**

### **Guidelines:**

While the school recognises 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.

- Parents are responsible for ensuring that students bringing devices to school agree to the school's Acceptable Use policy and guidelines.
- Students are advised not to bring mobile phones or personal digital devices to School. If they choose to bring them to School, phones and digital devices will have to be handed in to the teacher
- All digital devices and mobile phones are to be switched off or in silent mode and handed in to Home Group teachers at the beginning of the school day and be returned at the end of the day
- If the student chooses to bring a mobile phone or personal digital device to school, the school accepts no responsibility for any personal devices lost, stolen or damaged while students are travelling to and from school or on 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 student can be permitted to leave.
- 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.
- Digital devices 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 devices inappropriately will face disciplinary action as sanctioned by the Principal in accordance with the school's Student Engagement and Discipline policies.
- Where a criminal offence is committed, the Principal is bound by law to contact police and/or other authorities as appropriate.

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 School Bullying (including cyber-bullying) and Harassment Policy
- Berengarra School Student Wellbeing and Engagement Policy

Evaluation:

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

<b>Created date</b>	April 2018
<b>Last reviewed</b>	December 2021
<b>Endorsed by</b>	Berengarra School Board
<b>Endorsed on</b>	December 2021
<b>Next review date</b>	December 2023

## **Appendix A: Berengarra School: 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;
- Not 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;
- Not attempting to log into the network with a user name or password of another student.

**In addition, if I choose to bring my personal mobile phone or personal digital device to school, I agree to be a safe, responsible and ethical user at all times, by:**

- Handing in my mobile phone/personal digital device/smart watch into my homegroup teacher at the beginning of each day
- Respecting others and communicating with them in a supportive manner; never verbally or in writing participating in bullying (e.g. harassing phone calls/texts or supporting others in harmful, inappropriate or hurtful online behaviours by forwarding messages)
- Making or answering calls **only** before or after school unless permission is given by the Head of Campus or Principal
- Taking and sharing photographs or sound or video recordings **only** when others are aware the recording is taking place and have provided their formal consent as part of an approved lesson

- Obtaining appropriate (written) consent from individuals who appear in images or sound and video recordings before forwarding them to other people or posting/uploading them to online spaces
- Understanding that if I choose to bring a mobile phone or personal digital device to School, the school accepts no responsibility for any personal devices lost, stolen or damaged while students are travelling to and from school or on school premises.

#### Definition of Digital Technologies:

These Acceptable Use guidelines for ICT systems apply to all digital technologies, social media tools and learning environments established by the school or accessed using school owned networks or systems, including (although not limited to):

- School owned ICT devices (e.g. desktops, laptops, printers, scanners)
- Personal digital devices including smart watches (e.g. hand-held devices, gaming devices)
- Mobile phones
- Email and instant messaging
- Internet, Intranet
- All Social networking sites (e.g. Facebook, Instagram, etc.)
- Video and photo sharing websites (e.g. Youtube)
- Blogs
- Micro-blogs (e.g. Twitter)
- Forums, discussion boards and groups (e.g. Google groups, etc.)
- Use of digital assets (e.g. memes, GIFs)
- Wikis (e.g. Wikipedia, etc.)
- Vod and podcasts

This Acceptable Use Agreement applies when I am using the above digital technologies at school, home, during school excursions, camps and extra-curricular activities. For support with online issues students can call Kids helpline on 1800 55 1800. Parent/guardians can call Parentline on 132289 or visit [www.cybersmart.gov.au](http://www.cybersmart.gov.au)

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

Student's Name and Signature: \_\_\_\_\_

Parent's Name and Signature: \_\_\_\_\_

Date: \_\_\_\_\_