

# Croydon Community School & OPTIONS

## Digital Technologies (Internet, Social Media, Devices) Policy



### PURPOSE

To ensure that all students and members of the Croydon Community School & OPTIONS community understand:

- our commitment to providing students with the opportunity to benefit from digital technologies to support and enhance learning and development at school including our 1-to-1 device program
- expected student behaviour when using digital technologies including the internet, social media, and digital devices (including computers, laptops, tablets and mobile phones)
- the school's commitment to promoting safe, responsible and discerning use of digital technologies, and educating students on appropriate responses to any dangers or threats to wellbeing that they may encounter when using the internet and digital technologies
- our school's policies and procedures for responding to inappropriate student behaviour on digital technologies and the internet

### SCOPE

This policy applies to all students at Croydon Community School & OPTIONS.

Staff, including casual relief, contractors, volunteers and school council members use of technology is governed by the Department's *Acceptable Use Policy*.

### DEFINITION

For the purpose of this policy, "digital technologies" are defined as being any networks, systems, software or hardware including electronic devices and applications which allow a user to access, receive, view, record, store, communicate, copy or send any information such as text, images, audio, or video.

### POLICY

#### Vision for digital technology at our school

This school understands that the safe and appropriate use of digital technologies including the internet, apps, computers and tablets provide students with rich opportunities to support learning and development in a range of ways.

Through increased access to digital technologies, students can benefit from enhanced learning that is interactive, collaborative, personalised and engaging. Digital technologies enable our students to interact with and create high quality content, resources and tools. It also enables personalised learning tailored to students' particular needs and interests and transforms assessment, reporting and feedback, driving new forms of collaboration and communication.

The school believes that the use of digital technologies allows the development of valuable skills and knowledge and prepares students to thrive in our globalised and inter-connected world. Our school's vision is to empower students safely to use digital technologies to reach their personal best and fully equip them to contribute positively to society as happy, healthy young adults.

#### Laptops Croydon Community School & OPTIONS

During school hours students have access to an assigned laptop in the classroom. Laptops and other digital devices foster 21st century learning skills such as collaboration, digital literacy, inquiry and creativity. We believe laptops are a tool to make learning engaging, relevant to the students and are an integral part of preparing our students for the future.

The school recognises the need for students to be safe and responsible users of digital technologies. We believe that explicitly teaching students about safe and responsible online behaviours is essential, and is best taught in partnership with parents/guardians. We request that parents/carers work with us to encourage and promote safe online behaviour at all times.

An "Acceptable Use Agreement" must be signed and returned to the school as soon as possible. Please refer to Appendix A.

Digital technology, if not used appropriately, may present risks to users' safety or wellbeing. We are committed to educating all students to be safe, responsible and discerning in the use of digital technologies, equipping them with skills and knowledge to navigate the digital age. The school will:

- use online sites and digital tools that support students' learning, and focus our use of digital technologies on being learning-centred
- restrict the use of digital technologies in the classroom to specific uses with targeted educational or developmental aims
- supervise and support students using digital technologies in the classroom
- effectively and responsively address any issues or incidents that have the potential to impact on the wellbeing of our students
- have programs in place to educate our students to be promoting safe, responsible and discerning use of digital technologies
- educate our students about digital issues such as online privacy, intellectual property and copyright, and the importance of maintaining their own privacy online
- actively educate and remind students of our *Student Engagement* policy that outlines our school's values and expected student behaviour, including online behaviours
- have an Acceptable Use Agreement outlining the expectations of students when using digital technology at school (for a sample agreement, please refer to Appendix A)
- use clear protocols and procedures to protect students working in online spaces, which includes reviewing the safety and appropriateness of online tools and communities, removing offensive content at earliest opportunity
- educate our students on appropriate responses to any dangers or threats to wellbeing that they may encounter when using the internet and other digital technologies
- provide a filtered internet service to block access to inappropriate content
- refer suspected illegal online acts to the relevant law enforcement authority for investigation
- support parents/carers to understand safe and responsible use of digital technologies and the strategies that can be implemented at home through regular updates in our newsletter and annual information sheets.

Distribution of school owned devices to students and personal student use of digital technologies at school will only be permitted where students and their parents/carers have completed and signed an Acceptable Use Agreement.

School owned devices are not intended for use away from the school except in circumstances where there is an essential education requirement. In these circumstances a separate agreement will be entered into between the Student, Parent/Guardian and the school. These typically include where the student is attending TAFE and there is course requirement to have a laptop computer, or if the student is undertaking an internship.

It is the responsibility of all students to protect their own password and not divulge it to another person. If a student or staff member knows or suspects an account has been used by another person, the account holder must notify the classroom teacher immediately.

All messages created, sent or retrieved on the school's network are the property of the school. The school reserves the right to access and monitor all messages and files on the computer system, as necessary and appropriate. Communications including text and images may be required to be disclosed to law enforcement and other third parties without the consent of the sender.

## Student behavioural expectations

When using digital technologies, students are expected to behave in a way that is consistent with the school's *Statement of Values & Philosophy*, *Student Engagement & Wellbeing Policy* and the *Bullying Prevention* policy.

When a student acts in breach of the behaviour standards of our school community (including cyberbullying, using digital technologies to harass, threaten or intimidate, or viewing/posting/sharing of inappropriate or unlawful content), the school will institute a staged response, consistent with our policies and the Department's *Student Engagement and Wellbeing Guidelines*.

Breaches of this policy by students can result in a number of consequences which will depend on the severity of the breach and the context of the situation. This includes:

- removal of network access privileges
- removal of email privileges
- removal of internet access privileges
- removal of printing privileges
- the loss of computer privileges
- other consequences as outlined in the school's *Student Engagement and Wellbeing* and *Bullying Prevention* policies.

## FURTHER INFORMATION AND RESOURCES

References:

[www.education.vic.gov.au/about/programs/bullystoppers/Pages/socialmedia.aspx](http://www.education.vic.gov.au/about/programs/bullystoppers/Pages/socialmedia.aspx)

[www.education.vic.gov.au/education/principals/spag/management/Pages/personaldev.aspx](http://www.education.vic.gov.au/education/principals/spag/management/Pages/personaldev.aspx)

Please refer also to the school's:

- Mobile Devices, Use by Children Policy
- Photographing, Filming and Recording Students Policy
- Social Media Policy
- Using Digital Technology To Support Learning Policy
- Child Safe standards

This policy will be published on the Croydon Community School website.

## REVIEW CYCLE

This policy was approved by School Council on 25<sup>th</sup> June, 2019.

This policy was reviewed on 24<sup>th</sup> October 2019, and will be reviewed as part of the school's three-year review cycle or if guidelines change.

## School profile statement

At Croydon Community School we support the right of all members of the school community to access safe and inclusive learning environments, including digital and online spaces. This form outlines the School's roles and responsibilities in supporting safe digital learning, as well as the expected behaviours we have of our students when using digital or online spaces.

At our School we:

- Have a **Student Engagement Policy** that outlines our School's values and expected standards of student conduct, including consequences for breaching the standards. This Policy extends to online conduct;
- Have programs in place to educate our students to be safe and responsible users of digital technologies;
- Provide information about digital access issues such as online privacy, intellectual property and copyright;
- Supervise and support students using digital technologies in the classroom;
- Use clear protocols and procedures to protect students working in online spaces. This includes reviewing the safety and appropriateness of online tools and communities, removing offensive content at earliest opportunity, and other measures;
  - [Duty of Care and Supervision](http://www.education.vic.gov.au/about/programs/bullystoppers/Pages/prindutycare.aspx)  
([www.education.vic.gov.au/about/programs/bullystoppers/Pages/prindutycare.aspx](http://www.education.vic.gov.au/about/programs/bullystoppers/Pages/prindutycare.aspx))
- Provide a filtered internet service to block inappropriate content. We acknowledge, however, that full protection from inappropriate content cannot be guaranteed
- Use online sites and digital tools that support students' learning;
- Address issues or incidents that have the potential to impact on the wellbeing of our students;
- Refer suspected illegal online acts to the relevant Law Enforcement authority for investigation;
- Support parents and care-givers to understand safe and responsible use of digital technologies and the strategies that can be implemented at home. The following resources provide current information from both the Department of Education & Training and The Children's eSafety Commission:
  - [Bullystoppers Parent Interactive Learning Modules](http://www.education.vic.gov.au/about/programs/bullystoppers/Pages/parentmodules.aspx)  
([www.education.vic.gov.au/about/programs/bullystoppers/Pages/parentmodules.aspx](http://www.education.vic.gov.au/about/programs/bullystoppers/Pages/parentmodules.aspx))
  - [iParent | Office of the Children's eSafety Commissioner](https://www.esafety.gov.au/education-resources/iparent)  
(<https://www.esafety.gov.au/education-resources/iparent>)

## 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 connecting to a wireless network other than the School's;
- 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.

## 1-to-1 devices

### OWNERSHIP AND INSURANCE

As part of the programs at Croydon Community School students are provided with access to a laptop computer to assist them with their individualised learning at school. The school has leased the laptops on behalf of students and the cost is fully funded within the essential educational items paid by families for the year. In this way we are able to provide a fully supported environment whereby students can personalise the software and most settings on the laptop to suit their individual learning style and requirements, whilst also having a high-quality device for research and work completion. As the laptops are leased by the school they are covered under the school's insurance arrangements.

### DAMAGE OR LOSS OF EQUIPMENT

The laptops are leased with a 3-year onsite warranty, ensuring that any unexpected failures of parts can be rectified promptly but this does not cover damage of all kinds. Where damage occurs to any laptop and is the fault of an individual, both deliberate or accidental, that individual is responsible for paying for the cost of repairs. A list of approximate repair costs is available from the school on request.

The school has an obligation to our leasing company to ensure all laptops are kept in good working order and condition at all times. Faults or damage must be reported to the IT Manager as soon as they are noticed. In the event of damage caused by an individual, if a repair is required the IT Manager will arrange this and an invoice will be sent to the Parent/Guardian to the value of the cost of the repairs as incurred by the school. If a student believes another student is responsible for damaging their allocated laptop, this should be reported to the supervising teacher for investigation. Subject to availability, a temporary laptop may be provided to the student whilst their allocated laptop is undergoing repair, or they may be required to use a shared classroom desktop computer.

### USER RESPONSIBILITIES

- Personalisation of the software and most settings on the laptop is permitted however the actual laptop or its physical appearance must not be altered in any way. This includes the protective skin and any school applied identification labels or barcodes. Irreversible alterations will be considered as damage and the student will be liable for any costs incurred by the school in returning the laptop to its original physical condition. This includes graffiti, scratches, etc.
- It is the responsibility of the student to know where their allocated laptop is at all times. When not in use the laptop should be locked in the laptop trolley located in the Advisory classroom. If a student must leave the classroom for a short period of time, the laptop should be left with the supervising teacher or a trusted adult if it is not possible or practical to return it to the trolley. A laptop must never be left unattended.
- Unless collaborating with another student, students must only use their allocated laptop or the shared classroom desktop computer.
- The laptop must not leave the school unless there is a separate agreement with the school to do so. Anyone found to have taken a laptop home without agreement from the school will be liable for the full replacement cost of that laptop as the school has an obligation to our leasing company to replace it if it is not returned. Police will be notified if the school believes theft has occurred.

- Students must never attempt to remove AC (power) adapters from the laptop trolleys as this can damage the cable and create an electrical hazard. Students should ensure their allocated laptop is returned to the trolley for charging after each use.
- It is the responsibility of the student to supply peripherals (e.g. wired or wireless mouse) if desired. These will only be supplied by the school if it is a requirement of a particular class.
- Students should ensure at all times that school work is saved in their H: drive (*on the school server*) or their OneDrive (*provided as part of the Microsoft Office 365 cloud service*). School work saved elsewhere is not protected by the school and will likely be removed from the allocated laptop during routine upgrades and maintenance. Students may wish to provide their own external hard drive, USB flash drive or memory card to make a secondary copy.

## USE AT HOME

The school provided laptops are not intended for use away from the school except in circumstances where there is an essential educational requirement. In these circumstances a separate agreement will be entered into between the Student, Parent/Guardian and the School. These typically include where the student is attending TAFE and there is a course requirement to have a laptop computer, or if the student is undertaking an internship.

## SOFTWARE / APP UPDATES AND PROCESSES

Software installed by the school (management or curriculum) must not be removed or tampered with in any way. Students may add and remove any additional software that is helpful to their learning, provided it does not breach any school or Department policies, software license agreements and is rated PG or below. Software not installed by the school will likely be removed from the allocated laptop during routine upgrades and maintenance and will need to be reinstalled.

This AUA applies when digital technologies are being used at school, during school excursions, at camps and extra-curricular activities, and at home.

## Signature

I understand and agree to comply with the terms of acceptable use and expected standards of behaviour set out within this agreement.

I understand that there are actions and consequences established within the school's Student Engagement Policy if I do not behave appropriately.

Student name: \_\_\_\_\_

Student signature: \_\_\_\_\_

Parent/Guardian Name: \_\_\_\_\_

Parent/Guardian Signature: \_\_\_\_\_

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