SAFE USE OF TECHNOLOGY, eSMART & INTERNET POLICY

Help for non-English speakers

If you need help to understand the information in this policy please contact Hume Valley School.

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RATIONALE

Hume Valley School (HVS) recognises that technological devices, software and the internet provide many positive learning opportunities for students. Internet access enables students to gain knowledge by supporting students to obtain information from, and communicate with, individuals, organisations and groups outside the school.

Cyber safety (E-smart) will be a focus for Hume Valley School. Staff within the school and the wider school community will promote cyber safety through the appropriate use of technology within classrooms. The students will use technology in a variety of settings incorporating existing and new technology within the school environment, such as laptops/computers, iPads, personal communication devices and gaming consoles.

An eLearning /eSmart committee has been established to support e learning throughout the curriculum and develop appropriate policies and procedures to ensure the on-line safety of the school community.

Through use of technology students will learn about cyber safety and the prevention of online bullying and bullying within the school grounds. Staff will promote student engagement through the use of technology in the classroom, including but not limited to internet usage and online interactions, with each other. This technology will be adopted and implemented by teachers under the guidance of the eLearning committee.

Hume Valley School Bullying and Harassment Policy and Procedures complement this policy and together are integrated in providing for the wellbeing of students. The school gained status as an "e-Smart" School.

PURPOSE

Internet access is a resource to be used to support student learning outcomes. Content accessed via the internet should relate to curriculum based activities, materials or classroom research. This may include research for projects, worksheets, web quests and other such activities, including the gathering of text, pictures, audio and video (with consideration to relevant copyright requirements).

Learning Specialists will support teachers to imbed opportunities to use technological tools in teaching and learning programs, across the curriculum, in order to facilitate skill development related to the use of technological devices as well as promote engagement in activities related to the key learning areas.

It is imperative that students learn how to use the internet and technology safely. Students need to learn what safe use is, and, what the consequences of unsafe use are. Staff must ensure the consequences for unsafe use are consistently enforced. Unsafe use is any use of the internet or technology which puts the student themselves or others at risk of harm (psychological or physical).

Acceptable Use procedures and agreement are designed to protect the student and others from inappropriate use.

IMPLEMENTATION

DUTY OF CARE

Schools have a responsibility to identify known and foreseeable risks to students and to take reasonable steps to minimise these risks. This duty extends into online and digital environments.
- Teachers are responsible for student internet and technology usage at all times.
- The position/location of devices in the classroom should be in full view of staff to ensure that all content is supervised.
- A supervising staff member must be present at all times when students access the internet
- Students are not permitted to give out private information about themselves or others, to ensure their safety and the safety of others.

Students are not to use the internet:
- without supervision;
- without a prior set task;
- for non-learning related purposes.

Internet access is a privilege that infers responsibility and not simply a right to be expected. Students will be taught, in a manner appropriate to their level of understanding, about cyber safety, privacy, the safe use of the internet and what to do if they come across inappropriate sites. Consequences for unsafe use may include:
- removal of internet access for a period of time;
- removal of computer/device access for a period of time.

Internet usage will be:
- filtered by our Internet Service Provider (ISP) to block dangerous and inappropriate information, in accordance with DET guidelines and policies;
- further filtered by our local proxy/filtering systems to block dangerous and inappropriate information.

Sites will be filtered or blocked if they are:
- deemed inappropriate; such as and including gambling sites
- above a PG rating (unless specifically approved by the Principal)
- recreationally based and accessed more frequently than valid educational resources;
- monitored - all sites accessed by staff and students will be logged.

Staff who wish specific sites unblocked may apply through their sub school leader on the appropriate form (attached).

<u>**RESPONSIBILITIES**</u>

Students, as applicable to their level of understanding and awareness, are required:

- To report access to inappropriate sites to their teacher.
- To use the internet for learning related purposes.
- To not engage in threatening behaviour such as cyber-bullying.
- To accept the consequences of unsafe internet use.
- To not employ methods to bypass filtered or blocked sites, such as the use of proxy sites.

Parents/Carers
- To discuss internet access and related issues with their child at home, when developmentally applicable.
- To support the school if consequences for unsafe use are imposed.

Staff Members
- To ensure a supervising staff member is present at all times when students access the internet.
- To ensure students are using the internet safely and provide appropriate tasks and web addresses.
- To collect and share web resources found for school-wide use.
- To review recreationally based sites and activities before approving them.
- To enforce consequences for unsafe internet use.
- To provide feedback on the filtering and blocking of sites, including reporting access of inappropriate sites to the ICT Manager.
- To ensure that students log into the internet using the correct account information.
- To identify if and when students may engage in unsafe use of the internet and request an individual account for the student so that their internet use can be closely monitored.
- To care for and maintain equipment and resources.

ICT Manager
- To implement appropriate filtering.
- To review the filtering and blocking of sites, with the eLearning Leader, on an on-going basis.
- To monitor and report on all internet usage (sites accessed) to the Principal and the Leadership Team on a termly basis.
- To provide cybersafety information and links to parents via newsletter items and articles, and parent information forums.

Care of Digital Cameras, IPads, Notebooks, Interactive TVs and Interactive projectors

All ICT equipment is the responsibility of the teacher/therapist it is issued to during their time of employment at HVS. Cameras, iPods and all other portable technology devices (music players, game consoles, DVD players) should be locked away securely. If items go missing or are damaged, staff members must immediately inform the ICT Manager. Students should be supervised at all times when accessing the internet and technological devices.

Staff are required to complete a Damage Report for equipment that is damaged in their classroom. All lost equipment must be reported using the same form

Photographs/Videos of Students

Photographic and video material of students and staff is an integral part of our school life. As a specialist school, student images are often used to create visual supports and specific teaching

resources, record student participation at school and in school events and celebrate student effort and achievement.

Students may be photographed / videoed for the purposes of educational activities, information provision and/or resource development. The use of these materials and resources is limited to the school environment and access by families of students enrolled at the school. Parents/carers must provide permission for students to have their photo or image published for other than within school purposes (i.e. newspaper articles, community displays, website on the web, school promotional material).

Lists of students with/without parent/carer permission are available from the general office. Staff may not photograph students for personal reasons. For both staff and students - taking photos of others (students or staff) without permission is an invasion of privacy and will not be tolerated.

Media Resource Access - Students
The Department of Education and Training (DET) recommend that schools refer to the Australian Government Classification website to ensure that media/resources accessed at school is suitable for students.

What is suitable for students to see, play and read at school?

Various films, computer games and publications are available as educational resources for HVS students. Whether a particular film, computer game or publication is suitable for students depends on the developmental and educational needs of students. Classification markings (indicating the classification category of the material) are used to assist teachers determine what material is suitable for their students. The classification of a film, computer game or publication may be searched on the Classification Database at www.classification.gov.au.

Selection of digital teaching and learning materials

Teachers and principals in liaison with school councils need to ensure that the selection of teaching and learning resources:

- considers the expected student learning outcomes and standards described in the VCAA curriculum frameworks
- considers the particular needs of its students
- does not expose students to highly offensive or obscene materials or themes
- ensures that curriculum resources are suitable for the age group using them
- considers the words, behaviour, images or themes of the resources in terms of the:
  - context
  - impact on the audience age group
  - literary, artistic or educational merit of the material
  - intention of the author and general character of the material
  - how parents might react to their children being exposed to this content
  - standards of morality, decency, and propriety generally accepted by adults
  - impact on persons from different ethnic, religious, social and cultural backgrounds.

Reference: Selecting Teaching and Learning Resources
http://www.education.vic.gov.au/school/principals/spag/curriculum/Pages/selection.aspx

Resources that students at HVS access at school or on the bus journey to and from school may include:

- *YouTube* material;
- Hand held console games;
- IPad/iPhone/iTouch apps and games;
- DVD/films/plays/performances;
- Music (lyrics/videos);
- Text books /novels;
- Radio programs /television shows;
- Multimedia;
- Digital learning resources including video, audio, text, animations and images

What resources will students access and when?
- Educational films and computer games that are exempt under the Classification (Publications, Films and Computer Games) Act 1995 are suitable for students to see and play at school.
- The 'G' classification is suitable for everyone.
- The impact of 'PG' (parental guidance) classified films and computer games is mild. 'PG' classified material is not recommended for viewing or playing by persons under 15 without guidance from guardians, therefore, at HVS students will only access 'PG' rated material with adult supervision.
- Films and computer games classified 'M' (Mature) contain content of a moderate impact and are recommended for teenagers aged 15 years and over. At HVS parent/carer permission will be sought prior to any student accessing 'M' rated material.
- 'MA 15+' classified material contains strong content and is legally restricted to persons 15 years and over. 'R 18+' films are restricted to persons aged 18 years and over. 'MA 15+' and 'R18+' material will **NOT** be accessed by students at HVS.
- Bus supervisors will be asked to support the school and exercise the expected duty of care by alerting HVS if media above the PG rating is being accessed by students on the journey to/from school.

STUDENTS' PERSONAL TECHNOLOGY DEVICES AT SCHOOL

A number of students bring personal technology devices to school, for example; iPads, iPods, portable music/movie devices, mobile phones and AAC devices. Parents/carers should ensure that any equipment sent to school has a protective cover to minimise potential damage. Teachers/staff members will take utmost care when these devices are being used at school; however, such devices are brought to school at the students/parent/carers own risk.

DET and HVS do not accept responsibility for lost or damaged student portable technology devices; do not hold insurance for personal property brought to schools; and will not pay for any loss or damage to portable technology devices brought to school.

RESOURCES
- Australian Classification Fact Sheets:
    http://www.classification.gov.au/Public/Resources/Pages/Fact-sheets.aspx
- Cyber Safe Kids - www.cybersafekids.com.au
- E-smart Schools site: https://www.esmart.org.au/esmart-schools/
- Cyber Safety
  https://www.education.vic.gov.au/about/programs/bullystoppers/Pages/advicecybersafe.aspx
- Classroom Resources
  https://esafety.gov.au/education-resources/classroom-resources

- Cybersmart Access
  https://esafety.gov.au/education-resources/classroom-resources/cybersmart-access
- Parent Resources: https://esafety.gov.au/education-resources/iparent
- Life Education Van Incursion (Cybersafety for students and Parents)

Staff should also be aware of the Acceptable Use Policy for ICT Resources

APPENDIX - Acceptable Use Agreement – Student Agreement

COMMUNICATION

This policy will be communicated to our school community in the following ways

- · Available publicly on our school's website

- · Discussed at staff briefings/meetings as required

- · Made available in hard copy from school administration upon request

REVIEW CYCLE

This policy will be reviewed as part of the school's three year review cycle.

Policy last reviewed	April 2020
Consultation	April 2020 Student Wellbeing Team, SSL, School Council
Approved by	Principal
Next scheduled review date	April 2023

Acceptable Use Agreement

Student Declaration

When I use digital technologies 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 writing or participating in online bullying (for example, forwarding messages and supporting others in harmful, inappropriate or hurtful online behaviours)

• Protecting my privacy; not giving out personal details, including my full name, telephone number, address, passwords and images

• Protecting the privacy of others; never posting or forwarding their personal details or images without their consent

• Talking to a teacher if I personally feel uncomfortable or unsafe online, or if I see others participating in unsafe, inappropriate or hurtful online behaviours

• Carefully considering the content that I upload or post online; this is often viewed as a personal reflection of who I am

• Investigating the terms and conditions (e.g. age restrictions, parental consent requirements). If my understanding is unclear I will seek further explanation from a trusted adult

• Confirming that I meet the stated terms and conditions; completing the required registration processes with factual responses about my personal details

• Handling ICT devices with care and notifying a teacher if it is damaged or requires attention

• Abiding by copyright and intellectual property regulations. If necessary, I will request permission to use images, text, audio and video and cite references

• Not interfering with network systems and security, the data of another user or attempting to log into the network with a user name or password of another student

• Not bringing to school or downloading unauthorised programs, including games.

In addition, when I use my personal mobile phone, 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 verbally or in writing participating in bullying (for example, harassing phone calls/text messages, supporting others in harmful, inappropriate or hurtful online behaviours by forwarding messages)

• Keeping the device on silent during class times; only making or answering calls or messages outside of lesson times (except for approved learning purposes)

• Respecting the privacy of others; only taking photos or recording sound or video at school when I have formal consent or it is part of an approved lesson and not in the school toilets, changing rooms, swimming pools and gym.

• 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.

Definition of Digital Technologies

This Acceptable Use Agreement applies to digital technologies, social media tools and learning environments established by our school or accessed using school owned networks or systems, including (although are not limited to):

- School owned ICT devices (e.g. desktops, laptops, ipads, printers, scanners)
- Mobile phones
- Email and instant messaging
- Internet, Intranet and Ultranet
- Social networking sites (e.g. Facebook, SuperClubsPLUS)
- Video and photo sharing websites (e.g. Picasa, Youtube)
- Blogs
- Micro-blogs (e.g. Twitter)
- Forums, discussion boards and groups (e.g. Google groups, Whirlpool)
- Wikis (e.g. Wikipedia)
- Vod and podcasts
- Video conferences and web conferences.

This Acceptable Use Agreement applies when I am using any of the above digital technologies at school, at home, during school excursions, camps and extra-curricula activities.

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 Details

Date:…………

Student name:………………………………………

Students Signature:…………………………………………..

School contact name: …………………………………

Parent/Guardian Name: …………………………………

Parent/Guardian Signature: …………………………………