

Section – SAFETY Policy No – SAF004

Rationale

The internet, combined with the college's mobile devices program, offers huge potential benefits for teaching and learning. It offers wonderful opportunities for students and teachers to contribute to the world community on the web. Blogs, social networking spaces such as Face book and instant messaging tools such as Facebook Messenger and iMessage are now part of students' and staff 'life on the web'.

Students and teachers can:

- explore the world online
- visit museums and libraries around the world
- access rich information resources to support research and investigations
- communicate and collaborate with people all over the world
- publish to the web

The College has an important role in preparing students for these 'online communities', even though students and teachers may not access some online communities at school (e.g. Facebook).

Before our students start to use school provided devices to explore the Internet, it's crucial to make sure everyone understands what they should and shouldn't be doing online.

Behaving safely online means:

- protecting their own privacy and personal information (we used to call it 'stranger danger')
- selecting appropriate spaces to work and contribute
- protecting the privacy of others (this can be sharing personal information or images)
- being proactive in letting someone know if something is 'not quite right' - at home this would be a parent or guardian, at school a teacher

These principles of safety and responsibility are not specific for the web but certainly apply to the use of internet at school. Just as in the real world, the virtual world of the internet involves some risks. Our College has developed proactive strategies that help to minimise these risks to our students.

1. GUIDELINES

- 2.1** Use of the school's devices and/or network to access the Internet and Internet services, including electronic mail and the World Wide Web, will be governed by an Acceptable Use Procedures (AUP) for the Internet and mobile devices.
- 2.2** The Acceptable Use Procedures (AUP) is intended to encourage responsible maintenance and use of devices and to reflect a respect for the ability of its adherents to exercise good judgement.
- 2.3** Release of devices to students and independent student use of the internet at school will only be permitted where students and their parents/carers provide written acknowledgement that students agree to act in accordance with the conditions of loan and standards of conduct established in the Acceptable Use Procedures (see appendix A).
- 2.4** While we do not ask staff sign a written agreement the Guidelines do apply to them, staff should also be familiar with the DEECD Acceptable Use Policy which can be found at [DEECD Acceptable Use Policies](#)
- 2.5** Students and staff can expect sanctions if they act irresponsibly and disregard their obligations to other users and the school as the provider of their Internet access.

2.6 Students and staff must not use their mobile device or the school network in breach of a law or to commit an offence.

2. PROGRAM

3.1.1 The use of the school's network is subject to the Acceptable Use Procedures (see appendix A). Briefly this means that the school's network can be used only by staff, students and associated individuals (e.g. visiting teachers) and only for, or in connection with the educational or administrative functions of the school.

3.1.2 The Acceptable Use Procedures (AUP) is intended to operate within and be consistent with existing school policies and procedures in areas such as:

- **Anti-bullying (including cyber-bullying) and Anti-harassment**
- **Student Welfare**

3.2.1 Responsibility and accountability for network security is the shared responsibility of all network users. It is the responsibility of staff and students to protect his/her password and not divulge it to another person. If a student or staff member knows or suspects his/her account has been used by another person, the account holder must notify a teacher or the administration as appropriate, immediately.

3.2.2 All messages created, sent or retrieved on the school's network are the property of the school, and should be considered public information. The school reserves the right to access and monitor all messages and files on the computer system as deemed necessary and appropriate. Internet messages are public communication and are not private. All communications including text and images can be disclosed to law enforcement and other third parties without prior consent from the sender.

3.3 Independent student use of the internet on the school's network will only be permitted where students and their parents/carers provide written acknowledgement that students agree to act in accordance with the standards of conduct established in this policy document and as set-out in the Acceptable Use Procedures (AUP).

3.4.1 For breaches of the Acceptable Use Procedures students and staff can face a number of consequences depending on the severity of the breach and the context of the situation. More than one consequence may apply for a given offence. Serious or repeated offences will result in stronger penalties:

For Students:

- removal of network access privileges
- removal of email privileges
- removal of internet access privileges
- removal of printing privileges
- paying to replace damaged equipment
- other consequences as outlined in the school's discipline policy

For Staff:

- Non-compliance will be regarded as a serious matter and appropriate action, including termination of employment may be taken

(DET have a separate ICT use policy for staff available at

<http://www.education.vic.gov.au/Documents/school/principals/infrastructure/ictacceptableusepolicyfaq.pdf>)

3.4.2 Bullying and harassment of any kind is prohibited. No messages with derogatory or inflammatory remarks about an individual or group's race, religion, national origin, physical attributes, or sexual preference will be transmitted. Violations of any guidelines listed above may result in disciplinary action.

While the Internet may be largely a self-regulated environment, the general principles of law and community standards still apply to communication and publishing via the Internet. In addition to school penalties, there are legal sanctions for improper use of the Internet.

4. LINKS AND APPENDICES (including processes related to this policy)

The Key Link connected with this policy is:

- [DET Using Technology to Support Teaching](#)

Appendix A: Acceptable Use Procedures (AUP) for the mobile devices and the Internet

Appendix B: The office 365 consent form for access to Office 365 and cloud services. (As attachment)

Other school policies which are connected with this policy are:

- The school's Anti-bullying (including cyber-bullying) and Anti-harassment Policy
- The school's Student Engagement & Well being Policy

5. EVALUATION

This policy will be reviewed annually or more often if necessary due to changes in regulations or circumstances.

Some online activities are illegal and as such will be reported to police.

Date Implemented	March 2016
Author	Graeme Forrester Principal
Approved By	School Council April 2016
Responsible for Review	Principal
Review Date	April 2017
References	Human Resources A-Z Topic Index http://www.education.vic.gov.au/hr/

ACCEPTABLE USE AGREEMENT INFORMATION

- Parents/Carers should:
 - ✓ read and understand what the College will do to support the safe and responsible use of digital technology (PART A)
 - ✓ read the advice for parents/carers to help understand what you can do to support the safe and responsible use of digital technology (Part B)
 - ✓ read the agreement and discuss it with their child to ensure they understand each dot point (PART C)
 - ✓ consider how they may support the safe and responsible behaviour online at home

- Students should:
 - ✓ read the agreement with their parents/carers and their teachers to ensure they fully understand what they are agreeing to (PART A)
 - ✓ raise any concerns, issues or suggested changes to the agreement with teachers and parents/Carers
 - ✓ sign and abide by the agreement (PART C)

PART A – COLLEGE SUPPORT FOR THE SAFE AND RESPONSIBLE USE OF DIGITAL TECHNOLOGIES

Tyrrell College uses the Intranet, Internet and digital technologies as teaching and learning tools. We regard the internet and digital technologies as valuable resources, but acknowledge they must be used responsibly.

Your child has been asked to agree to use the Internet and digital technologies responsibly whilst at school. Parents/Carers should be aware that the nature of the internet is such that full protection from inappropriate content can never be guaranteed.

At Tyrrell College we:

- have policies in place that outline the values of the school and expected behaviours when students use digital technology, the internet and the Intranet
- will provide an internet connection that is filtered, logged and limited
- provide supervision and direction in online activities and when using digital technologies for learning
- have a cyber-safety and responsible use program across the College, which reinforces the values and behaviours of the College’s code of conduct.
- use mobile technologies for educational purposes
- provide support to parents through information evenings and through documentation attached to this agreement
- provide support to parents to understand this agreement (eg. Language support)
- work with students to outline and reinforce the expected behaviours

PART B – ADVICE FOR PARENTS

At Tyrrell College the internet is mainly used to support teaching and learning. However, at home it is often used differently. Not only is it a resource for students, but it is increasingly being used as a social space to meet, play and chat. The internet can be lots of fun.

If you have the internet at home, or are able to access it via mobile technology (eg. 3G or 4G networks), encourage your child to show you what they are doing online. IF not, see if you can make a time to visit the College to see their work and how the school uses the internet.

Bullying, stranger danger, gossip, telling the wrong people personal information have long been issues for young people growing up. These are all behaviours which now present online. These are not 'virtual' issues. They are real and harm or hurt.

At home we recommend that you:

- make some time to sit with your child to find out how they are using the internet and who else is involved in any online activities
- ask them to give you a tour of their 'space', if they are using a site which allows them to chat, publish photos, play games, etc. whilst online
- always get them to set their space to private (or show them how to control the privacy options), if they are using a social networking site
- have the computer with internet access set up in a shared space in the house – not in your child's bedroom
- negotiate appropriate times for your child's online activities and use of mobile phones
- ask questions when your child shows you what they are doing

PART C – STUDENT AGREEMENT

When I use digital technologies, I agree to:

- Protect my privacy and that of others by not giving out personal details, including full name, contact numbers, addresses or photos;
- use appropriate and respectful language when communicating with others when I am online and to not post or forward messages that are harmful or hurtful;
- use social networking sites responsibly and for educational purposes as directed by my teacher. I will be aware that content that I upload or post is my digital footprint;
- talk to a teacher if I feel uncomfortable when online, or find other students participating in unsafe, inappropriate or harmful online behaviour;
- only use the internet to access educational sources or as directed by the teacher;
- not interfere with the internet security of others, including logging into another users account and interfering with data that is stored in that account; and
- keep my password safe and to not reveal it to anyone except the Colleges network administrators.

When I use my mobile device in the classroom setting, I agree to:

- bring the device to class charged and ready to use;
- take reasonable measures to ensure the safety and security of the device (this includes, where appropriate, carrying the device in a protective case, storing the device in my locker when not in use, changing the passcode frequently and to not reveal it to others);
- take reasonable measures to ensure that all data on the device will be appropriate for school and is used for educational purposes;
- use only approved educational apps during class time, or as directed by the teacher;
- seek permission from individuals (including teachers) before taking photos, recording sound or videoing them;

- seek written permission from individuals involved before I publish or send this digital media to other people or any online space; and
- respect the privacy of others by not interfering with their device or any data that is stored on that device.

SIGNED STUDENT AND PARENT ACKNOWLEDGEMENT – TO BE RETAINED BY THE SCHOOL

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The Acceptable Use Agreement also applies during school excursions, camps and extra- curricular activities. I acknowledge and agree to follow these rules. I understand that my access to the internet and mobile technology at the College will be renegotiated if I do not act responsibly.

I have read the Acceptable Use Agreement carefully and understand the significance of the conditions and agree to abide by these conditions. I understand that any breach of these conditions will result in internet and mobile technology access privileges being suspended or removed.

Student Name _____

Student Signature _____ Year Level _____

Parent/Carer Signature _____

If you have any concerns about this agreement or ideas for making the agreement better please contact the College.

For further support with online issues, students can call Kids Helpline on 1800 55 1800. Parents/Carers call Parentline 132289, visit <https://www.esafety.gov.au> or contact ACMA Australia's Internet safety advisory body on 1800 880 176.