Murrayville Community College eSmart & Learning Technology Policy

Rationale

Murrayville Community College (MCC) values technologies as engaging and relevant learning tools. MCC acknowledges that the effective safe use of technology relies upon the development of responsible cyber citizenship, and is committed to being an eSmart school. Our school culture supports and educates students, teachers and parents to be confident, respectful, safe and critical users of technologies. The school uses the internet as a learning tool to improve student learning outcomes by increasing access to worldwide information.

Definitions

For the purpose of this policy, Information & Communication Technologies (ICT) are defined as being any electronic devices or applications which allows a user to access, receive, record, copy or send information as text, images, audio, or video.

ICT includes, but is not limited to:
- Computer systems and applications such as email, and the internet
- Networks
- Electronic storage devices
- Mobile devices such as mobile phones, tablet devices and PDAs
- Web-based tools such as social networking sites, chat rooms, blogs, podcasts, instant messaging systems, and P2P file sharing
- Imaging tools such as video, still or web cameras and related software
- Audio tools such as audio recording devices, mp3 players and related software
- Fax and copying machines

eSmart Definition:
An eSmart school embraces the intelligent, safe and responsible use of information and communications technology. The school community embraces technologies while being informed of its safe use and the risks.

Cyberbullying Definition:
Cyberbullying is where communication technologies are used intentionally, repeatedly and antagonistically to harm another person or group.

Implementation Guidelines

- Staff use of Murrayville Community College's devices and/or network to access the internet or any other ICT application, is governed by the Department's Acceptable Use Policy (AUP) as amended from time to time.

- Murrayville Community College is committed to safely and responsibly using digital technologies as an integral component of the learning and teaching programs. Refer to DEECD's policy on Using Digital Technologies to Support Learning and Teaching.

- Student use of the Murrayville Community College's devices and/or network to access the internet or any other ICT application is governed by Murrayville Community College's Acceptable Use Agreement for students. Students will be made aware of behaviour which is not acceptable when using ICT and the school's Student Code of Conduct will apply to breaches of expected behaviours – see "Consequences" below.

- Cyberbullying and using ICT for inappropriate purposes (such as viewing/posting/sharing inappropriate or unlawful content; using ICT to harass, threaten or intimidate etc) will not be tolerated by Murrayville Community College and consequences will apply to students in accordance with the school's Student Code of Conduct.

- Staff and student personal ICT devices should be stored in a safe and secure place as the school will not be held liable for loss, damage or theft.

- Distribution of school owned devices to students and personal 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 Murrayville Community College Acceptable Use Agreements (see Appendix 1-3)

- The Department's Acceptable Use Policy applies to all school staff and staff should be familiar with the content of that policy. Breaches of this policy may result in disciplinary action (see Acceptable Use Policy).

- Cameras, still and video (including mobile phone cameras) must not be used in private spaces for example changing rooms and toilets. Action will be taken against any student or staff member who photographs or films other individuals without their knowledge or permission.

- Photographs, video or digital images of a student are considered "personal information" and therefore their use and disclosure are governed by the *Privacy and Data Protection Act 2014* (Vic) (**PDP Act**)and the Information Privacy Principles contained within it. Photographs, video and digital images of students may also contain copyright, and therefore may also be governed by the Copyright Act 1968 (**Copyright Act**). To comply with the PDP Act, consent is required from parents/carers before schools can collect and use student photographs and film. In some instances, additional consent may be required to ensure compliance with the Copyright Act.

- Murrayville Community College will exercise special care and diligence when photographing and filming Aboriginal and Torres Strait Islander individuals and communities. Premised on mutual respect, trust and the principle of free, prior and informed consent, the following will be discussed with the appropriate custodian/s prior to taking any footage:
  - a clear explanation of the film or photo process
  - proper information about the project, including the message, the medium and the audience
  - all proposed and foreseeable uses of the material, including secondary uses
  - the impacts of the material being disseminated
  - timeframes
  - any relevant intellectual property matters
  - that the person can choose not to be photographed or filmed.

Teachers and staff must not use any materials for purposes or uses other than that for which individuals have provided their free, prior and informed consent. Images should also be positive and empowered images to assist in the promotion of the rights of Aboriginal and Torres Strait Islander peoples. As with all students, written consent is required for the photographing or filming of any student of Aboriginal or Torres Strait Islander background.

Responsibilities

The use of the Murrayville Community College's ICT resources, including network, is subject to the Acceptable Use Policy (for staff) and Acceptable Use Agreements (for students). The school's ICT resources can only be used for or in connection with the educational or administrative functions of the school.

This policy is intended to operate within and be consistent with existing school policies and procedures in areas such as:

- Student Welfare Policy
- Bullying and Harassment Policy
- Duty of Care Policy

It is the responsibility of the staff of Murrayville Community College to:

Reinforce that cyberbullying is unacceptable.
- Outline a set of procedures for our school community to ensure smart, safe and responsible use of technologies.
- Provide transparent school behaviour management processes to address cyberbullying, cyber abuse and other forms of unacceptable cyber behaviour.
- Ensure that all reported incidents of cyberbullying are investigated, recorded and support is provided to parties involved.
- Seek parental and peer support of cyber safety. Build upon student, staff and community capabilities with safe use of technologies.

Ensure students, teachers and parents are informed of types of cyberbullying and its consequences, both legal and personal.
   All new staff are given the eSmart Policy upon employment at school.
- Casual Replacement Teachers (CRT) are provided with a copy of the eSmart policy in the CRT information booklet.
- New enrolled students are briefed on the school systems, protocols and procedures for eSmart by their classroom or form teacher.

Provide an agreed set of protocols to guide everyday practice
- Teachers and students are guided by the eSmart Policy and explicitly teach safe Internet use in all Grades.
- Computer and Internet logins are safe and secure.
- Students, teachers and administrators have different levels of access to the school network and Internet.

Provide a range of opportunities for cross-age interaction for all students in formal and informal ways
- Students are encouraged to help each other with ICT.

Expect Teacher modelling of smart, safe and responsible use of technologies
- Teachers must ensure they model proper use of digital technologies.
- The Interactive Whiteboards (IWB's) are used extensively for teaching and learning.
- Teachers are supported by the school to have a sound knowledge and understanding of cyber safety, and are encouraged to conduct a self-audit, to identify areas for development.

Expect teachers to demonstrate effective classroom management skills and sense of responsibility and preparedness to respond to unsafe or harmful behaviour
- Teachers have a legal duty of care to protect students from inappropriate content on the Internet and respond with due diligence.
- The school will survey teachers about their knowledge of cyber safety, cyber-risk, cyberbullying, 'sexting' and offline bullying, harassment and abuse, to identify areas for professional learning.
- Teachers share their knowledge, skills and experiences with each other.
- Teachers will be both proactive to educate about being eSmart and preventing cyberbullying, and reactive to incidents.

Build teacher capacity to address the 'smart' use of technology
- Teachers need to be competent with using a range of modern technologies and aware of their possible abuse.
- Embrace digital technology and promote safe, responsible use.
- All teachers will be involved in professional development.

Embrace an eSmart curriculum
- Explicit teaching of rights and responsibilities, awareness of bullying and social emotional skills

Ensure the ICT teacher and all classroom teachers are responsible for planning eSmart lessons which explicitly teach students their rights and responsibilities.
- A scope and sequence is developed for Years Prep – 10 .
- An extensive list of recommended safe educational websites, videos and resources is compiled and updated regularly.
- Students will be taught about digital citizenship and the ethical use of information and communications technologies (Digital Media Literacy, Positive Online Behaviour, Peer and Personal Safety, and e-Security).
- The importance and benefits of social and emotional learning in the curriculum will be promoted to support students to manage conflict effectively.
- Teaching about cyber-risks and cyber-safe practices is evident in the curriculum
- Curriculum planning for the smart, safe and responsible use of information and communications technology for learning

Build partnerships with parents and the local community

- There are parent representatives on the eSmart Committee.
- Parents are encouraged to support students and ensure eSmart practices at home.
- Parents are invited to actively participate in cyber safety lessons with students.
- Parents of all students are requested to assist their child at home to do the Cyber smart programs to learn how to stay safe online.
- Parent education about bullying, cybersafety and the smart, safe and responsible use of information and communications technology.

Consequences of Improper Use

Consistent with the Murrayville Community College Student Code of Conduct breaches of the Acceptable Use Policy by students and staff can result in a number of consequences depending on the severity of the breach and the context of the situation.

For Students they may include:
- Confiscation of the ICT device
- restriction of where the device may be used (including whether or not it is taken home)
- removal of network access privileges
- removal of email privileges
- removal of internet access privileges
- removal of printing privileges
- other consequences as outlined in the school's Student Code of Conduct

For Staff:

Non-compliance with the Acceptable Use Policy will be regarded as a serious matter and appropriate disciplinary action may be taken. See Acceptable Use Policy for more information - http://www.education.vic.gov.au/school/principals/infrastructure/pages/acceptableuse.aspx

Use of ICT to engage in behaviour that amounts to bullying, harassment or unlawful discrimination is prohibited and may result in disciplinary action.

While the internet may be largely a self-regulated environment, principles of defamation law, privacy law and community standards still apply to communication and publishing via the internet or other electronic means. In addition to school consequences, there are legal sanctions for improper use of the internet and ICT.

Links:

School Policy and Advisory Guide Links (click on hyperlinks below):

- DET Using Technology to Support Teaching
- DET Schools and Cybersafety
- DET Acceptable Use Agreements and Consent
- DET Duty of Care and Supervision
- DET Using Social Media
- DET Students Using Mobile Phones
- DET Photographing and Filming Students

Other school policies which are connected with this policy are Murrayville Community College's

•   Student Welfare policy
•   Duty of Care policy
•   Bullying and Harassment policy

When First Approved: 12th December 2016

When Reviewed / Modified: