

# Murrayville Community College eSmart & Digital Technologies Policy (Internet, Social Media & Digital Devices)

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## PURPOSE

To ensure that all students and members of our school community understand:

- (a) 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 personal device program or insert other appropriate programs as relevant to your school]
- (b) expected student behaviour when using digital technologies including the internet, social media, and digital devices (including computers, laptops, tablets)
- (c) 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
- (d) 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 Murrayville Community College.

Staff use of technology is governed by the Department's *Acceptable Use Policy*.

## DEFINITIONS

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

Murrayville Community College understands that 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.

Murrayville Community College believes that the use of digital technologies at school 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 to use digital technologies to reach their personal best and fully equip them to contribute positively to society as happy, healthy young adults.

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## Devices at Murrayville Community College

Some classes at Murrayville Community College have learning activities that are delivered with the use of iPads. The school provides iPads for these specific activities.

Our school operates a 1:1 device program, which means that the school will provide each student from Year 2 with an appropriate device (chromebook or laptop) in a protective case, for use at school and home. A parent contribution is made via the booklist for the annual hire of this device. MCC has in place arrangements to support families who may be experiencing long or short-term hardship to continue to access a device for school work.

Students are required to ensure their device that must:

- be brought to and from school in a protective case
- have at least 10 GB of storage
- not have unlicensed or inappropriate software or content stored on it

Please note that our school does not have insurance to cover accidental damage to students' devices and parents/carers are encouraged to consider obtaining their own insurance for their child's iPad.

## Safe and appropriate use of digital technologies

Digital technology, if not used appropriately, may present risks to users' safety or wellbeing. At Example School, 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.

At Murrayville Community College, we:

- 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, including [insert details of specific programs]
- 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
- 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 and 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.

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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 a signed Acceptable Use Agreement.

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 either their classroom teacher or the ICT administrator as appropriate, 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.

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.

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*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.

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## Student behavioural expectations

When using digital technologies, students are expected to behave in a way that is consistent with Murrayville Community College's *Philosophy and Statement of Values, Student Wellbeing and Engagement* policy, *Mobile Phone* policy and *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), Murrayville Community College will institute a staged response, consistent with our policies and the Department's *Student Engagement and Inclusion 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
- other consequences as outlined in the school's *Student Wellbeing and Engagement* and *Bullying Prevention* policies.

## REVIEW CYCLE

This policy was last updated on 22<sup>nd</sup> June 2020 and is scheduled for review in May 2021.

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## APPENDIX A : SECONDARY STUDENTS

At Murrayville Community College we support the rights of all members of the school community to be provided with and engage in a safe, inclusive and supportive learning environment. This extends to the use of digital tools and online communities and is underpinned by our expectation of safe and responsible behaviour of all members of the school community.

At our school we:

- have an **esmart and Digital Technologies Policy, Student Welfare and a Student Code of Conduct, Mobile Phone Policies** that state our school's values and expected standards of student behaviour, including actions and consequences for inappropriate online behaviour
- educate our students to be safe and responsible users of digital technologies. *(Include any specific programs or approaches the school undertakes.)*
- raise our students' awareness of issues such as online privacy, intellectual property and copyright
- supervise and support students when using digital technologies within the classroom and establish clear protocols and procedures when working in online spaces including reviewing and considering the safety and appropriateness of online tools and communities:
  - [Bullystoppers 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)
- provide a filtered internet service but acknowledge that full protection from inappropriate content can never be guaranteed
- respond to issues or incidents that have the potential to impact on the wellbeing of our students including those reported through online services
- know that some online activities are illegal and as such we are required to report this to the appropriate authority
- support parents/guardians to understand safe and responsible use of digital technologies, potential issues and the strategies that they can implement at home to support their child; providing this Acceptable Use Agreement and current information from both the Department of Education and Training and Cybersmart:
  - [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)
  - [Parents Cybersafety guide](http://www.cybersmart.gov.au/Parents.aspx) (www.cybersmart.gov.au/Parents.aspx)

We ask that you:

- Refer to the policies above
- Work through the Student Declaration and Acknowledgement with your child and return the signed acknowledgement at the commencement of the school year.

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## 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 writing or participating in online bullying (e.g. 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 or a trusted adult if I personally feel uncomfortable or unsafe online
- talking to a teacher or a trusted adult if I see others participating in unsafe, inappropriate or hurtful online behaviours
- carefully considering the content that I upload or post online; knowing that this is a personal reflection of who I am and what people think of me
- investigating the terms and conditions of use (e.g. age restrictions, parental consent requirements) and if my understanding is unclear seeking further explanation from a trusted adult
- confirming that I meet the stated terms and conditions and completing the required registration processes
- handling ICT devices with care and notifying a teacher of any damage or required attention
- abiding by copyright and intellectual property regulations; requesting permission to use images, text, audio and video and cite references where necessary
- not downloading unauthorised programs, including games
- 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.

In addition, when I use my personal mobile devices (including my phone) I agree to be a safe, responsible and ethical user at all times, by:

- keeping devices turned off during class times (except when approved as part of a lesson); only making or answering calls or messages with the permission of a teacher.
- respecting the privacy of others; only taking photos or recording sound or video when others are aware and formal consent has been provided as part of an approved lesson
- respecting others and communicating with them in a supportive manner, including outside school hours and in social contexts by not making harassing phone calls/text messages or forwarding on messages
- 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.

## 1-to-1 school owned devices

### *Ownership*

- The school retains ownership of the device until the student completes Year 12. At this time ownership of the device will be determined by the school.
- Parents/students should be aware that files stored on the device, or on the school's server, are not private.
- If the student leaves the school prior to completing Year 12 or moves to another government or non-government school, interstate or overseas, the device must be returned to the school.

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## *Damage or loss of equipment*

- All devices and batteries are covered by a manufacturer's warranty. The warranty covers manufacturer's defects and normal use of the device. It does not cover negligence, abuse or malicious damage.
- Any problems, vandalism, damage, loss or theft of the device must be reported immediately to the school.
- Students may be required to replace lost or damaged chargers.
- In the case of loss or accidental damage, a statement must be signed by a parent and provided to the school.
- In the case of suspected theft, a police report must be made by the family and a copy of the report provided to the school.
- If a device is damaged or lost, the principal or their nominee will determine whether replacement is appropriate and/or whether the student retains access to a device for home use.
- If a device is damaged and the damage is not covered by the manufacturer's warranty or any of the school's insurance arrangements, the principal may determine that the student will pay the costs of repairing the damage or if necessary the costs of replacing the device.

## *User responsibilities*

Students are responsible for:

- bringing portable devices fully-charged to school every day
- maintaining virus protection, spam and filtering settings, set as a standard on the device
- backing up data securely
- carrying their device in an appropriate protective case at all times
- adhering to this Acceptable Use Agreement when using the machine, both at home and at school, including during lunchtime or when not in the classroom.

## **Acknowledgement**

This Acceptable Use Agreement applies to all digital technologies and environments, including (although not limited to):

- school owned ICT devices (e.g. desktops, laptops, printers, scanners)
- mobile phones and student owned devices
- email and instant messaging
- internet, intranet
- social networking sites (e.g. Facebook)
- video and photo sharing websites (e.g. YouTube)
- blogs or micro-blogs (e.g. Twitter)
- forums, discussion boards and groups (e.g. Google groups)
- wikis (e.g. Wikipedia)
- vod and podcasts
- video conferences and web conferences.

This Acceptable Use Agreement applies when digital technologies are being used at school or the way to and from school, during school excursions, at home and at camps and extra-curricular activities.

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## *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: \_\_\_\_\_

School name: Murrayville Community College

School contact name: Natasha Mudie / Heather Willersdorf

School contact no.: 03 5095 2001

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

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

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

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## APPENDIX B : YEARS 3-6 STUDENTS

Student Name:

Year:

Dear Parents/Carers,

Technology is an exciting and valuable tool to enhance learning in both the school and home. Ensuring your child becomes a confident user of technology who understands how to engage in safe and responsible online behaviours is best achieved when done in partnership with those at home. We hope that you will work with us to encourage similar behaviours at home.

Your child will go through and discuss a list of issues related to digital technologies in class, ticking them off when they have understood their meaning. We ask that you review these points with your child prior to signing.

Should you have any questions or concerns regarding the agreement please do not hesitate to contact your child's teacher.

### Safe and Responsible Behaviour

When I use digital technologies and the internet I will **communicate respectfully** by ensuring that what I write is polite and respectful.

I will:

- be kind to my friends and classmates and think about how the things I do or say online might make them feel.
- work to stop bullying. I won't create OR pass on mean or bullying messages. I won't deliberately leave someone out to make them feel bad.
- not copy someone else's work from the internet. I will include a link for anything I use to acknowledge the person who created it.

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When I use digital technologies and the internet I will **protect personal information** by being aware that my full name, photo, birthday, address and phone number is personal information and should never be shared online.

I will:

- protect my friends information in the same way.
- protect my passwords and don't share them with anyone except a parent (or teacher for school accounts).
- log out of websites properly.
- only join online sites that my parents or teacher have approved.
- never answer questions online that ask for personal information.
- only download apps that my teacher/school has approved.

When I use digital technologies and the internet I **respect myself and others**.

I will:

- stop and think before I share online.
- use sites that are appropriate for someone my age.
- protect my friends and my own personal information.
- not take photos or videos of my friends or other people without their permission.
- speak to an adult I trust if I see something that makes me feel upset or if I need help.
- speak to a trusted adult if someone is being unkind to me or if I know someone else is being treated badly.
- not deliberately search for anything inappropriate or violent.
- turn off, close the screen or use the back button if I see something I don't like and tell a trusted adult.
- be careful with the equipment I use and use it in a safe, well supervised area e.g. in the classroom or gallery.
- conserve resources and not print unnecessarily.
- I will use this knowledge at school and everywhere I use digital technologies and the internet.**

Student agreement/licence

.....  
(Principal or Teacher)

acknowledges the commitment of

.....  
(Student)

**to being a polite, safe and responsible user of digital technologies.**

As a student I continue to learn to use digital technologies safely and responsibly.

I will ask a trusted adult for help whenever I am unsure or feel unsafe.

.....  
Student's signature

.....  
Teacher/Principal's signature

.....  
Date

# Murrayville Community College eSmart & Digital Technologies Policy (Internet, Social Media & Digital Devices)

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## 1-to-1 program: school owned devices

### *Ownership*

- The school retains ownership of the device.
- Parents/students should be aware that files stored on the device, or on the school's server, are not private.
- If the student moves to another government or non-government school, interstate or overseas, the device must be returned to the school.

### *Damage or loss of equipment*

- Personal devices provided to students are subject to the warranty policy of the supplier.
- The cost of any willful damage or carelessness will be the responsibility of the student and parents will be invoiced accordingly.
- Students may be required to replace lost or damaged chargers.
- In the case of suspected theft, a police report must be made by the family and a copy of the report provided to the school.
- The devices are provided on the understanding that students will treat their device appropriately and adhere to the school's Learning Technology Acceptable Use Agreement.

### *User responsibilities*

Students are responsible for:

- bringing portable devices fully-charged to school every day.
- maintaining virus protection, spam and filtering settings, set as a standard on the device.
- carrying their device in an appropriate protective case at all times.
- managing files and folders for easy retrieval of my work.
- adhering to this Acceptable Use Agreement when using the machine, both at home and school, including during lunchtime or when not in the classroom.

### *Acknowledgment*

This Acceptable Use Agreement applies to all digital technologies and the internet including (although not limited to):

- school owned ICT devices (e.g. desktops, laptops, Chromebooks, iPads, printers, scanners)
- mobile phones and student owned devices
- email and instant messaging
- internet, intranet

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- social networking sites
- video and photo sharing websites (e.g. YouTube)
- blogs or micro-blogs (e.g. Twitter)
- forums, discussion boards and groups (e.g. Google groups)
- wikis (e.g. Wikipedia)
- vod and podcasts
- video conferences and web conferences.

This Acceptable Use Agreement applies when digital technologies and the internet are being used at school, during school excursions, camps and extra-curricular activities, and at home.

### *Signature*

I understand that my child needs to comply with the terms of acceptable use and expected standards of behaviour set out within this Agreement.

### *Sanctions*

I understand that there are actions and consequences if my child violates the terms of the agreement. They can be denied access to school devices and/or internet for a specified time, to be determined by the school. They may also face further disciplinary action as determined by the school if it is deemed necessary.

Student name: .....

School name: Murrayville Community College P-12

School contact name: Principal, Natasha Mudie

School contact no.: 03 5095 2001

Parent/Guardian Name: .....

Parent/Guardian Signature: .....

Date: .....

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## APPENDIX C : YEARS P-2 STUDENTS

Student Name:

Year:

Dear Parents/Carers,

Technology is an exciting and valuable tool to enhance learning in both the school and home. Ensuring your child becomes a confident user of technology who understands how to engage in safe and responsible online behaviours is best achieved when done in partnership with those at home. We hope that you will work with us to encourage similar behaviours at home.

Your child will go through and discuss a list of issues related to digital technologies in class, ticking them off when they have understood their meaning. We ask that you review these points with your child prior to signing.

Should you have any questions or concerns regarding the agreement please do not hesitate to contact your child's teacher.

Using computers and iPads is a big responsibility and I agree to be a good technology user and follow the rules.

I will be a good technology user by:

- taking care of the computers and other devices that I use (e.g. use clean hands, work in a safe area, never leave iPads on the floor).
- only using the programs and websites our teachers ask us to use.
- telling the teacher if I see something on the computer that is not appropriate or makes me feel uncomfortable.
- not sharing any personal information online including my surname, address, phone number or the personal details of anyone else.
- asking permission before taking someone's photo or using someone's name.
- always asking permission before I use any ICT devices.

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## Student agreement

.....  
(Principal or Teacher)

**acknowledges the commitment of**

.....  
(Student)

**to being a polite, safe and responsible user of digital technologies.**

As a student I continue to learn to use digital technologies safely and responsibly.

I will ask a trusted adult for help whenever I am unsure or feel unsafe.

.....  
Student's signature

.....  
Teacher/Principal's signature

.....  
Date

### *Signature*

I understand that my child needs to comply with the terms of acceptable use and expected standards of behaviour set out within this Agreement.

### *Sanctions*

I understand that there are actions and consequences if my child violates the terms of the agreement. They can be denied access to school devices and/or internet for a specified time, to be determined by the school. They may also face further disciplinary action as determined by the school if it is deemed necessary.

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Student name: .....

School name: Murrayville Community College P-12

School contact name: Principal, Natasha Mudie

School contact no.: 03 5095 2001

Parent/Guardian Name: .....

Parent/Guardian Signature: .....

Date: .....