

DIGITAL TECHNOLOGIES AND ACCEPTABLE USE POLICY



PURPOSE

The purpose of this policy is to ensure that all students and members of the Seaholme 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 staff, volunteers, and contractors in the school environment, whether or not they work in direct contact with children or young people. This policy also applies to school council members where indicated.

The policy will apply to the whole school environment (see Definitions section), and if staff and students are required to work from home as directed by the school or DET (**see Working from Home Policy**). The policy covers both school hours and outside of school hours.

DEFINITIONS

For the purpose of this policy, digital technologies are defined as being any electronic devices or applications which allow a user to access, receive, record, copy or send information as text, images, audio, or video.

Digital technologies include, but is not limited to:

- Computer systems and applications such as email, and the internet
- School 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 file sharing
- Imaging tools such as video, still or web cameras and related software
- Audio tools such as audio recording devices, mp4 players and related software
- Fax and copying machines

School environment

School environment means any physical or virtual place made available or authorised by the school for use by a child during or outside school hours, including:

- a campus of the school;
- online school environments (including email and intranet systems); and
- other locations provided by the school for a child's use (including, without limitation, locations used for school camps, sporting events, excursions, competitions, homestays, and other school activities or events)

POLICY IMPLEMENTATION

Digital technologies, including the internet, are a fundamental part of life in a digital age. They also offer many potential benefits for teaching and learning.

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Digital technologies provide students with unprecedented opportunities to obtain information, engage in discussion and liaise with individuals, organisations and groups around the world. Seaholme Primary School provides access to a range of technologies to enhance teaching and learning opportunities and to enrich the learning environment.

Seaholme Primary School has an important role in ensuring that students know how to use digital technologies appropriately and safely to access, manage and evaluate information, develop new understandings, and communicate with others in order to participate effectively in society.

At Seaholme Primary School we:

1. Have a **Student Engagement Policy** that states our school's values and expected standards of student behaviour, including actions and consequences for inappropriate online behaviour.
2. Educate our students to be safe and responsible users of digital technologies, which may include cyber safety, bullying sessions initiated by DET or Victoria Police.
3. Raise our students' awareness of issues such as online privacy, intellectual property and copyright.
4. 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:
5. Provide a filtered internet service but acknowledge that full protection from inappropriate content can never be guaranteed.
6. Respond to issues or incidents that have the potential to impact on the wellbeing of our students including those reported through online services.
7. Know that some online activities are illegal and as such we are required to report this to the appropriate authority.
8. 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:
 - a. [Bullystoppers Interactive Learning Modules - Parents](http://www.education.vic.gov.au/about/programs/bullystoppers/Pages/parentmodules.aspx)
(www.education.vic.gov.au/about/programs/bullystoppers/Pages/parentmodules.aspx)
 - b. [Cybersafety guide - parents](http://www.cybersmart.gov.au/Parents.aspx) (www.cybersmart.gov.au/Parents.aspx)

Seaholme Primary School will use digital technologies as an integral component of their learning and teaching programs safely and responsibly and will:

- Improve student learning outcomes by increasing access to world-wide information.
- Develop critical skills while using digital technologies.
- Ensure that use of digital technologies within the school context meets legal requirements and standards of general practice.
- Develop the knowledge, skills and behaviours required to enable students to understand the implications of the use of digital technologies and their social and ethical responsibilities as users of digital technologies.
- Clearly communicate guidelines for the appropriate use of devices to students, staff and parents.

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Expectations

1. Staff use of Seaholme Primary School's devices and/or network to access the internet or any other digital technologies application, is governed by the Department's [Acceptable Use Policy \(AUP\)](#) as amended from time to time.
2. Seaholme Primary School is committed to safely and responsibly using digital technologies as an integral component of the learning and teaching programs. Refer to DET's policy on [Using Digital Technologies to Support Learning and Teaching](#).
3. Student use of the Seaholme Primary School's devices and/or network to access the internet or any other Digital Technologies application is governed by Seaholme Primary School's Acceptable Use Agreement for students. Students will be made aware of behaviour which is not acceptable when using digital technologies and the school's Code of Cooperation as stated in the Bullying and Harassment Policy, will apply to breaches of expected behaviours – refer "Responsibilities and Consequences" below.
4. Cyberbullying and using digital technologies for inappropriate purposes (such as viewing/posting/sharing inappropriate or unlawful content; using digital technologies to harass, threaten or intimidate etc) will not be tolerated by Seaholme Primary School and consequences will apply to students in accordance with Seaholme Primary School's Bullying and Harassment Policy which also includes the school's Code of Cooperation.
5. Staff and student personal digital technologies devices should be stored in a safe and secure place as the school will not be held liable for loss, damage or theft. **(See Mobile Phone Policy)**
6. 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 Seaholme Primary School's Acceptable Use Agreement/Procedures for students. (refer Appendix A & B: Acceptable Use Agreements and Consent forms)
7. 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 (refer: [Acceptable Use Policy](#)).
8. Cameras, still and video (including mobile phone cameras) must not be used in private spaces for example changing rooms, toilets, gyms and swimming areas. Action will be taken against any student or staff member who photographs or films other individuals without their knowledge or permission. **(See Photographing and Filming Policy)**
9. 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 (Cth) (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. (Refer: [Acceptable Use Policy](#)).
10. Seaholme Primary School 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. a clear explanation of the film or photo process
 - b. proper information about the project, including the message, the medium and the audience
 - c. all proposed and foreseeable uses of the material, including secondary uses
 - d. the impacts of the material being disseminated
 - e. timeframes

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- f. any relevant intellectual property matters
 - g. that the person can choose not to be photographed or filmed.
11. 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.

Recommendations

Foundation to Year 2 Digital Technologies

- Students will be able to access internet sites that have been previously viewed by the classroom teacher or quality assured and available through the DET's website or other sources approved by the school.
- Students will always be adequately supervised when using digital technologies. The students will be advised by the teacher to always close websites and inform the teacher if they encounter any material that makes them uncomfortable at any time.
- Students will be made aware by their teachers that they should never disclose any personal information online, including their phone number, their last name, home address, photograph of themselves or any information regarding their personal whereabouts at any time.
- Students will be taught explicitly about cyber-bullying, their online behaviour and safety by their teachers.
- Parents will sign an Agreement of Digital Technologies Acceptable Use agreeing to the above (annually).

Year 3 - 6 Digital Technologies

- When using digital technologies, students will be mindful of internet security and personal online safety by not disclosing personal information including any personal passwords, full names, telephone numbers, images and information about their intended movements or whereabouts.
- Students will be respectful on how they communicate and work with others online. Online bullying will be dealt with, not tolerated.
- Students will use digital technologies at school for learning, use the equipment properly and carefully and not interfere with the work or data of another student unless working on an agreed collaborative project.
- Only authorised programs will be used at school.
- Students will remember that the content on the web is either in the public domain or someone's property and to consult with teachers to get permission to copy information.
- Students will be taught appropriate rules around copyright laws.
- Students and parents will sign a Digital Technologies Acceptable Use Policy (annually)

Responsibilities and Consequences

1. The use of the Seaholme Primary School's digital technologies resources, including network, is subject to the Acceptable Use Agreement (for staff) and Acceptable Use Agreement (for students). The school's digital technologies resources can only be used for or in connection with the educational or administrative functions of the school.
2. This policy is intended to operate within and be consistent with existing school policies and procedures in areas such as:
 - a. Student Engagement and Wellbeing Policy
 - b. Bullying and Harassment Policy
 - c. Mobile Phone Policy
 - d. DET Privacy Policy

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e. Photographing and Film Policy

Responsibilities

1. 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.
2. 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.

Consequences of Improper Use

Consistent with the Code of Cooperation 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;

- removal of network access privileges
- removal of email privileges
- removal of internet access privileges
- removal of printing privileges

For Staff:

- Non-compliance with the Acceptable Use Policy will be regarded as a serious matter and appropriate disciplinary action may be taken.
- <http://www.education.vic.gov.au/school/principals/infrastructure/pages/acceptableuse.aspx>
- Use of digital technologies 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 digital technologies;
- You may be required to delete any information contained on any social media platform that is a breach of this policy;
- Access to social media may be restricted for breaching this policy (or while complaints against individuals are investigated)

Respond to online incidents

The Emergency and Security Management Unit (ESMU) operates a twenty-four hour, seven days per week emergency and security communication and coordination centre. Step-by-step guides provide practical steps and actions to protect, respond to or manage an online incident of concern. See: [Step by step guides](#)

Teachers working online and use of Social Media

As a Department employee and a professional educator, teachers are expected to model smart, appropriate use of digital technologies. Seaholme Primary School will:

- Inform staff of the risks involved;
- Provide access to information regarding appropriate use of digital technologies including social media in relation to their work and the organisation;
- Limit access to some of the school's nominated digital networks and social media sites (those sites considered as principal access only)

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Unacceptable use of Digital Technologies and Social Media:

Unless prior written permission is provided, when using social media, you must not:

- Disclose or use information that is confidential to the organisation;
- Engage in excessive non work-related use of digital technologies or social media during work hours;
- Post anything in which this organisation or any other person has intellectual property rights;
- Convey information that would allow a reasonable person to ascertain the work being performed for this organisation or the identity of a stakeholder and their relationship with the organisation;
- When using IT systems, use any other person's ID or logon details or otherwise impersonate any other person;
- Disparage, criticise or show disrespect for any stakeholder;
- Discriminate, harass, bully or victimise any stakeholder;
- performance management processes.

Monitoring of Digital sites and Social Media

When employees engage with digital technologies and social media activities using the organisations' IT systems, the IT department will collect and retain information about that activity, including the content of any communications.

The purpose of collecting this information will be to ensure that the interests of co-workers and the organisation are not adversely affected by the conduct of that employee. The information will be kept secure and will only be disclosed to persons within the organisation as is necessary to ensure compliance with this policy. If you become aware of unacceptable use of digital technologies or social media as described above, you must notify the Principal or Assistant Principal. **(Also See Working from Home Policy)**

Manage personal information

Schools are bound by the Privacy and Data Protection Act 2014 (Vic) and the Health Records Act 2001 (Vic) (Victorian privacy laws).

Victorian privacy laws require schools to obtain fully informed, freely given, current and specific consent from the parent, guardian or carer of a student to use and disclose their personal information.

This also applies to the registration and use of online learning tools and services. Schools are also required to create, manage and dispose of their public records (i.e. student records) in accordance with the Public Records Act 1973 (Vic).

Services which operate online or within cloud technologies usually require certain personal details to create an account. Such services also usually provide an opportunity for personal information to be created within the space by the teacher and/or the student. Parents must give their consent knowing what information has been provided, who is able to see it and where it is stored. The intent of the space must also be understood.

The need for consent applies even when students sign themselves up for an account under teacher direction or supervision. It also applies if the personal information will not be accessible to or viewed by others, as stored data in a system.

Schools can undertake a privacy impact assessment (PIA) to identify and consider the privacy impacts of online services they would like to use.

Schools must also have parent consent before publishing, reproducing or communicating a student's work, information or image. Schools should understand that while consent can be freely given, it can also be

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withdrawn at any time. If consent is withdrawn, the school must remove the content/resource or access immediately. See: [Consent forms](#)

Digital copyright

Material on the internet is protected by copyright. The material that comprises a website will be protected by copyright and various pieces of content may be owned by different people.

In general, copyright in print, musical and artistic works, sound recordings or film contained on the internet will not be infringed, where the copy or communication is done with the permission of the copyright owner. Schools can ask permission, or it could be indicated on a site or provided through Creative Commons licences under the fair dealing, flexible dealing, educational and other statutory exceptions, and copyright exceptions or through paid licence or agreement.

Supervision and duty of care online

Principals and teachers have a duty of care to take reasonable steps to protect students from any harm that should have reasonably been foreseen, including those that may be encountered within the online learning environment.

School based cybersafety education and conversations with adults are two major factors that influence young people's online safety strategies.

The cybersafety and cyberbullying sections within the Bully Stoppers (see resources) online toolkit have been developed to support school communities to understand the behaviours and processes that will help them to act in a safe and responsible manner when using digital technologies.

Note: In the event of staff and students required to work remotely from home, (due to for example COVID 19 pandemic), the **Working from Home Policy** provides further information

FURTHER INFORMATION AND RESOURCES

Related School Policies

- Bullying and Harassment Policy
- Student Engagement & Wellbeing Policy
- Supervision and Duty of Care Policy
- DET Privacy Policy
- Photographing and Filming Students Policy
- Mobile Phone Policy
- Working from Home Policy

Note: See also Seaholme Primary School's Digital Technologies Acceptable Use agreement

Related DET Resources

<http://www.education.vic.gov.au/about/programs/bullystoppers/Pages/lolconsent.aspx>

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 Using Social Media](#)
- [DET Students Using Mobile Phones](#)

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- [DET Photographing and Filming Students](#)

EVALUATION AND REVIEW

This policy will be reviewed every 2 years or directly after any breach of online security