Daylesford Secondary College considers the safety of children as being of paramount importance. DSC has a zero tolerance of child abuse.

**DEFINITION**

This Policy applies to digital technologies, devices, 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, 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 Policy and Acceptable Use Agreement applies when students are using any of the above digital technologies or (others not stated) at school, at home, during school excursions, camps and extra-curricula activities.

RATIONALE

ICT and Internet Usage

Information and Communications Technology (ICT) is the hardware and software that enables data to be digitally processed, stored and communicated. ICT can be used to access, process, manage and present information; model and control events; construct new understanding; and communicate with others. The need to be conversant in ICT and to be able to control ICT to your ones advantage has never been more important, and will become increasingly vital in the lives of all people.

The Internet offers vast, diverse, and unique resources to both students and teachers. Effective use of the internet provides students with unprecedented opportunities to obtain information, engage in discussion, and liaise with individuals, organisation and groups world-wide so as to increase skills, knowledge and abilities. Our goal in providing our educational excellence in our school relies on access to the Internet primarily for the educational benefit of students. Any behaviour that interferes with this objective will not be tolerated and considered an infringement of this Policy and the associated Usage Agreement. The use of the Internet is a privilege, not a right, and inappropriate use will result in a cancellation of those privileges.

Digital Technologies and Electronic Devices

The use of Mobile Phones, iPods, MP3 players and similar devices in class can be very disruptive to the learning environment of some students. These devices are therefore not permitted during class time at our College, unless specific permission to use the device for the primary purpose of “learning” is granted by the staff member.

Our College recognises that mobile phones are an important means of communication and that many parents have provided students with mobile phones. Whilst the College permits students to have mobile phones at school, it is recognised that they can be disruptive to the learning environment, and often used inappropriately. As such their use is subject to the conditions as stated within this policy to ensure a safe and effective school environment.

AIMS

ICT and Internet Usage

Information and Communications Technology focuses on providing students with the tools to transform their learning and to enrich their learning environment. The knowledge, skills and behaviours identified for this domain enable students to:

- develop new thinking and learning skills that produce creative and innovative insights
- develop more productive ways of working and solving problems individually and collaboratively
- create information products that demonstrate their understanding of concepts, issues, relationships and processes
- express themselves in contemporary and socially relevant ways
- communicate locally and globally to solve problems and to share knowledge
We therefore aim to:

- Improve student learning outcomes by increasing access to world-wide information.
- Develop skills in discriminate and appropriate internet and computer usage, and,
- Develop students understanding of the implications of the use of ICT and their social and ethical responsibilities as users of ICT.

**Digital Technologies**

We also aim to:

- To ensure that optimal learning opportunities are available for all students, free of distraction and unnecessary noise.
- To utilise the benefits of mobile phones for learning purposes, whilst managing the problems they can potentially cause.

**IMPLEMENTATION**

**ICT and Internet Usage**

- Our school actively supports access by students to the widest variety of information resources available, accompanied by the development of the skills necessary to filter, analyse, interpret and evaluate information encountered.
- All students and staff at our school will have censorship filtered internet and email access. All students and staff will have their own password protected internet account and log on. Such access is a privilege that infers responsibility, and not simply a right to be expected.
- Students will be held responsible for all activity that occurs under their log-in and password.
- Student behaviour when using school computers and networks, when using the internet and e-mail, and when engaging in any activity with school computers must be consistent with the school’s Student Code of Conduct.
- Technical support will be provided by the school’s ICT Team to manage all email access, maintenance of the school’s web site, web filters, and all other issues related to internet access by students.
- The school undertakes to ensure that information published on the Internet by students or the school is of a high standard, and meets legal requirements and standards of general practice within the community in relation to copyright, safety and decency.
- Consequences of publishing, accessing or failing to notify the ICT Team or a member of staff of inappropriate material shall include the removal of access rights.
- Signed parent and student consent in the form of the Acceptable Use Agreement (see Appendix below) is required to be completed in order to gain access to the internet, or to publish work, photos or videos on the internet.
- Privacy of students, parents, staff and other users must be recognised and respected at all times. Students will only identify themselves on the internet by their first name and last initial.
- Staff are expected to utilise and integrate technologies, including on-line learning opportunities, into their programs for all students, and will do so according to DEECD Policy.
- The school will provide appropriate professional development and support for all staff.
- **Students must NOT reveal their password to another person.**
- **Students must NOT use another user’s login name and password.**

**Electronic Devices- including Mobile Phones**

There are occasions when it is appropriate and beneficial for students to have access to a mobile phone. However, the school generally discourages the bringing of mobile phones to school. Students and parents need to be aware of the following requirements in regards to Mobile Phone
Use. These requirements are to ensure that mobile phones do not disrupt the educational purpose and safe environment of the school.

The school reserves the right to prohibit students from bringing mobile phones (especially those that can take photos or video) into certain spaces or during certain activities e.g. science rooms, exam rooms, technology rooms, physical education classes, change rooms etc.

The principal may revoke a student’s privilege of bringing or using mobile phones whilst at school. Mobile phones owned by students and staff are brought to school at their own risk. The College will not compensate damaged, lost or stolen personal mobile phones.

Therefore:
- Mobile phones brought to school must not be used in any manner or place that interferes with the normal routine and operation of the school, or which breaches the College Student Code of Conduct.
- Students are required to take full responsibility for the use of their mobile phone whilst it is at school. Mobiles brought to school must never be loaned to other students.
- Students must have their mobile phones switched off (not in silent or vibrate mode) and out of sight during class time unless specific permission to use the device for the primary purpose of “learning” is granted by the staff member.
- Parents needing to contact students during class time may do so via the General Office.
- Mobile phones may not be used as a substitute calculator in mathematics or other classes, unless specifically agreed to by the classroom teacher.
- Students who, in the opinion of the responsible teacher, Manager or ES Staff member, breach the phone policy are required to immediately surrender it.
- Confiscated phones are placed in the General Office for safe keeping, usually for collection at the end of the school day.
- It is important that students display courtesy, consideration and respect for others whenever they are using a mobile phone at school.
- Appropriate action will be taken against any student who uses their phone (or allows others) to make images or record another person without their consent.
- Appropriate action will be taken against any student who makes harassing or threatening calls, or sends harassing or threatening messages, or sends inappropriate messages, or allows others to use their phone to do so.
- Students who receive inappropriate material must report it immediately, and following this, delete it immediately.
- Where there may be any unjust or inappropriate messages or pictures suspected to be on the phone the school reserves the right to check and/or confiscate the phone.
- Mobile phones are not permitted in exams.
- Disciplinary action will be taken against any student who uses a mobile phone to cheat in exams or assessments.
- Students should ensure that their phones are always stored in a safe and secure place and never left in an unattended bag or change room.
- Other electronic devices such as ipods and MP3 players may be brought to school for the purpose of listening to music during recess and lunch breaks, but are not to be used in classrooms.
- Consequently, we permit but discourage the bringing of electronic devices to school.
- Electronic devices will be confiscated, labelled and taken to the office for collection by the student at the end of the school day if they are sighted or used during class lessons, assemblies, in the library or any other time where specific permission to do so has not been granted by the appropriate staff member.
- Students refusing to hand over any electronic device to a teacher or ES Staff member for
confiscation can reliably expect to face serious disciplinary consequences according to our Student Code Of Conduct.

- **Disciplinary action, involving the police, will be taken against any student who photographs or films individuals without their consent or who sends harassing, threatening or inappropriate messages.**

**EVALUATION**

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

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<tr>
<td>Signed</td>
<td>Principal:</td>
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STUDENT ACCEPTABLE USE AGREEMENT

This Agreement is to be signed by both the student and parent.

When I use technology, both at school and at home I have responsibilities and rules to follow. I agree to:

- be a safe user whenever and wherever I use that technology.
- be responsible whenever and wherever I use technology. I will support others by being respectful in how I talk to and work with them, and I will never write or participate in online bullying. This includes forwarding messages and supporting others in harmful, inappropriate or hurtful online behaviour.
- report to an adult if I feel unsafe or uncomfortable online or see a friend being unsafe or being made to feel uncomfortable by others.

When at school I agree to:

- behave in a way outlined in the College’s Expected Behaviour Guidelines when online or using mobile technology.
- keep myself and my friends safe by not giving out personal details including full names, telephone numbers, addresses and images, and by protecting my password
- use the technology at school for learning, use the equipment properly and not interfere with the work or data of another student
- not bring or download unauthorised programs or files
- not go looking for rude or offensive sites
- use an ‘online name’ and avatar when sharing my work online.
- remember that the content on the web is someone’s property and ask my teacher / parent to help me get permission if I want to use information or pictures
- think carefully about what I read on the Internet, question if it is from a reliable source and use the information to help me answer any questions (I will not copy and paste the information as my answer).
- talk to my teacher or another adult if:
  - I need help online
  - I am not sure what I should be doing on the internet
  - I come across sites which are not suitable
  - someone writes something I don’t like, or makes me and my friends feel uncomfortable or asks me to provide information that I know is private
  - I feel that the welfare of other students at the school are being threatened

When I use my mobile phone, iPod or other mobile device at school I agree to:

- use it as requested for learning purposes as directed by my teacher
- be responsible in my use and not use the device to find, create or send information that might be harmful, inappropriate or hurtful to me or anyone else.

When using my mobile device as a camera I will:

- only take photos and record sound or video when it is part of a class or lesson
- seek permission from individuals involved PRIOR to taking photos, recording sound or videoing them (including teachers)
- seek written permission from individuals involved PRIOR to publishing or sending photos, recorded sound or video to anyone else or to any online space
- be respectful in how I talk to and work with others online and never write or participate in online bullying
- seek teacher permission before uploading any content to websites, blog etc

This Acceptable Use Agreement also applies to students 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 school will be renegotiated if I do not act responsibly.

Daylesford Secondary College is a Child Safe School
Parent Permission- I agree to allow my child to use the Internet at school. I have discussed potential problems and responsible use of the Internet with him/her addressed in the Advice to Parents Brochure attached. I will contact the school if there is anything here that I do not understand or if there is a situation which concerns me.

Parent/Guardian Signature: ___________________________ Date: ___________________________