

<b>Title</b>	<b>ICT Acceptable Use Policy</b>
<b>Rationale</b>	Dromana College readily accepts its responsibility for the care, safety and welfare of its students around their use of the College Digital Environment. This policy is for all students at Dromana College to ensure students are guided by productive protocols. These expectations at Dromana College are consistent with and in addition to the Department of Education's <i>Acceptable Use Policy</i> which also applies to all Staff and Student use of technology in Victorian State Schools. <ul style="list-style-type: none"> <li>• <a href="#">Using Social Media</a></li> <li>• <a href="#">Using Digital Technologies to Support Learning and Teaching</a></li> <li>• <a href="#">Bullying</a></li> <li>• <a href="#">Acceptable Use Agreements for students</a></li> </ul>
<b>Aim</b>	To ensure that all students and members of our school community understand: <ol style="list-style-type: none"> <li>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]</li> <li>expected student behaviour when using digital technologies including the internet, social media, and digital devices (including computers, laptops, tablets)</li> <li>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</li> <li>our school's policies and procedures for responding to inappropriate student behaviour on digital technologies and the internet</li> </ol>

<b>Policy Implementation and Process</b>	
<b>Purpose</b>	To provide effective learning for all students
<b>Mission</b>	Empowering young people to make a difference

<b>Values</b>	Responsibility	Respect	Integrity	Personal Best
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<b>Vision Statement</b>
Dromana College encourages and celebrates personal improvement. We recognise and respond to diverse student needs. We set high expectations for all students and have a strong focus on academic achievement and the pursuit of personal excellence. We encourage and support creativity, innovation and initiative for young people by helping them to reach their aspirations in different fields of life. We provide high quality teaching and a safe and caring school environment

## 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.

### Vision for digital technology at our school

Dromana College embraces digital technologies including the internet, apps, computers, smart phones and tablets as they 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.

Dromana 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.

### Dromana College 1 - to – 1 Digital Device Program (See DET Policies: [Personal Devices](#))

At Dromana College we offer a successful 1:1 Laptop program for our Students. All students throughout the school will need to have a computer as a tool for learning. Our aim is to make this as easy as possible for existing families as well as new families entering the school.

This program offers the opportunity for parents to choose BYOD (Bring your Own Device from Home) or to order through our Laptop Purchase Portal organised by Technology Company EduNET.

### **SCHOOL OFFERED**

The College will recommend to parents a preferred device.

Currently, 2019/2020 our preferred device is:

- Lenovo Yoga 11e (Core i3, 4GB RAM, 128GB SSD). Please [CLICK HERE](#) for the specification sheet for this device. The Lenovo Yoga 11e has been our staple student device for the last 3 years. It has a touch screen and is sufficient for all areas of student learning across our College.

### **BYOD**

Parents may decide to purchase a computer through an outside supplier or bring a device they may already own. If this is the case, families must note the following:

- Minimum Specifications (Core i3, 4GB RAM, 128GB SSD running Windows 10 or Apple MacOS 10.13+)
- The College Technicians can fix Software related issues (Viruses, Problematic Software) with these devices.
- The College Technicians cannot fix any hardware related issues, they need to be logged with the manufacturer.
- Software is available through the School's Technology Portal for installation onto these devices.

### **WARRANTY AND INSURANCE**

To ensure successful use of Technology in the College we have ensured that all Laptop purchases through our Portal are covered with 3 years of Warranty and Insurance. If purchased in Year 7, this will cover the device until the start of Year 10. A \$50 excess is applied to any Insurance requests and this will cover accidental damage to the device. Warranty is also applied if there is a fault with the computer, this is covered for free. All Warranty and Insurance cases are logged through the College's I.T Support Team.

### **HOW TO PURCHASE**

To order a School Offered Laptop for 2019, this link is hosted by eduNET: <http://dromanacollege.technologyportal.com.au>. The password you will need to enter is DC2019.

As part of the purchasing process, we offer full purchase as well as payment plans to help with the financial obligations during the start of your student's school journey at Dromana College.

### **ACCESSORIES PORTAL**

Dromana College offer the opportunity to purchase accessories for your device. Unfortunately, throughout the year, students may misplace their charger, bag or any other accessory that was ordered with your laptop. The School has signed up for EduNET Accessories Portal to be available for parents and students to order a replacement. It will be delivered to the school and a text message can be arranged once delivery has been complete. Alternatively, you can personally visit the I.T Support Team at the school.

<http://accessories.edunet.com.au>

**The 1 - to - 1 Digital Device Program** requires students to have their own device that must:

- be brought to school in a protective case
- have at least 10 GB of storage
- operate on version High Sierra 10.0 or later
- have access to Microsoft Word, Excel and PowerPoint.

Dromana College has in place arrangements to support families who may be experiencing long or short-term hardship to access iPads for schoolwork. We also have a number of spare devices that can be loaned to students in certain circumstances. Students, parents and carers who would like more information or assistance regarding our BYOD program are encouraged to contact our Business Manager Lisa Millar at the College

**Please note:** that our school does not have insurance to cover accidental damage to students' iPads, 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 Dromana College, 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 Dromana 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.

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 [insert relevant role, i.e. classroom teacher, the administration] 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.

### **Student behavioural expectations**

#### **Student Declaration**

##### **When I use digital technologies I agree to be a safe, responsible and ethical user by:**

- Respecting others and communicating with them in a supportive manner; never writing or participating in online bullying (for example, 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 if I personally feel uncomfortable or unsafe online, or if I see others participating in unsafe, inappropriate or hurtful online behaviours.
- Carefully considering the content that I upload or post online; this is often viewed as a personal reflection of who I am.
- Investigating the terms and conditions (e.g. age restrictions, parental consent requirements). If my understanding is unclear I will seek further explanation from a trusted adult.
- Confirming that I meet the stated terms and conditions; completing the required registration processes with factual responses about my personal details.
- Handling ICT devices with care and notifying the technician if it is damaged or requires attention.
- Abiding by copyright and intellectual property regulations. If necessary, I will request permission to use images, text, audio and video and cite references
- 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
- Not bringing to school or downloading unauthorised programs, including games.

##### **When I use my personal mobile phone, I agree to be a safe, responsible and ethical user by:**

- Respecting others and communicating with them in a supportive manner; never verbally or in writing participating in bullying (for example, harassing phone calls/text messages, supporting others in harmful, inappropriate or hurtful online behaviours by forwarding messages)
- Turning the phone off during class times.
- Respecting the privacy of others; only taking photos or recording sound or video at school when I have formal consent.
- 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.

#### **Student Commitment**

##### **Definition of Digital Technologies**

- This Acceptable Use Agreement applies to digital technologies, 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 and Intranet (Compass)
- Social networking sites (e.g. Facebook, Snapchat, Instagram)
- Video and photo sharing websites (e.g. Youtube)
- Blogs
- Micro-blogs (e.g. Twitter)
- Forums, discussion boards and groups (e.g. Whirlpool, Reddit)
- Wikis (e.g. Wikipedia)
- Podcasts
- Video conferences and web conferences.

This Acceptable Use Agreement applies at all times.

**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 Dromana College Student Engagement Policy if I do not behave appropriately.**

***For further support with online issues students can call Kids Helpline on 1800 55 1800. Parents/carers call Parentline 132 289 or visit <http://www.cybersmart.gov.au/report.aspx>***

## **COMPUTER and INTERNET ACCEPTABLE USAGE AGREEMENT**

### **Rights and Responsibilities**

- I understand that it is a privilege and not a right to use the computer facilities at Dromana College
- I understand I cannot access a school computer without the permission of a teacher
- I understand that food and drink must not be consumed near a computer
- I will login and logout of the computer system appropriately
- I will keep my access numbers, codes and passwords safe and confidential and will notify the computer staff if I believe this information is being used by someone else
- I will not copy or install any computer software to or from the school computers without consent
- I will always use common sense when using computer equipment
- I will only use the internet/intranet/email accessed through the Dromana College computers for educational purposes as directed by a teacher
- I will not download or try to access any material deemed inappropriate by Dromana College, my teachers or my parents/guardians
- I will not use internet/intranet/email access for any unlawful purpose in relation to the laws of Victoria and Australia
- I will not transfer, sell or share my internet/intranet/email access rights or allow my account to be used by anyone else
- I will not do anything that deliberately or recklessly causes damage to Dromana College equipment, software, settings or services
- I understand that Dromana College can terminate my computer and internet/intranet/email access immediately if I breach this agreement or cease to attend Dromana College
- I understand that Dromana College can delete any material found on its system that is unauthorised, unlawful, obscene, inappropriate or uncollected for a period of time without giving warning or reason for doing so
- I will report any faults or damage to the supervising teacher or ICT Support team
- I will clean and tidy the area around the computer I am using before I leave
- I will not use the computer for playing games, music or any purpose other than directed by the teacher
- I agree to pay for the cost of printing done under my login and will make payments to my account
- I will bring my notebook computer to all relevant classes and I will not interfere with any other student's computer
- I will not send, forward or share information that may be offensive to anyone
- I will not connect mobile phones to the Dromana College wireless network, only BYOD approved tablets and computers by the I.T Support Team.

### **Consequences**

I understand that the consequences of breaking this agreement are:

- I will lose my privileges and not be permitted to access any account for the time listed below or have restricted entrance to computer equipment until further notice
- My parents/guardians will be notified that I have broken the trust placed in me following repeated breaches
- Future applications to use the Dromana College computer system may be rejected
- If I damage Dromana College equipment, software, settings or services I will be responsible for paying for repair.
- If I abuse these privileges, I could lose my internet access for:
  - 1st Offence 10 school days
  - 2nd Offence 20 school days
  - 3rd Offence permanent removal or a time deemed appropriate by the Principal

**Please Note: This document pertains to all computers and associated equipment that is the property of Dromana College as well as all software available on the computers and over the Dromana College network including Compass, Intranet and Webmail.**

**Tips for students:**

**What to do if you are bullied or witness cyber bullying – follow beyond blue sheets.**

If you are being cyber bullied, it is possible that you're feeling powerless and isolated. But there are options and things you can do to stop the problem.

- **Tell someone** – the most important step is to talk to someone you trust, a parent, friend, school counsellor or teacher. People do take cyber bullying seriously and will be happy to help you.
- **Don't reply to bullying messages** – It'll only get worse if you do. By replying, the bully gets what he or she wants. Often, if you don't reply, the bully will get bored and leave you alone.
- **Block the cyber bully** – depending on the way that the bully is communicating with you, it may be possible to block their messages or texts. If you are not sure how, your phone or internet service provider can help you.
- **Report the problem** – your school or university may have policies about cyber bullying can take action against it. Your ISP or phone provider may also be able to help. Websites like Facebook and MySpace have links where you can report abuse.
- **Keep the evidence** – keeping copies of texts, emails, online conversations or voicemails as evidence can be useful if it comes to tracking the bully down. You should store them in a separate folder in your phone or on your computer so that you do not have to keep looking at them.
- **Change your contact details** - get a new user name for the internet, a new email account, a new mobile phone number and only give them out to your closest friends. **Does this cover facebook etc?**
- **Keep your username and passwords a secret** – keep your personal information private so it doesn't fall into the hands of someone who'll misuse it.
- **If messages are threatening or serious, get in touch with the police** – cyberbullying, if it's threatening, is illegal and the police may be able to take action.

(Youth beyondblue: [www.youthbeyondblue.com](http://www.youthbeyondblue.com))

**Tips for parents:**

- **Talk to your child** – you need to talk to your child about cyber bullying before it happens. Work out strategies to address cyber bullying that you are both comfortable with, so your child knows what to expect if they do report their concerns to you.
- **Establish one or two other trusted adults** – ask your child who they would be comfortable approaching about their concerns.
- **Be aware** – it is important to know what your child is doing online and you should explore it with them.
- **Keep the lines of communication open** – your child should be comfortable to talk to you if something is worrying them. Help your child to develop the skills they need to interact safely and respectfully online. Guide their online activities and help them learn to communicate appropriately with friends and family.
- **Try to locate the computer in a shared or visible place in the home** – this will make it easier to monitor your child's online activities.
- **Discuss sites with them** – let them know the kinds of sites that are okay to explore and those that are not, and have clear rules about online activities.
- **Help your child block anyone who sends offensive content** - most social networking services allow users to block and report someone who is behaving badly.
- **If you think your child is being cyber bullied.**
- **Discuss any changes in mood or behaviour with them** – help your child to stay connected to friends and family they trust.
- **Work with your child to save evidence** – it may need to be followed up by the child's school, Internet Service Provider (ISP), mobile phone carrier or the police.
- **Where necessary involve your child's school** – ask them to thoroughly explain their processes so that you can work towards achieving a positive outcome.
- **Cyber bullying won't stop if it's ignored BY WHO? This is a bit of a change from face to face bullying advice**– you can help by listening to your child and working with them to take control of the situation.
- **Notify the police immediately** – if you have serious concerns about your child's safety.

**The laws that apply to the REAL WORLD also apply to the CYBER WORLD**

- You cannot threaten, assault or harass a person in real life without getting into trouble... The same applies online!
- If you wouldn't do it or say it to a person's face, don't do it or say it online, via phone, SMS or computer!
- You are NOT ANONYMOUS online! There are keyboard warriors!

- You are actually MORE LIKELY to get caught and into trouble if you threaten or bully someone using a phone or computer because EVERY message you send online (via phone or computer) is RECORDED and TRACEABLE through your phone company and Internet Service Provider (ISP)!
- Time, date, who-to and who-from are recorded and can be used as EVIDENCE IN COURT!

### Cyber Bullying and the Law

All forms of bullying, whether online or in the normal manner, **are against the law!** Therefore, all forms of cyber bullying are considered **criminal acts!**

- **Stalking:** It is a crime to communicate repeatedly with someone if your communication is unwanted and causes them to fear for their own safety or the safety of others.
- **Defamation/Slander/Libel:** It is a crime to publish a ‘defamatory libel’ – writing something that is designed to insult a person or likely to hurt a person’s reputation by exposing him or her to hatred, contempt or ridicule.
- **Threats/Assault:** It is a crime to threaten to harm, injure or kill a person. If the victim is in fear that you will actually hurt them, then an ASSAULT has been committed. (You do not actually have to touch them to commit Assault. Fear is enough.)
- **Violating the Human Rights Act:** A cyber bully may be violating the Human Rights Act if he or she spreads hate or discrimination based on race, national or ethnic origin, colour, religion, age, sex, sexual orientation, marital status, family status or disability.

### Online Crimes Committed by Young People

<b>Stalking</b> (Section 21A Crimes Act)	<b>10 years jail</b>
<b>Using a communication device to menace, harass or cause offence</b> (The Commonwealth’s Criminal Code Act 1995, Section 474.17)	<b>10 years jail</b>
<b>Using a carriage service to make a threat</b> (The Commonwealth’s Criminal Code Act 1995, Section 474.15)	<b>10 years jail</b>
<b>Manufacturing Child Pornography</b> (Section 68 Crimes Act)	<b>10 years jail</b>
<b>Possessing Child Pornography</b> (Section 70 Crimes Act)	<b>5 years jail</b>
<b>Distributing Pornography to a Minor</b> (Section 20 Classification (Publications, Films and Computer Games) (Enforcement) Act 1995)	<b>5 years jail</b>
<b>Making objectionable film</b> (Section 24 Classification (Publications, Films and Computer Games) (Enforcement) Act 1995)	<b>5 years jail</b>
<b>Using a carriage service to ‘groom’</b> (The Commonwealth’s Criminal Code Act 1995, Section 474.27)	<b>10 years jail</b>
<b>Identity Theft/Phishing-Pharming-Scams/Fraud</b>	<b>10 years jail</b>
<b>Illegal Downloading/Theft (for example music)</b>	<b>2 years jail</b>
<b>Computer Related offences (theft of data/photo, Possession of data to commit an offence, Unauthorised Impairment, Corrupting Data etc)</b> (Victoria – 247A to 247J Crimes Act) (The Commonwealth’s Criminal Code Act 1995, Section 477.1 – 477.4)	<b>5 years jail</b>

### Dromana College Student Electronic Device Code of Conduct

Students will:

1. Follow all teacher directions including when to use the device.
2. Access only the information related to the learning task.
3. Have your device(s) fully charged at the start of every school day.
4. Have the volume of devices muted at the beginning of each lesson.
5. Inform the teacher or others when using the camera and audio recording functions.
6. Ensure that your device is password locked.
7. Seek your teacher’s permission before sending any form of electronic messaging in class.
8. Ensure that audio, photos and video recorded at school are not uploaded, broadcast or transferred without a teacher’s permission.
9. Only use your personal device yourself, hence, not loan your device to another student.
10. Transport and store your device in a safe and secure manner when not in use, ensuring iPads are in a sturdy and robust cover at all times.

11. If you are a Middle School student, keep your device locked in your locker at recess and lunch time unless participating in a supervised learning activity.
12. Understand that your device may be removed by teachers until the end of the lesson or for more serious breaches; the device will be held longer.
13. Be bound by all conditions in the Dromana College Policy.

<b>Policy Direction of the School as a Whole</b>	To ensure Dromana College maintains its commitment to a culture of ongoing improvement
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<b>Approved By</b>	Dromana College Council
<b>Date Approved</b>	October 2019
<b>Responsible For Review</b>	College Principal