



Responsible Use of Digital Technologies - Students

Rationale

Sacred Heart College Kyneton embraces emerging digital technologies and views these resources as vitally important to the learning environment. The College's technology resources provide staff and students with innovative and creative opportunities to obtain information, engage in learning, and liaise with the Global Community. As such they are highly valued learning, teaching and communication tools. They also contribute substantially to the administrative efficiencies of the College.

The widespread ownership of digital devices among students requires that school administrators, teachers, students, and parents take steps to ensure that such mobile devices are used responsibly at school. This Responsible Use of Digital Technology Policy is designed to ensure that potential issues involving this technology can be clearly identified and addressed, ensuring the benefits that devices provide can continue to be enjoyed by our students.

Principles

- As part of the Child Safe standards, students have a right to feel safe and secure in using technology resources. The College is therefore committed to the ongoing development of measures that protect students from harmful impacts.
- Students are to use the technology resources for positive purposes – for learning and communication both inside and outside of class and study time.
- The College reserves the right to protect its name and resources from unacceptable use and harmful impacts. This right extends to off-campus activities and applies at any time, whether during school hours or beyond.
- The College expects that students will respect and act within the framework of responsible behaviours outlined in this policy and in the accompanying User Agreement.
- The curriculum at Sacred Heart College Kyneton will include, across year levels, learning experiences that focus on the safe use of technologies and how to use them appropriately.
- Student breaches of the policy will be dealt with according to the College's Protocols for Digital Devices (Appendix 1) and Respectful Relationships- Anti Bullying Policy.

Definitions

Digital Technologies. In the context of this policy, digital technologies refer to and include students' Internet and email accounts, the College portal, College supplied devices, including technologies to aid learning and student supplied devices.

Responsible Use. This refers to 'user' behaviours and practices that are respectful of:

- the educational purposes that the technologies are intended to support
- the dignity of students, staff and all in the College community
- the College ethos, values and reputation
- the College systems for ethically, lawfully and efficiently administering its resources.

Inappropriate Use. This refers to 'user' behaviours and practices that can cause harm to students, their peers and families, and to the College reputation. Examples of inappropriate use include, but are not limited to:

- sending threatening, harassing, sexually explicit or defamatory messages electronically
- spreading inaccurate information or information that compromises the privacy and personal information of others
- accessing, downloading, storing, sending or printing files/messages that offend or degrade others or are illegal
- copying or plagiarising materials in violation of intellectual property/copyright law
- running or installing software programs that have not been authorised by Learning and Teaching Team or Student Wellbeing Team.

Consequences:

Students who use their Digital Device inappropriately in class time will receive an appropriate consequence from the following:

- Community service time at recess or lunchtime
- Recording on SIMON
- Confiscation of the device between lessons
- Retainment of the device overnight
- Removal from the Internet

Students who use their device to access inappropriate and banned material, or cyberbully will receive consequences from the following:

- Year Level Leader involvement
- Confiscation of College device
- Parent meetings
- Internal suspension
- Recommended Wellbeing meetings
- External suspension
- Restorative Sessions
- Police Involvement
- Expulsion

Procedures

Responsible Use Guidelines and Agreements

The guidelines (Appendix A) for responsible use are published in the *Student Planner*. Students are expected to be familiar with the protocols and rules contained in the Guidelines. Prior to receiving a device in either Year 7 or Year 10, students must sign an agreement (**Appendix B**) acknowledging that they have read and understand College guidelines and expectations with regards to these devices

Education

Learning experiences that focus on the risks and harmful impacts of some technologies when used inappropriately are to be incorporated into the curriculum at all year levels. Other awareness raising will occur through workshops, guest speakers, and productions. Such programs will extend to the wider technologies that students have access to outside of school, such as mobile phones, social media. The programs will address prevention and intervention strategies pertaining to responsible use of technology.

All staff have a role to play in delivering these learning experiences. The Deputy Principals, - Learning and Teaching and Student Wellbeing- oversee these learning and management experiences and are responsible for auditing their frequency and quality.

Personal Digital Devices

Sacred Heart College accepts that parents give their children mobile phones, smart watches etc, to protect them from everyday risks involving personal security and safety. Parents may also be concerned about children travelling alone on public transport or commuting long distances to school. It is acknowledged that providing a child with a mobile phone gives parents reassurance that they can contact their child if they need to speak to them urgently.

Students and their parents or guardians should read and understand the Responsible Use of Digital Devices Policy to ensure they are aware of their obligations regarding their use a school.

It is the responsibility of students who bring mobile devices to school to abide by the guidelines outlined in Sacred Heart College Responsible Use Digital Devices Policy.

Parents should be aware of the College expectations if a child takes a mobile phone (or other mobile device) to school.

Mobile phones are to remain switched off and in student lockers during the school day. Parent contact needs to be made through general reception or the relevant student offices.

Using mobile devices to bully (also known as cyberbullying), harass or threaten other students is unacceptable and will not be tolerated. In some cases, it can constitute criminal behaviour.

Network and Learning Management System Management

The smooth operation of the College network and Learning Platform (SIMON) relies upon systems of management and internal rules that prevent disruption or damage to services and that mitigate improper use. These guidelines and requirements build on the College's Cybersecurity platform (Cyberhound).

It is a shared responsibility of the IT Manager, Library teaching staff, SIMON Administrator, Learning Resource Leaders and all teaching staff to ensure that students understand and observe:

- file storage and maintenance rules
- network logon procedures and the privacy and security protection that underpins them
- virus protection measures and scam alerts
- Copyright law, software licenses and the appropriate use of other people's intellectual property.

Monitoring and compliance

The College reserves the right to capture, store and review all internet browsing and emails across the network, and to review materials on devices brought to and used at the school. Students should not expect that any information or document transmitted or stored on the computer network is private.

Breaches of this policy and the User Agreement may result in disciplinary action, including a loss of privileges in using the College's technology resources. The disciplinary action taken will be guided by the nature of the breach and Sacred Heart College Kyneton's Respectful Relationships – Anti Bullying Policy.

Related Policies and Protocols

Sacred Heart College Kyneton *Respectful Relationships - Anti Bullying Policy* / Student Behaviour Management Policy & Protocols & Anti Bullying Policy attached

Sacred Heart College Kyneton *Privacy Policy*

RESPONSIBILITY:	Deputy Principal – Student Wellbeing / Director of Business
DATE DEVELOPED:	2013
DATE UPDATED:	April 2020
REVIEW DATE:	April 2021 (Annual Review)

Appendix A

Sacred Heart College Digital Technologies (including, Laptop & College Desktop computers)

Responsible Use Guidelines

RESPONSIBLE USE

Students should:

Respect the aims of the ICT and digital devices programs

- When in class use ICT equipment and resources for educational purposes only.

Respect others

- Follow the same standards of behaviour online as you are expected to follow in real life
- Observe copyright rules by respecting the information, ideas and artistic works of others.
- Acknowledge the author or publisher of information from the Internet and do not claim the work as your own.

Keep safe online

- Keep passwords, personal details and work secure.
- Always get teacher permission before publishing to any online resource.

UNACCEPTABLE USE

The following uses of ICT are considered unacceptable:

Personal safety - Do NOT:

- Send or post personal information, images or audio about yourself or other people. Personal contact information includes home address, telephone or mobile number, College address, work address, email addresses, etc.
- Use a credit card to purchase Apps.

Illegal activities - Do NOT:

- Make deliberate attempts to disrupt other people's use of ICT.
- Make deliberate attempts to destroy data by hacking or any other means.
- Engage in any illegal act, such as threatening the personal safety of others, sending inappropriate or offensive material, or stealing someone's identifying information for their own use.

Network security - Do NOT:

- Attempt to gain access to any device or service to which you do not have authorised access. This includes attempting to log in through another person's account or accessing another person's files or emails.
- Provide your password to another person.
- Post information that, if acted upon, could cause damage to, or disrupt the network.

Respect for privacy - Do NOT:

- Re-post a message that was sent to you privately without the permission of the person who sent the message
- Take or distribute photos, sound or video recordings of people, including background figures and voices, without their permission

Respect for others - Do NOT:

- Use obscene, profane, rude, threatening, sexist, racist, disrespectful or inappropriate language.
- Make personal attacks on another person/people.
- Harass another person. If someone tells you to stop sending them messages, you must comply with their request.

Plagiarism and copyright - Do NOT:

- Plagiarise works found on the Internet.
- Use material from the Internet in a manner which is a breach of copyright laws.
- Access or use material from the Internet which relates to exam or assignment cheating.

Access to inappropriate material - Do NOT:

Use ICT to access material that:

- is profane or obscene (pornography)
- advocates illegal acts
- advocates violence or discrimination towards other people

The appropriate use of technology is part of the life of a responsible student. Expectations relating to this area are included in the Respectful Relationships Policy.

Appendix B

Digital device program agreement 2019 – 2021 Application to Borrow a Sacred Heart College Digital Device

Student's Name	
Parent/Guardian's Name	
Parent/Guardian's Email	

Student to complete

1. I hereby acknowledge that my parents and I have agreed to borrow a College device for my academic use for the term of this agreement
2. I have read and agree to abide by the *SHC Terms and Conditions of Borrowing a College Digital Device*.
3. I have read and agree to abide by the *SHC Digital Device Responsible Use Policy and Guidelines*.

Student's Signature _____ Date ____/____/____

Parent/Guardian to complete

1. I/We hereby agree to borrow a College device for use by my/our child, named above, for the term of this agreement
2. I/We have read and agree to abide by the *SHC Terms and Conditions of Borrowing a College Digital Device*.
3. I/We have read and agree to abide by the *SHC Digital Device Responsible Use Policy and Guidelines*.
4. I/We understand that the provision of the device is conditional upon my/our agreement to pay the school fees, as they fall due term by term, or by some other payment arrangement by agreement with the College Business Manager.
5. I/We agree to pay an annual instalment of \$150.00 for the term of the agreement, the first of which will be added to the family account.
6. I/We agree to pay the excess on any insurance claim for repair or replacement of the device or, if insurance is not applicable, the full cost of repair/replacement of the device if this is necessary as a result of careless or deliberate actions by my/our child.

I/We understand that clause 6 above also applies if my/our child is found to be responsible for damage or loss of another student's device.

Parent's Signature: _____ Date ____/____/____

Office Use Only - The following device has been issued to:

SHC Device ID	Date	Collected by: Name	Collected By: Signature