



## Byford Secondary College

### INFORMATION & COMMUNICATION TECHNOLOGY POLICY

#### **RATIONALE**

Byford Secondary College aims to be an institution that successfully integrates information and communication technology (ICT) to achieve high levels of 21<sup>st</sup> century learning. The *Melbourne Declaration on Educational Goals for Young Australians* identifies the important role ICT plays in supporting students to become successful learners through their growth as creative and productive users of digital technology. The College believes that in order to provide for successful students, we need to ensure they are future-ready and technologically competent. The College uses ICT as a tool for learning across the curriculum, which enables students to become effective users of technology and develop their knowledge, skills and capacity. This further enhances students' abilities to inquire, develop new understandings, create and communicate with others in order to participate effectively in society and prepare them for their lives beyond school.

#### **DEFINITIONS**

Information and Communication Technology (ICT) means all computer hardware, software, systems and technology (including the internet and email) and telecommunications devices in facilities that may be used or accessed from a school campus or connected to a school's communication network. This includes all parent-funded and personal devices whilst in use on the College campus.

#### **RESPONSIBILITIES**

It is the responsibility of College staff to:

- Incorporate ICT meaningfully into curriculum programming, assessment tasks and learning experiences.
- Regularly use Connect for all classes, ensuring notices and content for classwork, homework and assessments are provided for students and parents.
- Engage with relevant Professional Learning to develop ICT skills and knowledge.
- Encourage students to employ appropriate practices to promote cyber safety.
- Support students in adhering to the ICT Acceptable Usage Agreement.
- Provide staff to deliver ICT support for student use of the College network and devices.

It is the responsibility of students to:

- Bring a charged iPad to school every day, with sufficient space available for saving work.
- Only remove their iPad from school bags for use in class upon the direction of the teacher.
- Ensure their iPad is safely stored in their school bag when moving about the College.
- Login to Connect regularly to check their student email account and class notices.
- Seek ICT support from staff before school or during lunch breaks if there are issues accessing the network.
- Keep login, passwords, personal information and data confidential.
- Employ appropriate practices to promote cyber safety.
- Adhere to the ICT Acceptable Usage Agreement.

It is the responsibility of parents to:

- Provide an iPad that meets the minimum specifications for the College network.
- Ensure appropriate personal insurance coverage for loss or damage of iPads.
- Support and encourage students to bring their charged iPad to school every day.
- Monitor the content and space on their student's iPads.
- Collect their student's iPad from Administration if confiscated multiple times for misuse.
- Login to Connect regularly to check class notices and student progress.
- Encourage students to employ appropriate practices to promote cyber safety.
- Sign and support the ICT Acceptable Usage Agreement.

## **IPAD SPECIFICATIONS**

Byford Secondary College's ICT infrastructure is centred on the Apple platform and the College requests that each family support the provision of one-to-one devices by acquiring an Apple iPad for their child. The minimum specifications for student devices are:

- Newer model iPad (must have airdrop capability)
- 32 gigabyte or more of memory
- WiFi-enabled
- Apps as specified in the Personal Items List
- Personal insurance coverage for loss or damage

## **DEPARTMENT OF EDUCATION ONLINE SERVICES**

Byford Secondary College provides access to online services provided by the Department of Education. These increase the range of teaching tools available to staff and enhance the learning opportunities available to students.

The Department's online services currently provide:

- Individual email accounts for all students and staff
- Access to the internet, with all reasonable care taken by schools to monitor and control students' access to web sites while at school
- Access to the online teaching and learning services such as Portal and Connect
- Access to online file storage and sharing services

Please note that while every reasonable effort is made by schools and the Department to prevent student exposure to inappropriate online content when using the Department's online services, it is not possible to completely eliminate the risk of such exposure.

The Department has the right to review, audit, intercept, access and disclose messages created, received or sent over Department online services. Logs of email transactions and Internet access data are kept for administrative, legal and security purposes and may be monitored. Similar to other corporate records, emails and Internet access records are discoverable in the event of legal action and are subject to provisions of the *Freedom of Information Act 1992*.

General Internet browsing not conducted via the Department's network is not monitored or filtered by the Department. The Department encourages close family supervision of all Internet use by children in locations other than school, and strongly recommends the use of appropriate Internet filtering software.

## **ICT ACCEPTABLE USAGE AGREEMENT**

Byford Secondary College is committed to ensuring all students are aware of standards for the use of ICT within the school environment. Consequently, unacceptable use will not be tolerated under any circumstances and disciplinary action will be taken against any student who breaches this agreement.

**Acceptable use** includes:

- Taking notes in class
- Researching information relating to assignments\*
- Gathering specific information about subjects/topics\*
- Emailing a teacher or friend for assistance with school related work
- Other teacher directed activities.

*\*Students shall exercise caution as to the quality and accuracy of the information they are accessing or transmitting.*

**Unacceptable use** includes but is not limited to:

- Accessing networks without school authorisation such as VPNs and hot-spotting from mobile phones
- Transmitting or deliberately accessing and/or receiving material that may be considered inappropriate, which includes threatening, sexually explicit, or harassing materials, offensive or

discriminatory materials, or material that may be harmful which includes bullying or harassment of fellow students or others outside the school

- Communicating information concerning any password, identifying code or other confidential information or violating the security of the system in any way
- Interfering with or disrupting network users, services or equipment. Disruptions include but are not limited to distribution of unsolicited advertising, propagation of viruses, in any form, "Jail Breaking" mobile devices and using the network to make unauthorised entry to any other machine accessible via your network
- Plagiarising and/or breaching copyright laws, including software copyright and re-engineering of software
- Conducting private business matters or using the system for any personal gain
- Inviting or accepting a College staff member to be a "friend" on social networking sites or other learning management systems not managed by the College.

It is unlawful to send electronic messages such as emails which:

- Defame someone or an organisation
- Infringe copyright laws i.e. reproduce or adapt copyrighted material by downloading and further disseminating the material
- Contain statements which could constitute sexual discrimination or sexual harassment
- Display sexually offensive or explicit material
- Contain offensive or insulting statements based on the race, colour or nationality of a person
- Undertake activities that breach State and Federal laws

## **SOCIAL MEDIA**

Social Media, including Connect, can be an effective educative and social tool used by Byford Secondary College and in the wider community to express views, comments and ideas as well as disseminate information.

Students at Byford Secondary College enjoy the opportunities and reward that being a member of the College brings. It is subsequently expected that students will uphold the values of the College and that students use Social Media in a respectful and responsible manner. Students will not act in such a manner that the image of the College is brought into disrepute, nor in any way that harms members of the College community. Inappropriate use of Social Media on the College network will not be tolerated under any circumstances and disciplinary action will be taken against any student who breaches this code of conduct via the Department's online services. The College also encourages parents and caregivers to notify Student Services if inappropriate use of Social Media is taking place outside of the College network or school hours, as this often impacts negatively on student learning and behaviour.

When using social media, students are expected to ensure that:

- their online behaviour demonstrates respect towards themselves and others
- they respect the rights and confidentiality of others
- they do not impersonate or falsely represent another person
- they do not bully, intimidate, abuse, harass or threaten others
- they do not make defamatory comments
- they do not use offensive or threatening language or resort to personal abuse towards each other or members of the Byford Secondary College community
- they do not post content that is hateful, threatening, pornographic or incites violence against others
- they do not harm the reputation and good standing of Byford Secondary College or those within its community
- they do not film, photograph or record members of the College community without express permission of the College

## **MOBILE PHONES**

While it is understandable that some parents provide mobile phones to their children for safety and other reasons, we must protect the safety of all students in our care and the maintenance of good order in our College. Not only is mobile phone use disruptive, using mobile cameras (still and video) to film people and their activities without their knowledge and/or permission is an invasion of privacy and will not be allowed. The multi-function capacity of these communication devices also compromises the

ability of the College to control internet access and the application of aspects of the College's anti bullying and harassment policy.

Students are encouraged **not** to bring mobile phones and other similar portable devices to College. The College takes no responsibility for loss or theft of these items. If these items are brought to the College, they are not to be seen or heard on College property during class times. No calls or text messages are to be made or taken during class time. Emergency calls by parents are to be directed to Student Services.

If a teacher observes a student using a mobile phone or other similar device, the following procedures are to be followed:

- The device is to be confiscated.
- The confiscated device is to be clearly labelled and lodged with Administration in the appropriate secure location.
- The mobile phone or similar portable device can be collected from the Administration office by the student in the first instance at the completion of the College day. Further breaches that result in confiscation of the item will require collection from the Administration office by a parent/carer.

The use of iPads and their embedded camera for both still and video photography can occur only with the express permission of the classroom teacher for curriculum purposes. Any student found not to be following the College's policy will have the above sanctions applied. In addition the following needs to be understood:

- Any students found to be involved in recording, distributing or uploading inappropriate images or videos of students, parents, community members or staff on College premises will be suspended immediately. The period of this suspension will be at the discretion of the Principal. If videoing of fights occurs and that video is then uploaded on social media, students will be suspended for ten (10) days.
- The imposition of this suspension will also include a ten (10) College week prohibition on that student having a portable electronic device, other than their iPad, at Byford Secondary College.
- Should the student be found to be in possession of a portable electronic device during this prohibition period, a further suspension period will be applied.