



ROWVILLE SECONDARY COLLEGE

Internet Policy and Procedures (VRQA 23)

August 2014

**To be read in conjunction with
Bullying and Harassment Policy
(VRQA 10)**

**Principal:
School Council President:**

Rowville Secondary College – ICT Policy

Rationale:

Rowville Secondary College is committed to providing a community where everyone has the right to feel safe. The College community is committed to creating a caring environment which promotes learning, personal growth and positive self esteem. The College is dedicated to providing such an environment and each student, parent and teacher has the responsibility of ensuring that it is maintained.

The College aims to create and maintain a culture of positive student, parent and teacher relationships and refuses to accept behaviour that could be deemed as bullying or that causes damage to school or others property. These are principles are important to the success of this policy and the creation of a positive culture and sense of community.

Guiding Principles:

This policy defines the standards, procedures and expectations for all users who are connecting to or using the College's ICT data and network services.

Electronic and ICT devices in this policy include, but are not limited to, computers (desktops, laptops), iPads, tablets, storage devices (such as USB/Flash memory devices), video/digital cameras, mobile/smart devices and any other technologies as they come into use.

Access to the College ICT network, is a privilege and all staff, parents, students and other persons seeking access must consent to and sign the Rowville Secondary College ICT Acceptable Use Agreement.

Internet and Social Media Usage

Use of devices by students is governed by the Acceptable Use Policy that students and parents/carers agree to for use of ICT within the College. Parents/carers are requested to familiarise themselves with the Acceptable Use Policy to further support their adherence outside of the College environment.

Any inappropriate use of the internet and Social Media is unacceptable and is subject to disciplinary action and exclusion from the College network and resources.

Resources for parents and teachers are available at:

Cybersmart - <http://www.cybersmart.gov.au/>

Stay Smart Online - <http://www.staysmartonline.gov.au/>

ThinkUKnow - <http://www.thinkuknow.org.au/>

Using Social Media (DEECD) -

<http://www.education.vic.gov.au/school/principals/spag/governance/pages/socialmedia.aspx>

While on College premises, the student learning devices will utilize the College's internet filtering service.

Cyberbullying

According to DEECD, Cyberbullying is bullying using digital technologies including mobile phones, email and social media tools. Cyberbullying includes:

- Pranking

Repeated hang ups, anonymous, mocking or threatening phone calls.

- Image sharing

Forwarding or sharing unflattering or private images without permission.

- Sexually explicit images

People of any age, who forward or share images of a sexual nature of a person under 18 need to be aware that this is a criminal offence (child pornography) that may result in prosecution.

- Text and email

Sending insulting or threatening text messages or emails.

- Personal online information

Publishing online someone's private, personal or embarrassing information without permission, or spreading rumours online.

- Identity theft

Assuming someone's identity online and negatively representing them in a way that damages their reputation or relationships.

- Hate sites

Creating hate sites or implementing social exclusion campaigns on social networking sites.

- Other types of cyberbullying

It is also cyberbullying when a student, or students, uses technology to run a multi-step campaign to bully another student. For example, setting another student up to be assaulted, video-recording their humiliation, posting the video-recording online and then sending the website address to others

The College deems all forms of Cyberbullying unacceptable and will actively investigate all allegations. (see Bullying and Harassment Policy)

Resources for parents and teachers are available at:

Cyberbullying (DEECD) -

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

Online Behavior

- The security and protection of individual passwords is the prime responsibility of the individual owner of the password.

- Users should not intentionally access, interfere with, copy, move or delete other users' individual or shared files from the College network.
- Users must not install or store inappropriate or illegal software on their device or on the College network.
- File sharing between users' devices over the network can be a security risk, and users should avoid allowing others to access their device.

Email Usage

- When users communicate via email, their communications should be positive in nature, and appropriate language should be used at all times.
- Users should not use email to send material which is inappropriate or intended to be offensive, discriminatory, intimidating or bullying in nature.
- During class time, students should make sure they have the teacher's permission to use email.
- Users must not send unsolicited email to multiple recipients.
- Users must not email games or game installation files to others.
- User should take care to monitor the total size of their mailbox and take steps to maintain their data within the allowed storage limits.

Backup

- Users must take responsibility for the backup of their data. Users are provided with storage space on the College network to make a backup of their data.
- User should regularly backup to the network, or to CD, DVD or USB storage, or any another medium outside their device.
- Users should not use their space on the College network to store personal files such as music, pictures, videos, games, etc.
- Users should monitor the total size of their network folder and maintain data within the allowed storage limits.
- The College ICT will not be responsible for any data stored outside your personal network storage folder.

Care and Responsibility

All Electronic and ICT devices (Personal or College owned) are to be handled with due care and respect. With acceptance of the College Acceptable Use Agreement, users agree to responsibility of care for devices before, during and after school hours (including in-between class time).

Damage to College ICT equipment caused by neglect or improper use could, in certain cases, result in charged expenses to the user directly.

Technical Support

On-site technical support for the College network is provided by the IT Support Team who is responsible for the day-to-day maintenance of the network infrastructure as well as for all hardware and software owned by the College.

Personal owned devices purchased through the College's Provided Purchasing Portal will receive assistance from the College IT Support Team. Support will vary depending on selected warranties and insurance options.

Personal owned devices not purchased through the College's Provided Purchasing Portal will be required to seek alternative technical support. Families should check the details of their personal warranties and insurance coverage.

Non-Liability

- The College does not accept liability for any loss, damage or theft of any device.
- The College does not accept liability for any loss of data resulting from computer viruses, delays, non-deliveries, miss-deliveries, or service interruptions caused by negligence, errors, omissions or consequences.
- The College is not responsible for the accuracy or quality of information obtained through the Network.
- The College is not responsible for any inappropriate content the users acquire outside the College network.

Breach of Policy

All staff members has the responsibility to advise College Leaders that a user has breached the terms and conditions set out in the ICT Policy and Acceptable Use Agreement.

In the event that the College determines a breach of this Policy and or the Acceptable Use Agreement, actions will be taken, resulting in withdrawal of access to College facilities and or disciplinary action.

The College reserves the right to amend or delete any part of this Policy at any point in time.

Rowville Secondary College Acceptable Use Agreement (Appendix A)

Applies when using any ICT device at Rowville Secondary College

Rowville Secondary College's ICT facilities exist to provide access to educational resources. All users are expected to use common sense and decency with regard to all provided ICT facilities. In addition to having a signed Acceptable Use Agreement through the School, all users will have to comply with the Acceptable Use Policy for DEECD Information, Communications and Technology (ICT) Resources, and requirements of information privacy laws. The Acceptable Use Policy for DEECD is available at <http://www.education.vic.gov.au/aup>

In order to comply with Rowville Secondary College's Acceptable Use Agreement, you must comply to the following responsibilities and restrictions. Infringement will mean cancellation of network privileges for a period of time and additional disciplinary action may also be taken.

I acknowledge and assume responsibility for

- using the device in accordance with school rules, policies and procedures as well as expected standards.
- being a safe, responsible and ethical user at all times.
- all digital content stored on my device.
- using the internet for educational purposes and the equipment properly.
- accepting the terms and conditions of websites and online communities.
- ensuring the safety of my device at all time (including recess and lunch).
- abiding by copyright procedures when using content on websites (asking permission to use images, text, audio and video and cite references where necessary).
- my actions while on-line. This means that I will be polite to others and use appropriate language.
- any consequences that arise from my use of technology.
- having my device fully charged while at School.

I understand that

- I may be instructed to delete apps if I use them inappropriately while at school or in class.
- I am not permitted to have content on my device that is inappropriate for school.
- I will ensure there is always space on my device for the storage of school-related files.
- teachers may remove my device if I use it inappropriately during class.

I will

- talk to a teacher if I feel uncomfortable or unsafe online or see others participating in unsafe, inappropriate or hurtful online behavior.
- use social networking sites for educational purposes and only as directed by teachers.
- protect my privacy rights and those of other students by not giving out personal details including full names, telephone numbers, addresses and images.
- protect the privacy of others and never post or forward private information about another person.
- only take photos and record sound or video when it is part of an approved lesson.
- seek permission from individuals involved before taking photos, recording sound or videoing them (including teachers).
- seek appropriate (written) permission from individuals involved before publishing or sending photos, recorded sound or video to anyone else or to any online space.
- be respectful in the photos I take or video I capture and never use these as a tool for bullying.
- support others by being respectful in how I communicate with them and never write or participate in online bullying (this includes forwarding messages and supporting others in harmful, inappropriate or hurtful online behaviour).
- think critically about other users' intellectual property and how I use content posted on the internet.
- have all the required and recommended applications before they are required in class.
- keep any device on silent during class times and only make or answer calls and messages outside of lesson times - except for approved learning purposes.
- safely store my device in my locker outside of class time.

I will not

- interfere with network security, the data of another user or attempt to log into the network with a user name or password of another student, this includes telling anyone else your password or allowing them to access your account.
- reveal or share my password to anyone except the system administrator or the teacher.
- **Play games on my device or download any unauthorized programs at school. bring or download unauthorised programs, including games, to the school or run them on school computers.**
- bring, store, transfer, download or display offensive or inappropriate material at school.
- Interfere with others' use of technology.
- be able to charge my device in class or at school.
- use my device at recess and lunch.

This Acceptable Use Agreement also applies during school excursions, camps and extra-curricula 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 and ethically.

Student and Parent/Guardian Acknowledgement

I acknowledge that I have read the Rowville Secondary College's Acceptable Use Agreement and hereby agree to its terms and conditions. I understand that if I violate any policy or portion thereof, I will be subject to disciplinary action at the discretion of the School administration.

Student Name: _____

Signature: _____

Date: _____

Terms and Conditions you accept as a Rowville Secondary College parent/guardian

I understand that

- I am responsible for monitoring my child's use of technology outside of Rowville Secondary College.
- I am responsible for whatever my child does on any device that he/she might carry to school.
- This agreement may be subject to review.

I have discussed the terms of this Agreement and the rules with my child. I hereby request that my child be allowed access to the Rowville Secondary College's ICT facilities.

Parent/Guardian Name: _____

Signature: _____

Date: _____