# PRESTON HIGH SCHOOL: DIGITAL LEARNING (INTERNET, SOCIAL MEDIA AND DIGITAL DEVICES)

**Help for non-English speakers**

If you need help to understand the information in this policy please contact Preston High School

## PURPOSE

To ensure that all students and members of our school community understand:

(a) expected student behaviour when using digital technologies including the internet, social media, and digital devices (including computers, laptops, devices, tablets etc)
(b) our school's policies and procedures for responding to inappropriate student behaviour on digital technologies and the internet
(c) the various Department policies on digital learning, including social media, that our school follows and implements when using digital technology
(d) our school prioritises the safety of students whilst they are using digital technologies

## SCOPE

This policy applies to all students and staff at Preston High School

Staff use of technology is also governed by the following Department policies:

- [Acceptable Use Policy for ICT Resources](#) and school Acceptable Use protocols
- [Cybersafety and Responsible Use of Digital Technologies](#)
- [Digital Learning in Schools](#) and
- [Social Media Use to Support Student Learning](#).

Staff, volunteers and school councillors also need to adhere to codes of conduct relevant to their respective roles. These codes include:

- Preston High School's Child Safety Code of Conduct
- [The Victorian Teaching Profession Code of Conduct](#) (teaching staff)
- [Code of Conduct for Victorian Sector Employees](#) (staff)
- [Code of Conduct for Directors of Victorian Public Entities](#) (school councillors)

## DEFINITIONS

For the purpose of this policy, "digital technologies" are defined as digital devices, tools, applications and systems that students and teachers use for learning and teaching; this includes Department-provided software and locally sourced devices, tools and systems.

## POLICY

## Vision for digital learning at our school

Preston High School understands that digital technologies including the internet, apps, computers and tablets provide students with rich opportunities to support learning and development in a range of ways. Digital technologies enable our students to interact with and create high quality content, resources and tools.

Preston High School 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 children and young adults.

## Personal Devices

Classes at Preston High School are sometimes delivered with the use of devices as a learning, presentation or collaborative tool. Materials and resources for students are generally available online for students to access. Students must bring a charged device to school each day to be used during class time for different learning activities. Devices should not be charged at school.

Our school operates a Bring Your Own Device (BYOD) program, which means students must bring their own device with them to school each day. Preston High School will communicate minimum specifications, preferable devices and any exclusions for devices to families each year prior in preparation for the following year.

To support the learning program students are required to have a device that must:

- be brought to school in a protective case
- meet the minimum specifications and other requirements outlined by the school for each year.

Preston High School does not have insurance to cover accidental damage to students' devices, and parents/carers are encouraged to consider obtaining their own insurance for their child's device.

Preston High School has in place arrangements to support families who may be experiencing long or short-term hardship to access devices. Students, parents and carers who would like more information or assistance regarding our BYOD program are encouraged to contact the Principal.

## Safe and appropriate use of digital technologies

Digital technologies, if not used appropriately, may present risks to users' safety or wellbeing. At Preston High School, we are committed to educating all students to use digital technologies safely, equipping students with the skills and knowledge to navigate the digital world.

At Preston High School, 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
- provide, via the Department of Education, a filtered internet service to block access to inappropriate content
- refer suspected illegal online acts to the relevant law enforcement authority for investigation
- 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 cyber-safety incursions.
- educate our students about digital issues such as online privacy, intellectual property and copyright, and the importance of maintaining their own privacy online
- have policies 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
- support parents and carers to understand safe and responsible use of digital technologies and the strategies that can be implemented at home.

Student use of digital technologies at school will only be permitted where students and their parents/carers have submitted 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 the IT team or one of the Assistant Principals, 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 or receiver.

## Social media use

Our school follows the Department's policy on [Social Media Use to Support Learning](#) to ensure social media is used safely and appropriately in student learning and to ensure appropriate parent notification occurs or, where required, consent is sought. Where the student activity is visible to the public at large, it requires consent.

In accordance with the Department's policy on social media, staff will not 'friend' or 'follow' a student on a personal social media account, or accept a 'friend' request from a student using a personal social media account unless it is objectively appropriate, for example where the student is also a family member of the staff.

If a staff member of our school becomes aware that a student at the school is 'following' them on a personal social media account, Department policy requires the staff member to ask the student to 'unfollow' them, and to notify the school and/or parent or carer if the student does not do so.

## Student behavioural expectations

When using digital technologies, students are expected to behave in a way that is consistent with Preston High School's *Statement of Values, Student Wellbeing and Engagement* policy, and *Bullying Prevention* policy.

When a student acts in breach of the behaviour standards of our school community (including cyberbullying, using digital technologies to harass, threaten or intimidate, or viewing/posting/sharing of inappropriate or unlawful content), Preston High School will institute a staged response, consistent with our student engagement and behaviour policies.

Breaches of this policy by students can result in a number of consequences which will depend on the severity of the breach and the context of the situation.  This includes:

- removal of network access privileges
- removal of email privileges
- removal of internet access privileges
- removal of printing privileges
- provision of, and requirement to use, a school-owned device with access to all learning materials but limited other functionality for a maximum of 8 weeks unless extended by the Principal
- meeting with, or undertaking a program with, a security expert in order to understand the implications of breaches
- other consequences as outlined in the school's *Student Wellbeing and Engagement* and *Bullying Prevention* policies including those related to the Department of Education Suspension and Expulsion guidelines
- referral of the matter to the Department of Education security team or other services
- referral of the matter to Victoria Police

## COMMUNICATION

This policy will be communicated to our school community in the following ways:

- Freely available to all Students, Staff and Families on our school's Compass portal
- Included in staff induction and child safety training processes
- Discussed at staff briefings/meetings as required
- Included in our staff handbook
- Made available in hard copy from the Reception desk upon request

## POLICY REVIEW AND APPROVAL

| Policy last reviewed | 1st October 2023 |
|---|---|
| Consultation | This policy is available to all community members and consultation is ongoing wherein any community member may, at any time, provide feedback or commentary to the Principal. |
| Approved by | Principal (and School Council in regard to the provision of a BYOD program) |
| Next scheduled review date | October 2025 |

## ANNEXURE A: ACCEPTABLE USE AGREEMENT

The Preston High School Acceptable Use Agreement below is located on Compass under School Forms.

# Acceptable Use Agreement

### (Appendix to the Digital Technologies Policy)

## 1. School profile statement

At Preston High School we support the rights of all members of the school community to be provided with and engage in a safe, inclusive, and supportive learning environment. This extends to the use of digital tools and online communities and is underpinned by our expectation of safe and responsible behaviour of all members of the school community.

At Preston High School we:

- Have a Student Wellbeing and Engagement Policy that outlines our values and expected standards of student conduct, including consequences for breaching the standards. This Policy extends to online conduct
- Have programs in place to educate our students to be safe and responsible users of digital technologies
- Provide information about digital access issues, online privacy, intellectual property, and copyright
- Supervise and support students using digital technologies in the classroom
- Use clear protocols and procedures to protect students working in online spaces. This includes reviewing the safety and appropriateness of online tools and communities, removing offensive content at earliest opportunity, and other measures
  - o Duty of Care and Supervision (www.education.vic.gov.au/about/programs/bullystoppers/Pages/prindutycare.aspx)
- Provide a filtered internet service to block inappropriate content. We acknowledge, however, that full protection from inappropriate content cannot be guaranteed
- Use online sites and digital tools that support students' learning
- Address issues or incidents that have the potential to impact on the wellbeing of our students
- Refer suspected illegal online acts to the relevant Law Enforcement authority (eg. Police) for investigation
- Support parents and caregivers to understand safe and responsible use of digital technologies and the strategies that can be implemented at home. The following resources provide current information from both the Department of Education & Training and The Children's eSafety Commission:
  - o Bullystoppers Parent Interactive Learning Modules (www.education.vic.gov.au/about/programs/bullystoppers/Pages/parentmodules.aspx)
  - o iParent | Office of the Children's eSafety Commissioner (https://www.esafety.gov.au/education-resources/iparent)

## 2. Student declaration

When I use digital technologies and the internet, I agree to be a safe, responsible, and ethical user always, by:

- Respecting others and communicating with them in a supportive manner
- Never participating in online bullying (e.g., forwarding messages and supporting others in harmful, inappropriate, or hurtful online behaviours)
- Protecting my privacy by not giving out personal details, including my full name, telephone number, address, passwords, and images

- Protecting the privacy of others (Preston High School community members) by never posting or forwarding their personal details or images without their consent
- Talking to a teacher or a trusted adult if I personally feel uncomfortable or unsafe online, or if I see others participating in unsafe, inappropriate, or hurtful online behaviour
- Thinking carefully about the content I upload or post online, knowing that this is a personal reflection of who I am and can influence what people think of me
- Reviewing the terms and conditions of use for any digital or online tool (e.g., age restrictions, parental consent requirements), and if my understanding is unclear seeking further explanation from a trusted adult
- Meeting the stated terms and conditions for any digital or online tool, and completing the required registration processes
- Handling ICT devices with care and notifying a teacher of any damage or attention required
- Abiding by copyright and intellectual property regulations by requesting permission to use images, text, audio and video, and attributing references appropriately
- Not accessing media that falls outside the School's Child safe policies
- Not downloading unauthorised programs, including games
- Not interfering with network systems and security or the data of another user
- Nor attempting to log into the network with a username or password of another student.
- Not adjusting the school's preloaded setting (edustar image) or programs. Not disabling any features of any of the school programs

In addition, when I use my personal devices (including my phone where permission has been given to use it, by a teacher, for an educational purpose consistent with the content being studied) I agree to be a safe, responsible, and ethical user always, by:
- Keeping devices on silent in my locker; only making or answering calls or messages outside of school times (except when approved as part of a lesson)
- Respecting the privacy of others; only taking photos or recording sound or video when others are aware and formal consent has been provided as part of an approved lesson
- Respecting others and communicating with them in a supportive manner, including outside school hours and in social contexts by not making harassing phone calls/text messages or forwarding on messages
- 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
- Not using my device as an internet hotspot for other devices when at school

## 3. School owned devices borrowed by a student (relevant in limited circumstances) including IT, AV, and related equipment.

### 3.1 Ownership
- The school retains complete ownership of the device
- Parents/students should be aware that files stored on any school infrastructure is not private
- If the student leaves the school or moves to another government or non-government school, interstate or overseas, the device must be returned to Preston High School

### 3.2 Damage or loss of equipment
- All warranty covers manufacturer's defects and normal use of the device. It does not cover negligence, abuse, or malicious damage
- Any problems, vandalism, damage, loss, or theft must be reported to the school
- Students may be required to replace lost or damaged chargers
- In the case of loss or damage, a statement must be signed by a parent and provided to the school.

- In the case of suspected theft, a police report must be made by the family and a copy of the report provided to the school
- If a device is damaged or lost, the principal or their nominee will determine whether replacement is appropriate and/or whether the student retains access to a device for home use
- If a device is damaged and the damage is not covered by the manufacturer's warranty or any of the school's insurance arrangements, the principal may determine that the student will pay the costs of repairing the damage or if necessary, the costs of replacing the device

## 4. User responsibilities
Students are responsible for:
- Bringing devices fully charged to school every day
- Ensuring the device has appropriate virus protection by maintaining the virus protection program updates.
- Backing up data securely
- Always Carrying their device in an appropriate protective case
- Adhering to this Acceptable Use Agreement when using the machine, both at home and at school,

Devices should not be left unattended in bags, classrooms, or public spaces around the school.

## 5. Personal devices
Ownership - The device is owned by the parents/carers but is made available for use as part of the school learning program.
- Parents/students should be aware that files stored on the device are private but may be publicly accessed as part of learning programs or in the normal course of information technology provision.
- When using the DET licensed software, no changes or modifications can be made
    - No changes may be made when accessing the DET network
    - No software can be added to the image without authorization from the IT managers
    - No settings may be changed without authorisation from the IT managers
    - No software may be deleted or modified or have its settings changed without authorisation from the IT managers
    - School network and IT managers may access devices in person or remotely and are authorised to make changed to the device to ensure it operates consistently with this AUA and all school, DET or other requirements
  - No unauthorised access to network systems is outlined

## 6. Software and access
- The school will provide some software free of cost
- Information about standard software programs and applications required for installation on personal devices and will be provided and the school will advise when new software or applications need to be purchased
- Parents are responsible for purchasing and installing new programs on personal devices. Parents are advised to set up a separate family account (not use their own accounts) to manage purchases for their child's device
- The school will provide access to some software and applications dependent on specialist enrolment. There may be costs involved for this access in which case parents will be notified at the start of the year

## 7. School support

Support will be provided for:
- Connecting the device to the school network, internet, and other technologies
- Set up and management of school, student email accounts
- All school-based software and associated issues with school applications.

## 8. Support will <u>not</u> be provided for:
- Connecting to home networks, the internet, printers, or other devices
- Personal email accounts and settings
- Software issues other than school provided software
- Hardware issues for devices that are not covered by the JB HiFi portal with a warranty
- Hardware issues for BYOD devices that are purchased outside of the school portal.

## 9. Damage or loss of equipment
- Parents are responsible for making sure the device is covered under their insurance, so that it can be replaced if lost or damaged and student learning is not interrupted
- The school should be notified if the device is damaged or lost so that a student's learning program is not interrupted whilst being replaced
- The school may be able to provide a device for use in class to be borrowed at the start of every school day and returned at the end of every school day
- If the family approves repairs to a device the IT managers will not be responsible for any breakages

## 10. Lunchtime and Break-Time

Lunch and break-times are for engaging with peers without devices unless you are engaged in a lunchtime activity coordinated by the school that requires one.

## 11. Acknowledgement

This Acceptable Use Agreement applies to all digital technologies and environments, including (although not limited to):
- School owned ICT devices (e.g., desktops, laptops, printers, scanners)
- Mobile phones and student owned devices
- Email and instant messaging
- Internet, intranet
- Any Social networking sites (e.g., Facebook, Snapchat, Instagram, Kik), Video and photo sharing websites (e.g., YouTube, Blogs, or micro-blogs (e.g., Twitter), Forums, discussion boards and groups (e.g., Google groups), Wikis (e.g., Wikipedia), Vod and podcasts, Video conferences and web conferences and any similar activities or sites.

**This Acceptable Use Agreement applies when digital technologies are being used at school, during school excursions, at camps and extra-curricular activities, and at home**

# Acknowledgement by Student & Parent/Guardian

1. I understand and agree to comply with the terms of acceptable use and expected standards of behaviour set out within this agreement.

2. I understand that there are actions and consequences established within the school's Student Engagement Policy if I do not behave appropriately.

    a. Consequences for breaches to this policy may include

        i. Limited access to the school network and IT services and software

        ii. Consequences in line with school processes including suspension following the Departments suspension guidelines

        iii. A modified device

**Most families will provide consent and sign automatically in Compass.**
**Families signing on Compass do not need to use the table below.**
**If you are not using Compass, please print this form, sign, and return to School Reception**

| | |
|---|---|
| Student Name (Print Clearly) | |
| Student Signature | |
| School Contact Person | Assistant Principal Ms. Jessica James |
| Parent/Carer Name | |
| Parent/Carer Signature | |
| Date | /  / |

If you have any concerns about this agreement or ideas for making the agreement better, please contact the school. For further Support with online issues students can call Kids Helpline on 1800 55 1800. Parents/Carers call Parentline 132289 or visit http://www.cybersmart.gov.au/report.aspx