



DIGITAL TECHNOLOGIES (INTERNET, SOCIAL MEDIA AND DIGITAL DEVICES)

CHILD SAFE STATEMENT

At Mornington Secondary College we hold the care, safety and wellbeing of children and young people as a central and fundamental expectation of our college. Mornington Secondary College is committed to protecting students from abuse or harm while at school and in our care. Mornington Secondary College's Child Safety Code of Conduct is consistent with the Education Department's recommendation.

<http://www.education.vic.gov.au/about/programs/health/protect/Pages/chilsafestandards.aspx>

PURPOSE

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

- (a) 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]
- (b) expected student behaviour when using digital technologies including the internet, social media, and digital devices (including computers, laptops, tablets)
- (c) 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
- (d) our school's policies and procedures for responding to inappropriate student behaviour on digital technologies and the internet

SCOPE

This policy applies to all students at Mornington Secondary College.

Staff use of technology is governed by the Department's *Acceptable Use 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.

POLICY

Vision for digital technology at our school

Mornington Secondary College 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.

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.

Mornington Secondary 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.

Safe and appropriate use of digital technologies

Digital technology, if not used appropriately, may present risks to users' safety or wellbeing. At Mornington Secondary 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 Mornington Secondary 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

When using digital technologies, students are expected to behave in a way that is consistent with Mornington Secondary College'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), Mornington Secondary College will institute a staged response, consistent with our policies and the Department's *Student Engagement and Inclusion Guidelines*.

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
- other consequences as outlined in the school's *Student Wellbeing and Engagement* and *Bullying Prevention* policies.

REVIEW CYCLE

This policy was last updated June 2018 and is scheduled for review in March 2020.



ANNEXURE A: ACCEPTABLE USE AGREEMENT FOR DIGITAL TECHNOLOGIES

Digital technologies, for example: notebooks, laptops, desktop computers, mobile phones, smart watches, tablets and network communications.

Mornington Secondary College believes cyber safety and responsible online behaviour is essential in the lives of students and is best taught in partnership between home and school.

The policy allows students

- To use digital technologies in class with teacher permission only.
- To use their digital technologies during recess and lunch in line with the acceptable use agreement policy as outlined below.

Safe and responsible behaviour is expected at our college and parents/carers are requested to reinforce this behaviour at home.

The college accepts no responsibility for:

- Replacing digital technologies that are lost, stolen or damaged whilst on college premises or on college sponsored functions.
- Students who lose their digital technologies (including while travelling to and from college).

Part A - School support for the safe and responsible use of mobile devices

Mornington Secondary College uses the internet and digital technologies as teaching and learning tools. We see the internet and digital technologies as valuable resources, but acknowledge they must be used responsibly.

Your son/daughter has been asked to agree to use the internet and digital technologies responsibly at school. Parents/carers should be aware that the nature of the internet is such that full protection from inappropriate content can never be guaranteed.

The college is unable to monitor and restrict student internet activities when using mobile phones. The expectation of the students is to follow the college's Acceptable Use Agreement guidelines.

At **Mornington Secondary College** we:

- Have policies in place that outline the values of the school and expected behaviours when students use digital technology and the internet.
- Provide a filtered internet service on school devices.
- Provide supervision and direction in online activities and when using digital technologies for learning.
- Support students in developing digital literacy skills
- Have cyber safety programs at the school.
- Use mobile technologies for educational purposes.
- Provide support to parents/carers to understand this agreement.
- Work with students to outline and reinforce the expected behaviours with Digital Technologies.



Part B - Student Agreement

When I use digital technology I agree to:

- Be a safe, responsible, respectful, ethical and lawful user whenever and wherever I use digital technology.
- 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).
- Talk to a teacher if I feel uncomfortable or unsafe online or see others participating in unsafe, inappropriate or hurtful online behaviour.
- Seek to understand the terms and conditions of websites and online communities and be aware that content I upload or post is my digital footprint which can never be completely removed.
- Protect my privacy rights and those of other students by not giving out personal details including full names, age, gender, telephone numbers, addresses and images.
- Use the internet for educational purposes and use the equipment responsibly and lawfully
- Abide by copyright procedures when using content on websites (ask permission to use images, text, audio and video and cite references where necessary).
- Think critically about other users' intellectual property and how I use content posted on the internet.
- 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.
- Never to reveal my password to anyone except the system administrator or your teacher or your parent.
- Not use or download unauthorised materials or games.
- Not access unauthorised websites including proxy sites at school.
- Not use my device to gain an unfair advantage in an assessment situation.
- I will not use my digital technologies to bring Mornington Secondary College into disrepute.

When I use my digital technology or other mobile devices I agree to:

- Seek my teacher's permission before using my device in class.
- Keep the device on silent– except for approved learning purposes.
- protect the privacy of others and never post or forward private information about another person using a mobile device.
- 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 or harassment.
- At recess and lunchtime to use my device in line with the Acceptable Use Agreement Policy



This Acceptable Use Agreement Policy also applies during school excursions, camps and extra-curricular activities.

It should be noted that it is a criminal offence to use a mobile phone to menace, harass or offend another person. As such, the college may consider it appropriate to involve the police. Hence, students with mobile phones must not engage in personal attacks, harass another person, or post private information about another person using SMS messages, taking/sending photos or objectionable images, and phone calls. Students who do not follow the Acceptable Use Agreement may face disciplinary action.

I have read the Acceptable Use Agreement carefully and understand the significance of the conditions and agree to abide by these conditions. I understand that any breach of these conditions may result in internet and mobile technology access privileges being suspended or revoked.

Student Name.....

Year Level

Student Signature

Parent/Carer Signature

Date

For further support with online issues students can call Kids Helpline on 1800 55 1800.
Parents/carers can call Parentline 13 2289 or visit <http://www.cybersmart.gov.au/report.aspx>

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