



Swan Christian
EDUCATION ASSOCIATION

Student use of ICT, Internet, Mobile Phones and Social Media Policy

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Rationale

Information Communications Technologies (ICT) and mobile phones enable students to access a wide range of learning, publish and distribute their own views, and access parental safety when danger threatens.

Students have a right to learn in a safe environment, including when they have access to ICT to enhance their learning.

SCEA acknowledges that parents may wish their child to have access to a mobile phone for personal safety reasons.

As with all rights, however, come responsibilities. Students who use ICT and mobile phones must use them responsibly in ways that consider others' rights to safety and safe and productive learning environments. In a school environment, they should not be used to distract, intimidate or bully.

Proverbs 12:25 *"Anxiety in a man's heart weighs him down, but a good word makes him glad."*

Ephesians 4:29 *"Let no corrupting talk come out of your mouths, but only such as is good for building up, as fits the occasion, that it may give grace to those who hear."*

Scope

This policy applies to all principals of SCEA schools and managers of other SCEA learning sites.

Context

This policy has been developed in line with the **School Education Act 1999**

This policy should be read in conjunction with the **SCEA Student Code of Conduct, SCEA Duty of Care Policy, SCEA Bullying Policy** and the **Non-Government School Registration Standards and other Requirements 2020 Standard 12 and Chapters 3 & 4.**

Schools should communicate with students, parents/carers and reach agreement about the respective responsibilities concerning the safe and responsible use of ICT, mobile phones and social media.

Definitions

Information Communications Technologies (ICT) - includes any electronic device or application used to communicate, create, disseminate, store or manage information such as text, images, audio or video. Examples include personal computers and laptops; mobile devices such as mobile phones and tablets; applications such as email and the internet; web-based tools such as social networking sites, chat rooms; imaging tools such as video, still or web-cameras and related software; and copying machines.

Social media – online tools which provide individual users with the ability to create and share content in online communities.

Policy Statement

SCEA is committed to

- promoting student health and wellbeing
- maximising student learning and creativity, and
- ensuring student safety

Schools and Staff will

- develop an ICT/Mobile Phone/Social Media Agreement covering mobile phone usage
- ensure all students have signed and returned an ICT/Mobile Phone/Social Media Agreement before they are permitted to bring their device/s to school
- be vigilant when monitoring student use of ICT and mobile phones
- deal with all reported and observed incidents of inappropriate use of ICT and mobile phones, ensuring they are reported and recorded
- regularly advise students and parents/guardians of their expectations and policy requirements, including use during school excursions, camps and extra-curricular activities.
- not share or participate in social media conversations concerning school matters and the school community; respect the rights and confidentiality of others

Students will

- use social media in a respectful manner
- not use technology or devices to interfere with the learning of others
- not harm the reputation of individuals, the school, or school community through inappropriate use of ICT, mobile phones (including cameras), or social media

Parents should

- abide by the Parent agreement signed on their child's enrolment; if they have a complaint or feel aggrieved about something, they respectfully speak to the principal rather than publish their concerns on social media
- abide by the ICT agreement they signed at enrolment or subsequently, giving their child permission to have these devices – at their own risk – at school
- as part of the school community, uphold the values of SCEA, and model them to their children in partnership with the school

Procedures and Guidelines

Developing an ICT/Mobile Phone/Social Media Agreement for Students

Use of Information Communications Technologies (ICT)

SCEA recognises that the implementation of the whole of System Office/school prevention strategies is the most effective way of eliminating or at least minimising incidents of misuse of ICT within our community.

The following initiatives form part of our overall ICT strategy:

A structured curriculum and peer group support system, that provides age-appropriate information and skills relating to ICT use to students over the course of the academic year

Education, training and professional development of staff in appropriate ICT use

- The regular provision of information to parents/carers to raise awareness of inappropriate use of ICT as a System Office/school community issue
- The promotion of a supportive environment that encourages the development of positive relationships and communication between staff, students and parents/carers
- All student login details and passwords are to be kept confidential to prevent others from accessing their accounts
- Access to internet networks is provided through a filtered service. The filter is designed to restrict access to inappropriate material
- Students are required to sign and abide by school Information and Communication Technology Use Agreements which specify details of inappropriate usage. No student may use System Office-owned ICT equipment and devices unless the agreement has been signed and returned to the school. All signed agreements will be kept on file at the System Office or school
- Inappropriate usage by students includes:
 - Participation in non-educational activities such as the purchase and/or sale of products or services
 - Illegal activities such as threatening the safety of others or engaging in criminal activity
 - Tampering with or damaging computer hardware or software
 - Making, installing or downloading copies of software that is not licensed by the System Office
- Any inappropriate internet sites accidentally accessed, incidents where students are offended by another person's use of ICT and suspected technical security breaches must be immediately reported for investigation
- Appropriate copyright clearance is sought, and the source of any information used or published is acknowledged to avoid plagiarism
- The System Office reserves the right to monitor, traffic and review all content sent and received on the System Office systems
- Breaches of acceptable usage of ICT will result in disciplinary action
- Regular risk assessments of inappropriate ICT use within the System Office/school
- Records of reported incidents of ICT misuse are maintained and analysed in order to identify persistent offenders and to implement targeted prevention strategies where appropriate
- Posters promoting appropriate ICT use are displayed strategically within the school

All Staff are responsible to:

- Model appropriate behavior at all times
- Ensure all students are provided with ICT Agreements, that they understand them, and that they understand they will face disciplinary action in the event they misuse ICT equipment and devices
- Ensure that students who do not return their ICT Agreements do not use ICT equipment and devices
- Be vigilant in monitoring students when using ICT equipment and devices
- Reinforce to students the importance of privacy and safeguarding their login details, personal information and the personal information (including images) of others
- Assist students in the event that they have inadvertently accessed inappropriate material, received inappropriate messages or if they have been offended by another person's use of ICT

- Deal with all reported and observed incidents of inappropriate ICT use in accordance with this policy
- Ensure that any incident of inappropriate ICT use that they observe or is reported to them, is recorded appropriately

Use of Mobile Phones

SCEA acknowledges parents may wish their child to carry a mobile phone for personal safety reasons however, the right of a student to have access to a mobile phone at school must be balanced with the responsibility to use it appropriately.

Mobile phones can create a range of hazards when brought to School:

- They are valuable items that can easily be lost, stolen or damaged in the school environment
- Using phones inappropriately to bully, intimidate or harass people can have serious consequences including police involvement
- Mobile phone usage in school not only disrupts learning for the phone user but also for fellow students
- Mobile phones can be used to bypass the filtering system
- Schools are asked to consider the installation of mobile phone lockers

Expectations

- Students must sign and return the school's Information and Communication Technology (ICT) Agreement before they are permitted to bring their mobile phones to school
- Mobile phones are brought to school at the owner's own risk. No liability will be accepted by the school in the event of loss, theft or damage of the phone
- Mobile phones must be kept on silent mode and kept out of sight during classroom lessons and school activities to minimise distractions
- Staff should be alerted, and exceptions requested, if a student has special circumstances requiring the use of their mobile phone during school hours (e.g. health issues)
- Mobile phones must not be brought into exams or class assessments (even if they are turned off or on silent mode); staff must oversee this expectation
- Mobile phones must not be used inappropriately. (Refer to the SCEA Bullying Policy and the section above on ICT usage)
- Phone cameras are not to be used within the school grounds and, in particular, where it would be considered inappropriate such as in change rooms or toilets
- Students should never photograph or record any person without their express permission
- Reports of all incidents of misuse of mobile phones will be recorded and retained on the student's file
- Parents are to be informed that in cases of emergency, the School remains an appropriate point of contact to reach their child quickly
- Mobile phone hotspot network should be disabled while at school

Use of Smart Watches

Need a whole new set of procedures

Use of Social Media

SCEA recognises the importance of social media tools as a mechanism for both individuals and organisations to engage and share information.

Students at SCEA enjoy the opportunities and rewards that being a member of the School community brings. It is subsequently expected that students will uphold the ethos of the school within and outside of the school facilities and in all social media interactions.

Rationale

The purpose of this policy and these procedures is to set standards of behaviour for the use of social media that are consistent with the broader values and expectations of the School community.

Expectations

It is expected that staff and students show respect to others and give due respect to the reputation and good names of the school to which they are part of and belong.

Staff and students:

- use social media in a respectful and responsible manner
- refrain from acting in such a way that brings the school into disrepute or in a way that harms members of the School community
- not insult, publish offensive or inappropriate content; and not misrepresent the School or any member of the School community

Students are expected to ensure that they:

- Respect the rights and confidentiality of others
- Do not impersonate or falsely represent another person
- Do not use avatars or other means of hiding or misrepresenting their identity
- Do not bully, intimidate, abuse, harass or threaten others
- Do not make defamatory comments
- Do not use offensive or threatening language or resort to personal abuse towards each other or members of the School community
- Do not post content that is hateful, threatening, pornographic or incites violence against others
- Do not harm the reputation and good standing of the school or those within its community
- Do not film, photograph or record members of the School community without express permission of the School or use film, photographs or recordings without express permission of the other parties

A failure to abide by the above expectations may constitute bullying and will be dealt with harshly. Refer to the SCEA Student code of Conduct and the SCEA Bullying Policy.

Social Media Privacy Risks

Social media sites pose privacy risks to their users. These include:

- Users may not have control over who sees the personal information they share online
- Social media sites permanently archive personal information, even after users deactivate their accounts
- Users may have their online posts republished by other users, an act over which they often have little control

- Users open themselves up to personal and professional reputational damage as a result of social media over-sharing
- Users open themselves up to online identity theft which often leads to serious financial and reputational damage

In order to protect their privacy online, students and staff are advised to:

- Personally, adjust the privacy settings on their social media pages
- Only add people that they know and trust as online friends and contacts
- Protect their accounts with strong passwords
- Not access social media sites by clicking a link provided in an email or on another website
- Disable 'geo-tagging' or location information sharing on social media accounts and mobile devices to prevent strangers from knowing their personal home, school or workplace locations
- Avoid 'checking in' at personal locations, such as their home, the school workplace, other people's home or while on excursions
- Limit the amount of personal information (e.g. date of birth, address, information about your daily routine, holiday plans etc.) they provide on social media sites to prevent identity crime

Reputational Risks

Whenever users communicate through social media, they publish comments and posts which are viewable by a large audience. In this way, **all online communications will reflect on the user and their reputation**. While this digital representation may have negative repercussions on the staff member or student, the school may also be vicariously affected.

In order to avoid reputational damage, students and staff are advised to:

- Remove content that may negatively reflect on them or the School
- Think before they post and reflect on the potential harm the post may pose
- Gain permission from the School before publicly sharing School information
- Adjust their online security profile to limit the people who can see their personal information

Sexting

Sexting is the sending or posting of provocative or sexual photos, messages or videos online. Sexting is treated differently under Federal and state or territory laws but in general, **sexting will constitute criminal conduct when it involves students aged under 18 and when it involves harassment or bullying**. The creation and/or distribution of the images may constitute child pornography. Where sexting involves minors, the Police should be notified. (See SCEA Bullying Policy).

Implementation

This policy is implemented through:

- Staff training
- Student and parent/guardian education and information provided at enrolment and subsequently
- Effective incident reporting procedures
- Effective management of bullying incidents when reported
- Effective record keeping procedures

- Initiation of corrective actions where necessary
- Allocation of the overall responsibility for the effective implementation of this policy to School / College Principals

Contact Person

Chief Education Officer

Appendix 1: Student use of ICT/Mobile phone/Social media Agreement (exemplar for Primary school context)¹

School Statement

At (name of school) we support the right of all members of the school community to access safe and inclusive learning environments, including digital and on-line spaces. This form outlines the school's roles and responsibilities in supporting safe digital learning, as well as the expected behaviours we have of our students when using digital or online spaces.

At our school we:

- Have a student Code of Conduct that outlines the behaviours expected of our students; this includes rights and responsibilities towards each other, including in digital environments
- Teach our students about digital issues such as on-line privacy, intellectual property and copyright
- Supervise and support students using digital technologies in the classroom
- Review the safety and appropriateness of online tools and communities, removing offensive content at earliest opportunity
- 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 for investigation
- Support parents/guardians/carers to understand safe and responsible use of digital technologies and the strategies that can be implemented at home

Agreement: Expected Behaviours of Students

(see next page)

The following agreement, to be signed by the student, could be saved as a screen background on the student's personal device. Teachers should regularly work through and/or remind students of these expected behaviours and understandings. Students can sign a copy at enrolment and a copy given to them and their parents, or teachers can give each student a copy after working through the expectations as a class exercise.

Safe, Responsible Behaviours in Using Digital Technologies at School

When I use digital technologies, I **communicate respectfully** by

- Always thinking and checking that what I write or post is polite and respectful.
- Being kind to my friends and classmates and thinking about the things I do or say online might make them feel.

¹ Some of the content contained in this exemplar was sourced from <https://www.education.vic.gov.au/Documents/about/programs/bullystoppers/AUA%20Primary%20Final.pdf>

- Not sending mean or bullying messages or forwarding them to other people.
- Creating and presenting my own work, and if I copy something from online, letting my audience know by sharing the website link to acknowledge the creator.

When I use digital technologies, I **protect personal information** by being aware that my full name, photo, birthday, address and phone number is personal information and is not to be shared online. This means I:

- Protect my friends' information in the same way
- Protect my passwords and don't share them with anyone except my parents
- Only ever join spaces with my parents or teacher's guidance and permission
- Never answer questions online that ask for my personal information
- Know not to post three or more pieces of identifiable information about myself

When I use digital technologies, I **respect myself and others** by thinking about what I share online. This means I:

- Stop to think about what I share or post online
- Use spaces or sites that are appropriate, and if I am not sure I ask a trusted adult for help
- Protect my friends' full names, birthdays, school name, images, addresses and phone numbers because this is their personal information
- Speak to a trusted adult if I see something that makes me feel upset or if I need help
- Speak to a trusted adult if someone is unkind to me or if I know someone else is upset or scared
- Don't deliberately search for something rude or violent
- Turn off or close a screen if I see something I don't like and tell a trusted adult
- Am careful with the equipment I use

Date.....

Student Name.....

"I will use this knowledge at school and everywhere I use Digital Technologies"

Student signature.....

Teacher/Principal signature.....