



ICT (INTERNET) USE POLICY

PURPOSE

Eaglehawk Secondary College is committed to providing all students with opportunities to use ICT in the classroom anywhere anytime. The school has a strong focus on the use of technology as an integral part of teaching and learning and the school's Explicit Teaching Model places emphasis on this.

POLICY STATEMENT

In a 1-to-1 learning program each student has a portable netbook that connects them with their teacher and peers with real-world contexts for learning, multimedia resources, software and online tools and applications.

A learner's individual digital device is an important part of a blended learning environment because it supports personalised learning, differentiated curriculum and ICT into learning activities.

Before our students start to use school provided devices to explore the Internet, it's crucial to make sure everyone understands what they should and shouldn't be doing online.

Behaving safely online means:

- protecting their own privacy and personal information
- selecting appropriate spaces to work and contribute
- protecting the privacy of others (this can be sharing personal information or images)
- being proactive in letting someone know if something is 'not quite right' - at home this would be a parent or guardian, at school a teacher

These principles of safety and responsibility are not specific for the web but certainly apply to the use of internet at school. Just as in the real world, the virtual world of the internet involves some risks. Eaglehawk Secondary College has developed proactive strategies that help to minimise these risks to our students.

GUIDELINES

Use of the school's devices and/or network to access the Internet and Internet services, including electronic mail and the World Wide Web, will be governed by an Acceptable Use Procedures (E Learning Agreement 2014) for the Internet and mobile devices.

The Acceptable Use Procedures (E Learning Agreement 2014) is intended to encourage responsible maintenance and use of devices and to reflect a respect for the ability of its adherents to exercise good judgement.

Release of devices to students and independent student use of the internet at school will only be permitted where students and their parents/carers provide written acknowledgement that students agree to act in accordance with the conditions of lease and standards of conduct established in the Acceptable Use Procedures (see appendix A).

While we do not ask staff sign a written agreement the Guidelines do apply to them, staff should also be familiar with the DEECD Acceptable Use Policy which can be found at DEECD Acceptable Use Policies

PROGRAM

The use of the school's network is subject to the Acceptable Use Procedures (see appendix A). Briefly this means that the school's network can be used only by staff, students and associated individuals (e.g. visiting teachers) and only for, or in connection with the educational or administrative functions of the school.

The Acceptable Use Procedures (E Learning Agreement) is intended to operate within and be consistent with existing school policies and procedures in areas such as:

- **Anti-bullying (including cyber-bullying) and Anti-harassment**
- **Student Welfare**

Responsibility and accountability for network security is the shared responsibility of all network users. It is the responsibility of staff and students to protect his/her password and not divulge it to another person. If a student or staff member knows or suspects his/her account has been used by another person, the account holder must notify a teacher or the administration as appropriate, immediately.

All messages created, sent or retrieved on the school's network are the property of the school, and should be considered public information. The school reserves the right to access and monitor all messages and files on the computer system as deemed necessary and appropriate. Internet messages are public communication and are not private. All communications including text and images can be disclosed to law enforcement and other third parties without prior consent from the sender.

Independent student use of the internet on the school's network will only be permitted where students and their parents/carers provide written acknowledgement that students agree to act in accordance with the standards of conduct established in this policy document and as set-out in the Acceptable Use Procedures (E Learning Agreement 2014).

For breaches of the Acceptable Use Procedures students and staff can face a number of consequences depending on the severity of the breach and the context of the situation. More than one consequence may apply for a given offence. Serious or repeated offences will result in stronger penalties:

For Students;

- removal of network access privileges
- removal of email privileges
- removal of internet access privileges
- removal of printing privileges
- paying to replace damaged equipment
- other consequences as outlined in the school's discipline policy

For Staff;

Non-compliance will be regarded as a serious matter and appropriate action, including termination of employment may be taken

Bullying and harassment of any kind is prohibited. No messages with derogatory or inflammatory remarks about an individual or group's race, religion, national origin, physical attributes, or sexual preference will be transmitted. Violations of any guidelines listed above may result in disciplinary action.

While the Internet may be largely a self-regulated environment, the general principles of law and community standards still apply to communication and publishing via the Internet. In addition to school penalties, there are legal sanctions for improper use of the Internet.

LINKS AND APPENDICES (INCLUDING PROCESSES RELATED TO THIS POLICY)

The Key Link connected with this policy is:

DEECD Using Technology to Support Teaching

Appendix A: Acceptable Use Procedures (E Learning Agreement 2014) for the mobile devices and the Internet

Other school policies which are connected with this policy are:

The school's Anti-bullying (including cyber-bullying) and Anti-harassment Policy

The school's Student Inclusion, Engagement & Wellbeing Policy

EVALUATION

This policy will be reviewed annually or more often if necessary due to changes in regulations or circumstances.

Appendix A:

Guidelines & Conditions acceptable use procedures for the school's internet & mobile devices

Agreement to be signed by the student and parent

Student Agreement

When I use digital technology I agree to:

- be a safe, responsible and ethical user whenever and wherever I use it
- support others by being respectful in how I communicate with them and never write or participate in online bullying
- protect my privacy rights and those of other students by not giving out personal details including full names, telephone numbers, addresses and images
- abide by copyright procedures when using content on websites (ask permission to use images, text, audio and video and cite references where necessary)
- 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
- not reveal my password to anyone except the system administrator
- not bring or download unauthorised programs, including games, to the school or run them on school computers
- I will not damage or vandalise the netbook.
- I understand that I must abide by copyright laws. I will not break copyright law by copying and/or redistributing copyright works. This includes plagiarism.
- I will not bring to school, download, create or circulate offensive text, pictures or other material.

Ownership

1. If taken home, the student must bring portable devices fully charged to school every day. Power cords should be left at home.
2. The school retains ownership of the device.
3. If the student leaves the school prior to completing Year 10 or moves to another Government or non-Government school, interstate or overseas, the device must be returned to the school.
4. Parents/careers and students should be aware that files stored on the device or on the school's server are not private.
5. Students are responsible for the backup of their data as the computer can be reimaged (which removes all data) at any point for repair or disciplinary reasons.

Damage or loss of equipment

1. All devices and batteries are covered by a manufacturer's warranty. It does not cover negligence, abuse or malicious damage. Damage to the netbook will be charged to the parent/career as well as replacement chargers.
2. Vandalism, damage, loss or theft of the device must be reported to the school immediately.
3. A police report must be made by the family and a copy of the report provided to the school in the event of theft.

E LEARNING PROGRAM CHARGE 2014
Year 7 \$155
Year 8 \$155
Year 9 \$155
Year 10 \$155

EAGLEHAWK SECONDARY COLLEGE

E LEARNING AGREEMENT 2014

I have read the E Learning Agreement carefully and understand the expectations and agree to abide by these expectations. I understand that any breach of these expectations will result in internet and mobile technology access privileges being suspended or revoked.

Student Name : _____

TA Group : _____

Student Signature: _____

Parent/Carer Signature: _____

Date: _____

If you have any questions about this agreement please contact Eaglehawk Secondary College on 03 5446 8099.