



Rationale:

The College aims to have an eSmart culture within the learning environment, whilst upholding the values of the College, legislative and professional obligations, and community's expectation. The objective of this Policy is to ensure the smart, safe, responsible use of ICT within the College community.

This Policy outlines the conditions applying to the use of all College ICT equipment and behaviours associated with safe, responsible and ethical use of technology. Users are required to comply with the eSmart Policy. This policy should be read in conjunction with the following policies: Acceptable Use Agreement, Anti-Bullying Policy, Engagement and Wellbeing Policy, Teaching and Learning Policy and the E-learning Policy. This Policy upholds and builds upon the ethos of the 1:1 Acceptable Use Agreement - all persons who have entered into the College's 1:1 Device Agreement remain bound by that Agreement.

1. User eSmart Obligations

1. Authorised Usage and eSmart Agreement

1.1. The College property includes network access and the contents of the ICT system. The College has the capacity to monitor and control the system and reserves the right to monitor individual usage and report, where necessary, any indications of misconduct or prohibited use.

1.2. All users, whether or not they make use of network facilities and communication technologies on College owned or personal ICT equipment/devices will have full access to this policy via the College web page: <http://www.sunburydowns.vic.edu.au/>

1.3. The College's ICT, including network facilities, communication technologies, eLearning tools and ICT equipment/devices all fall under this policy.

The use of personal ICT and communication devices fall under this policy.

Sunbury Downs College **does not** have any provisioning for the use of personal devices within the College.

For further information on the use of personal devices reference should be made to the College's Engagement and Wellbeing Policy.

1.4. The College encourages anyone with a query about the eSmart Policy to contact the E Learning Coordinator on 9744 7366.

2. Obligations and requirements regarding appropriate use of ICT in the College-learning environment.

2.1. Students are only permitted to use ICT equipment/devices that are approved by the College. This includes the provisioning of 1:1 devices in accordance with this program. The use of other devices such as personal tablets, mobile phones or other electronic communication devices is prohibited.

When accessing devices as part of the College's 1:1 program students, teachers and parents are not allowed to engage in activities such as profanity, offensive language, obscenity, pornography, unethical or illegal solicitation, racism, sexism, is derogatory or threatening to another e.g. libelous, slanderous, inflammatory, threatening, or harassing behaviours that may deceive, impersonate or misrepresent any member of the College community.

Examples of such behaviours includes:

- Forwards confidential messages to persons to whom transmission was never authorised by the College, including persons within the school community and persons/organisations outside the community
- Fails to use the system as prescribed, thus permitting infection by computer virus or deliberate infection by computer virus
- Breaches copyright
- Attempts to breach security and infrastructure that is in place to protect user safety and privacy
- Brings the College name into ill repute
- Results in unauthorised external administration access to the College's electronic communication
- Propagates chain emails or uses groups or lists inappropriately to disseminate information
- Inhibits the user's ability to perform their duties productively and without unnecessary interruption,
- Interferes with the ability of others to conduct the business of the College
- Involves malicious activity resulting in deliberate damage to College ICT and/or ICT equipment/devices
- Involves the unauthorised installation and/or downloading of non-college endorsed software



- Breaches the ethos and values of the College

2.3. In the event of accidental access of such material, Authorised Users must:

- Refrain from showing other students
- Shut down, close or minimise the window
- Report the incident immediately to the supervising teacher or the relevant Year Level Coordinator and/or Mini-School Leader.

2.4. A person who encourages, participates or otherwise knowingly acquiesces in the prohibited use of College, or privately owned communication technologies, on the school ground or at any school related activity, may also be found to have engaged in prohibited use (Refer to Student Engagement and Wellbeing Policy, Acceptable Use Policy, Anti Bullying Policy available on the college website).

2.5. Users must not have involvement with any material, which might place them at risk or breaches the ethos of the eSmart Policy whilst at school or school related activity. This includes images or material stored on privately owned ICT equipment/devices brought onto the College site, or to any College related activity.

2.6. Users must not attempt to download, install or connect any unauthorised software or hardware onto College ICT equipment that breaches the ethos of the eSmart Policy, or utilise such software/hardware. Any Users with a query or a concern about that issue must speak with the relevant subject teacher.

3. College procedures

The College:

3.1. Reserves the right at any time to check work or data on the college's computer network, email, internet, computers and other college ICT equipment/devices, without obtaining prior consent from the relevant User.

3.2 Reserves the right to check work or data on privately owned student ICT equipment that may be brought onto College premises or at any College related activity. The User agrees to promptly make the ICT equipment/device available for purposes to check and/or cooperate in the process. The college will inform the user of the purpose of the check.

3.3. will restrict access to certain sites and data, record email and internet use, including the user details, time, date, sites visited, length of time viewed, and from which computer or device by using an electronic access monitoring system

3.4. Monitors traffic and material sent and received using the college's ICT infrastructures. From time to time this may be analysed and monitored to help maintain an eSmart learning environment.

3.5. Conduct an internal audit of its computer network, internet access facilities, computers and other college ICT equipment/devices, or may commission an independent audit of content and usage.

4. Copyright, Licensing, and Publication

4.1. Copyright laws and licensing agreements must be respected and sources appropriately acknowledged. Users must not breach laws of copyright, moral right or intellectual property – this includes illegal copies of software, music, videos, images.

4.2. All material submitted for internal publication must be appropriate to the College environment and copyright laws.

4.3. Any student/s found to use an ICT equipment/device to gain advantage in exams or assessments will face disciplinary actions as sanctioned by the college.

5. Individual password logons to user accounts

5.1. If access is required to the network, computers, and internet access using College facilities, it is necessary to obtain a personal user account.

5.2. Users must keep usernames and passwords confidential and not share them with anyone else. A breach of this rule could lead to users being denied access to the system.

5.3. Authorised users must not allow another person access to any equipment/device logged in under their own user account. Material accessed on a user account is the responsibility of that user.



Any inappropriate or illegal use of the computer facilities and other College ICT equipment/devices can be traced by means of this login information.

5.4. Those provided with individual, class or group email accounts must use them in a responsible manner and in accordance with the Policy. This includes ensuring that no electronic communications could cause offence to others or harass or harm them, put the owner of the user account at potential risk, contain objectionable material or in any other way be inappropriate in the college environment.

5.5. For personal safety and having regard to Privacy laws, Authorised Users must not reveal personal information about themselves or others. Personal information may include, but is not limited to, home or email addresses, and any telephone numbers, including mobile numbers.

6. Other User obligations

6.1. Avoid deliberate wastage of ICT related resources including bandwidth, through actions such as unnecessary printing and unnecessary internet access, uploads or downloads.

6.2. Avoid involvement in any incident in which ICT is used to send or display electronic communication, graphics, audio, video files which might cause offence to others and/or involve objectionable material.

6.3. Abide by copyright laws and obtain permission from any individual before photographing, videoing or recording them.

6.4. Not upload any image or video taken at the college or of any student in college uniform without the written permission of the Principal

7. Privacy

7.1. The Privacy Act requires the College to take reasonable steps to protect held personal information from misuse and unauthorised access. Users must take responsibility for the security of their computer and not allow it to be used by unauthorised persons.

7.2. After school use of communication technologies by students is the responsibility of parents. Students are prohibited to identify, discuss, photograph or otherwise publish personal information or personal opinions about College staff, fellow students or the College. Any such behaviour that impacts negatively on the reputation of the College may result in disciplinary action. The College takes a strong position to protect privacy and prevent personal information and opinion being published over technology networks including Facebook, You Tube and any further new technology or social media platform.

8. Mobile Phones

Sunbury Downs College accepts that parents provide their children with mobile phones.

The use of personal ICT equipment/devices, including mobile phones, falls under the eSmart Policy. Students are not permitted to use any other form of electronic communication device other than those agreed to through the use of the College's User Agreement.

Responsibility

8.1. It is the responsibility of students who bring mobile phones onto College premises to adhere to the guidelines outlined in this document. Students may only use mobile phones once out of the College premises. Mobile phone (or other like devices) must not be visible and will be confiscated if used on school grounds and school events unless the Principal has granted an exemption (for example, Year 11 Debutante Ball and Year 12 Valedictory Dinner).

8.2. Parents should be aware whether or not their child takes a mobile phone onto college premises.

8.3. Mobile phones which are found in the College and whose owner cannot be located are handed to Administration Office.

8.4. The College accepts no responsibility for replacing lost, stolen or damaged mobile phones.

8.5. The College accepts no responsibility for students who lose, damage or have their mobile phones stolen while travelling to and from school.

8.6. It is strongly advised that students use passwords/pin numbers to ensure that unauthorised phone calls cannot be made on their phones (e.g. by other students, or if stolen). Students must keep their password/pin numbers confidential. Mobile phone and/or passwords may not be shared.



8.7. Students protect the privacy and dignity of individuals and security of information, to maintain the high public standing of the College and compliance with State and Federal laws.

8.8. Mobile phones are not to be used within the school yard for the purpose of making or receiving phone calls, sending or receiving messages or the like, accessing social media or other web based applications.

8.9. The use of headphones is not permitted on campus unless under the instruction of a teacher when being used for educational purposes. The College strongly advises that for safety reasons headphones are not used when students are travelling to and from school, eg. walking, riding a bike, moving on and off buses.

8.10. Any mobile phone (or other like device) being used during the school day will be confiscated. A parent may be asked to collect these devices.

Parents are reminded that in cases of emergency, the College Administration remains a vital and appropriate point of contact and can ensure your child is reached quickly. Phone calls home to parents can be made if required.

9. When using a digital device as a camera all students are expected to:

9.1 Only take photos and record sound or video with the permission and instruction of the teacher when it is part of a lesson.

9.2 Seek permission from individuals involved before taking photos, recording sound or videoing them (including teachers). Please note: some students are not allowed to have photos taken. This record is with the Principal's PA.

9.3 Seek appropriate (written) permission from individuals involved before publishing or sending photos, recorded sound or video to anyone else or to any online space.

9.4 Seek written permission from the Principal before uploading any image, sound or recording taken at Sunbury Downs College or any image of any students in uniform.

9.5 Be respectful in the photos that are taken or video that is captured and never use these as a tool for bullying or harassing.

10. Data Back Up

10.1 Students are responsible for backup of data and student work. This back up is separate to the College network, eg. USB or portable hard drive.

How else can parents assist?

- Reinforce and support enforcement of the eSmart Policy
- Encourage your child to comply with the College eSmart Policy
- Use the school number to contact your child during school hours. Avoid calling your child's mobile phone during school hours
- Contact the college directly on 9744 7366 if you need to get an urgent message to your child during school hours

Consequences:

Breaches of this Agreement undermine the College values and safety of the eLearning environment, especially when ICT is used to facilitate misconduct. A breach is deemed by the college to be harmful to the safety of the community. A breach may result in serious disciplinary action such as:

- Withdrawal of college network and devices access
- Confiscation of personal devices throughout the school day, including excursions and/or camps
- Devices (believed to contain evidence of a criminal act) may be held and handed to Victoria Police
- Confiscated devices (not required for evidence of a criminal act) can be collected by the student or parent as determined by the Principal's nominee at the end of the day
- Suspension in cases of serious misconduct
- It is a criminal offence to use an ICT device to menace, harass, make threats, or offend another person. In these instances, the College may involve Victoria Police



Sunbury Downs College will investigate suspected breaches of this policy. The College requires that any student that brings a personal electronic device onto the College premises make the device available, upon request, to the relevant Mini-School Leader or a member of the Principal class. This request will only be made to establish whether or not a breach of this policy has occurred.

During an investigation the actions of the user in regards to their cooperation and also assistance will be considered in determining how best to apply the consequences section of this policy. Students are encouraged to demonstrate College values at all times and especially when a breach of this agreement is being investigated.

The terms of this Policy form part of the College's expectations for the purposes of a student's enrolment at the college.

Other relevant policies/agreements:

- Engagement and Wellbeing Policy
- Teaching and Learning Policy
- ICT Acceptable Use Agreement
- Child Safety Policy
- E-Learning Policy
- Other relevant DET policies


References:

<http://www.education.vic.gov.au/school/principals/infrastructure/Pages/acceptableuse.aspx>

<http://www.justice.vic.gov.au/saynotobullying>

<http://www.legislation.vic.gov.au/> (Book of Legislation- 2011- Crimes Act (Bullying))



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