



Digital Technologies and Social Media Policy

Introduction

Plenty River College (the College) is an independent, specialist senior secondary school, delivering the Victorian Pathways Certificate (VPC) and VCE Vocational Major (VM). It provides a safe and inclusive learning environment for young people aged 15-20 years who may have been disengaged or are at risk of disengaging from education.

Plenty River College is a school of opportunities in which all students are empowered to achieve their personal best. Our mission is to assist students to develop life and work skills and achieve in their learning by:

- re-engaging them in education;
- fostering their social and emotional development; and
- providing a supportive and safe environment for them.

Rationale

Plenty River College is committed to child safety and will comply with **Ministerial Order (MO) 1359: Managing the Risk of Child Abuse in Schools and School Boarding Premises**.

The College understands that digital technologies including the internet and computers 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.

The College believes that the use of digital technologies allows the development of valuable skills and knowledge and prepares students to thrive in our globalised and inter-connected world. Our College'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.

The College has a responsibility to keep students safe with in an online learning environment. The wellbeing and safety of every student at the College is our highest priority and we have a zero tolerance for cyber-bully or bullying in any form.

Purpose

To ensure that all students and members of the College community understand:

- (a) our commitment to providing students with the opportunity to benefit from digital technologies to support and enhance learning and development at the College
- (b) expected student behaviour when using digital technologies including the internet, social media tools, and digital devices (including computers and laptops)
- (c) the College'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 and social media tools
- (d) our College's policies and procedures for responding to inappropriate student behaviour on digital technologies, social media and the internet.

Scope

This policy applies to the College Board, the Executive Principal, Deputy Principal/Curriculum Leader, all teaching and College staff, students, volunteers, visitors and contractors.

Definitions

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| College environment | Means any physical or virtual place made available or authorised by the College Board for use by a student during or outside College hours, including: <ul style="list-style-type: none">• A campus of the College• On-line College environments (including email and intranet)• Other locations provided by the College for a student's use (including without limitation, locations used for College camps, sporting events, excursions, competitions and other events). |
| COVID-19 Management and Safety Plan | A plan detailing the actions that the College will take to manage the safety of staff and students during the pandemic. The plan, which will be updated regularly on public health advice, covers on-site and remote learning, infection prevention and control measures, staff and student mental health and wellbeing, and measures for improving student outcomes. |
| Cyber-Bullying | Direct or indirect bullying behaviors using digital technology e.g. via a mobile phone, computers, chat rooms, email, social media. |
| 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, |

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| | communicate, copy or send any information such as text, images, audio, or video. |
| ICT Acceptable Use Agreement | An agreement between the College, parents and students that they will abide by the rules for the use of digital technologies in the College as set out in the Digital Technologies and Social Media Policy. |
| Information Communications Technology (ICT) | ICT is the mode of education that uses information and communications technology to support, enhance and optimise the delivery of information in educational contexts. |
| Parent/s | Refers to parents, guardians, step-parents and/or carers as listed in the College Enrolment Form. |
| Remote learning | Remote learning refers to learning from home during periods of disruption caused by COVID-19. |
| Social Media | <p>Term used for internet-based tools for sharing and discussing information among people. It includes all other emerging electronic/digital communication applications. Social media tools may include the following:</p> <ul style="list-style-type: none"> • social networking sites (e.g. Facebook, LinkedIn, Snapchat) • video and photo sharing web sites (e.g. Flickr, YouTube, Instagram) • blogs, including corporate blogs and personal blogs • micro-blogs (e.g. Twitter) • forums, discussion boards and groups (e.g. Google groups) • wikis (e.g. Wikipedia) • VOD (e.g. Netflix) and podcasts • video conferences and web conferences • e-mail and instant messaging. |
| Student | Child or young person named on the College's Enrolment Form. |

Responsibility

1. The College Board is responsible for authorising this policy.
2. The Executive Principal is responsible for:
 - implementing this policy and providing a filtered internet service to block access to inappropriate online content to protect students;

- referring suspected illegal online acts to the relevant law enforcement authority for investigation; and
- ensuring that permission from students and parents when publishing student images and/or their work has been obtained through the College's Media Release form.

3. The Deputy Principal/Curriculum Leader is responsible for:

- ensuring that College staff follow the requirements for student use of digital technologies, social media and the internet as set out in this policy;
- educating and reminding students of the College's values and expectations of student behaviour when accessing digital technologies, social media and the internet at the College;
- investigating incidents of digital misuse and developing recommendations for improvement should they happen in future; and
- investigating any incidences of cyber bullying and disciplining students in accordance with the College's Student Behaviour Management Policy and Bullying and Harassment Policy.

4. Teaching staff are responsible for:

- educating and reminding students of the College's values and expectations of student behaviour when accessing digital technologies in the College environment;
- supervising and supporting students using digital technologies in the College environment;
- educating the students on appropriate responses to any dangers or threats to wellbeing they may encounter when using digital technologies;
- educating students on the types of cyber-bullying and its legal and hurtful ramifications;
- advising the Deputy Principal/Curriculum Leader of any student breaches of this policy; and
- advising the Deputy Principal/Curriculum Leader of possible controls and preventative measures to reduce the likelihood of the misuse of digital technologies by students.

5. College staff are responsible for:

- exercising their duty of care and staying alert to the possibility of the misuse of digital technologies and/or social media in the College environment;
- reporting any incidents of the misuse of digital technologies and/or social media when they occur to the Deputy Principal/Curriculum Leader;
- advising the Deputy Principal/Curriculum Leader of possible controls and preventative measures to reduce the likelihood of the recurrence of any misuse of digital technologies and/or social media.

6. Students are responsible for:

- protecting their own passwords when using digital technologies in the College and not divulge them to another person;
- behaving in a way that is consistent with the College's values and processes and procedures as set out in this policy;
- signing the College's ICT Acceptable Use Agreement (see Appendix 1 for more details) that they have read and understand this policy.

7. Parents are responsible for:

- signing the College's ICT Acceptable Use Agreement (see Appendix 1 for more details) that they have read and understand this policy.

Implementation

Safe and appropriate use of digital technologies and social media tools

Digital technology, if not used appropriately, may present risks to students' safety or wellbeing. At the College, we are committed to educating all students to be safe, responsible and discerning in the use of digital technologies and social media, equipping them with skills and knowledge to navigate the digital age.

At the College, we:

- use online sites and digital/social media tools that support students' learning, and focus our use of digital technologies on being learning-centred;
- restrict the use of digital technologies in the College environment to specific uses with targeted educational or developmental aims;
- supervise and support students using digital technologies in the College environment, including during periods of remote learning;
- effectively and responsively address any issues or incidents that have the potential to impact on the wellbeing of our students in relation to the internet, and the use of digital technologies and social media, especially during remote learning;
- have programs in place to educate our students to be promoting safe, responsible and discerning use of digital technologies, including cyber safety;
- 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 Behaviour Management, Bullying and Harassment Prevention and Student Wellbeing and Engagement* policies that outline our College's values and expected student behaviour, including online behaviours;
- have an ICT Acceptable Use Agreement outlining the expectations of students when using digital technologies, the internet and social media in the College environment;

- 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, social media 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 to understand safe and responsible use of digital technologies and social media tools

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 classroom teacher immediately.

All messages created, sent or retrieved on the College's network are the property of the College. The College 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 and social media, students are expected to behave in a way that is consistent with the College's values and processes and procedures as outlined in this policy.

When a student acts in breach of the behaviour standards of our College (including cyberbullying, using digital technologies to harass, threaten or intimidate, or viewing/posting/sharing of inappropriate or unlawful content), the College will institute a staged response, consistent with our Student Behaviour Management Policy.

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

- removal of network access privileges;
- removal of email privileges;
- removal of internet access privileges;
- removal of printing privileges;
- removal of device; and
- other consequences as outlined in the College's Student Behaviour Management, Student Wellbeing and Engagement and Bullying and Harassment Prevention policies.

Permission to borrow ICT & audio-visual equipment

Students may be required to borrow media equipment such as cameras, tripods, lights, microphones or replacement laptops as part of their learning program. Such equipment is not covered by College insurance when it is on student loan. It is therefore necessary for a parent to sign the ICT Acceptable Use Agreement to indicate that they guarantee to pay for repairs or replacement if required due to damage or loss of the loaned equipment caused by their child.

Distribution of College owned devices to students and personal student use of digital technologies at College will only be permitted where students and their parents have signed an ICT Acceptable Use Agreement.

Remote learning

The College will support students who need access to the internet or a device during remote learning by offering them a laptop and dongle or other suitable equipment to access the College's education systems and educational websites. Learning materials will be adapted for online delivery, and students will receive additional wellbeing support to cope with the transitions between onsite and remote learning. For more details, please refer to the College's COVID-19 Management and Safety Plan.

Communication

1. This policy will be communicated to the College community through the College website.
2. Parents and Students will be notified of this policy and the ICT Acceptable Use Agreement at the time of their student's enrolment in the College, in the Student and Parent/Guardian Handbook, and in the College newsletter.
3. College staff will be informed about this policy:
 - attending the College induction program for new staff;
 - receiving a copy of this policy at the first staff meeting at start of the College year;
 - the College Teacher Handbook (for teachers); and
 - training programs and professional learning activities

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| Appendices: |
| Appendix 1: ICT Acceptable Use Agreement |
| Related Policies |
| <ul style="list-style-type: none"> • Bullying and Harassment Prevention • Child Safe • Duty of Care • Student Behaviour Management • Student Engagement, Wellbeing and Inclusion |
| Relevant Legislation |
| <ul style="list-style-type: none"> • Education and Training Reform Act 2006 (Vic) • Education and Training Reform Regulations 2017 (Vic) |

Appendix 1: ICT Acceptable Use Agreement

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|  | <h3>ICT ACCEPTABLE USE AGREEMENT</h3> |
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The College provides ICT resources to students to promote educational excellence by facilitating resource sharing, innovation and communication. These resources include (but are not limited to):

- computers with software,
- cameras,
- internet access,
- network/file server access and cloud-based solutions.

When using these resources students must adhere to the following requirements and must never deliberately:

- use computers for tasks that are not related to educational purposes, such as YouTube, Facebook, inappropriate file sharing, pornography, etc.
- engage in demeaning tasks that involve abuse or bullying
- send group emails that are not clearly related to teaching and learning activities
- circumvent computer security measures or access computers in any way other than the way they're presented, this includes internet access, and connecting to hotspot networks during College hours
- break the law (this includes but is not limited to downloading movies or embedding copyrighted material into student work)
- steal or damage equipment;
- uninstall any security and/or user management software;
- log in with any user name other than their own.

Students must always

- act responsibly when using ICT resources
- use appropriate language in all email messages and web pages and never reveal their personal address or the phone numbers of students or colleagues
- respect the right to privacy and not interfere with any other person's account, password or work e.g. students must keep usernames and passwords private and protected
- follow copyright laws. Plagiarism is breaking copyright – all sources should be acknowledged.
- report breaches of the ICT Acceptable Use Agreement where observed to their teacher

- work in a safe manner and report hazards and damage to their teacher immediately
- seek direction from a teacher if unsure of any of the above before proceeding.

ICT resources not provided by the College (such as laptops, mobile phones, storage devices, iPods, etc.) must be used as directed by members of staff.

We expect the College's core values to be reflected in every aspect of students' lives and this extends to their electronic communication with others. Students harassing, bullying or in any way mistreating others at the College (even if it occurs outside College hours) is not tolerated.

Failure to abide by the rules set out above will result in penalties appropriate to the severity of the breach. Inappropriate use of technology (such as emails containing offensive language) is automatically reported to the Deputy Principal/Curriculum Leader.

Permission to borrow ICT & audio-visual equipment

When students borrow the College equipment they accept responsibility for maintaining it and returning it in the same condition as when borrowed. The student who has borrowed the equipment is responsible for any damage or loss when that item is borrowed in their name, regardless of whether other students are also involved in the loss/damage of the device. If other students are directly involved in the loss/damage of the item, the cost of repairing/replacing the item may be apportioned between the students involved (at the discretion of the Executive Principal).

In Summary;

- Students must abide by the ICT Acceptable Use Agreement;
- Approved students may borrow equipment related to their coursework;
- Equipment must be returned in the same condition when it was borrowed;
- Parents/guardians will be liable for loss or damage of borrowed equipment.

By signing and returning this ICT Acceptable Use Agreement you consent to these arrangements and expectations of students' behaviour.

ICT Acceptable Use Agreement

This section must be completed by the student:

I _____ have read and understand this ICT Acceptable Use Agreement and agree to its conditions.

I will take care of all equipment I use and understand that not following the conditions will result in my ICT access privileges being suspended.

Signed: _____ Date: _____

This section must be completed by the parent of the student:

I _____, the parent of
_____ have read and understand this ICT
Acceptable Use Agreement. I agree that my child shall observe these guidelines and
conditions and I understand I will pay the costs of any repair or replacement required.

Signed: _____ Date: _____