Dandenong South PS

Acceptable Use of Information and Communications Technology Resources Policy

1. POLICY CONTEXT/RATIONALE

Information and Communications Technologies (ICT), including the Internet, are now a fundamental part of life in a digital age. They also offer many potential benefits for teaching and learning.

Dandenong South Primary School has an important role in ensuring that students know how to use ICT appropriately and safely to access, manage and evaluate information, develop new understandings, and communicate with others in order to participate effectively in society.

Dandenong South Primary School is committed to child safety. We have a zero tolerance to child abuse. Our school actively promotes the safety and wellbeing of all students, and all school staff are committed to protecting students from abuse or harm in the school environment in accordance with their legal obligations including the Child Safe Standards.

All users of Department ICT resources are expected to exercise responsibility, use the resources ethically, respect the rights and privacy of others and operate within the laws of the State and Commonwealth, including anti-discrimination and sexual harassment laws and the rules and policies of the Department, including occupational health and safety obligations to employees and students.

Department ICT resources should not be used for inappropriate or improper activities. This includes: pornography, fraud, defamation, breach of copyright, unlawful discrimination or vilification, harassment, including sexual harassment, stalking, bullying, privacy violations and illegal activity, including illegal peer-to-peer file sharing. The audience of an electronic message may be unexpected and widespread and users should be mindful of this when using Department ICT resources.

Department ICT resources are provided to improve and enhance learning and teaching, and for the conduct of the business and functions of the Department. Using information technology, accessing information, and communicating electronically can be cost-effective, timely and efficient. Users are expected to use and manage these resources in an appropriate manner and in accordance with this policy. As part of ensuring users are aware of this policy, the following will occur:
- Users will be provided access to this policy,
- Users will be reminded of the need for compliance with the policy
- Users will be provided notification of updates or developments to the policy.

2. DEFINITIONS

For the purpose of this policy, Information & Communication Technologies (ICT) are defined as being any electronic devices or applications which allows a user to access, receive, record, copy or send information as text, images, audio, or video.

ICT includes, but is not limited to:

- Computer systems and applications such as email, and the Internet
- Networks
- Electronic storage devices
- Mobile devices such as mobile phones, tablet devices, handheld games, personal digital assistant devices and smartwatches
- Web-based tools such as social networking sites, chat rooms, blogs, podcasts, instant messaging systems, and P2P file sharing
- Imaging tools such as video, still or web cameras and related software
- Audio tools such as audio recording devices, mp3 players and related software
- Fax and copying machines

3. GUIDELINES

3.1 Staff use of Dandenong South Primary School's devices and/or network to access the Internet or any other ICT application, is governed by the Department's [Acceptable Use Policy (AUP)](#) as amended from time to time.

3.2 Dandenong South Primary School is committed to safely and responsibly using digital technologies as an integral component of the learning and teaching programs. Refer to Department's policy on [Using Digital Technologies to Support Learning and Teaching](#).

3.3 Student use of the Dandenong South Primary School's devices and/or network to access the Internet or any other ICT application is governed by Acceptable Use Agreement for the Internet and digital technologies and the Bully Stoppers Acceptable Use agreement. The [Acceptable Use Agreements and Consent](#) page on the Department's website contain all templates and guidelines for schools to use including different templates for students of different ages e.g. primary and secondary aged students - http://www.education.vic.gov.au/about/programs/bullystoppers/Pages/lolconsent.aspx . Students will be made aware of behaviour which is not acceptable when using ICT and the school's Student Engagement Policy and the Student Code of Conduct will apply to breaches of expected behaviours – see "Consequences" below.

3.4 Cyberbullying and using ICT for inappropriate purposes (such as viewing/posting/sharing inappropriate or unlawful content; using ICT to harass, threaten or intimidate etc.) will not be tolerated by Dandenong South Primary School and consequences will apply to students in accordance with Student Engagement Policy and the Student Code of Conduct.

3.5 Staff and student personal ICT devices should be stored in a safe and secure place as the school will not be held liable for loss, damage or theft.

3.6 Staff will be responsible to ensure the equipment is in good working order and notify the Specialist Technician of any defect or malfunction in a timely and reasonable manner.

3.7 Distribution of school owned devices to students and personal 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 loan and standards of conduct established in the Acceptable Use Agreement for the Internet and Digital Technologies and the Bully Stoppers Acceptable Use agreement.

3.8 The Department's Acceptable Use Policy applies to all school staff and staff should be familiar with the content of that policy. Breaches of this policy may result in disciplinary action (see Acceptable Use Policy).

3.9 Cameras, still and video (including mobile phone cameras) must not be used in private spaces for example changing rooms, toilets, gyms and swimming areas. Action will be taken against any student or staff member who photographs or films other individuals without their knowledge or permission.

3.10 Photographs, video or digital images of a student are considered "personal information" and therefore their use and disclosure are governed by the *Privacy and Data Protection Act 2014* (Vic) and the Information Privacy Principles contained within it. Photographs, video and digital images of students may also contain copyright, and therefore may also be governed by the Copyright Act 1968. To comply with these Acts, consent is required from parents/carers before schools can collect and use student photographs and film. In some instances, additional consent may be required to ensure compliance with the Copyright Act [see Acceptable Use Agreements and Consent forms].

3.11 School staff may use their own personal devices to capture images of students for reasonable and legitimate educational purposes only. If this occurs, staff are expected to upload the images to the school database and delete the images from their device within a week of the images being captured.

3.12 Dandenong South Primary School will exercise special care and diligence when photographing and filming Aboriginal and Torres Strait Islander individuals and communities. Teachers and staff must not use any materials for purposes or uses other than that for which individuals have provided their free, prior and informed consent. Images should also be positive and empowered images to assist in the promotion of the rights of Aboriginal and Torres Strait Islander peoples. As with all students, written consent is required for the photographing or filming of any student of Aboriginal or Torres Strait Islander background.

4. RESPONSIBILITIES AND CONSEQUENCES

The use of the Dandenong South Primary School's ICT resources, including network, is subject to the Acceptable Use Policy (for staff) and Acceptable Use Agreements (for students). The school's ICT resources can only be used for or in connection with the educational or administrative functions of the school.

This policy is intended to operate within and be consistent with existing school policies and procedures in areas such as
- Student Engagement policy
- eSmart policy
- Acceptable Use Agreement for the Internet and digital technologies,
- Bully Stoppers Acceptable Use agreement

4.1 Responsibilities
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. 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.

4.2 Consequences of Improper Use
Consistent with the Student Code of Conduct Student Engagement policy and our ICT Acceptable Use agreements, breaches of the Acceptable Use Policy by students and staff can result in a number of consequences depending on the severity of the breach and the context of the situation.

For Students;
- 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 Acceptable Use Agreement for the Internet and digital technologies, the Bully Stoppers Acceptable Use agreement and the school's BYOD policy.

For Staff:
Non-compliance with the Acceptable Use Policy will be regarded as a serious matter and appropriate disciplinary action may be taken. See Acceptable Use Policy for more information -
http://www.education.vic.gov.au/school/principals/infrastructure/pages/acceptableuse.aspx

Use of ICT to engage in behaviour that amounts to bullying, harassment or unlawful discrimination is prohibited and may result in disciplinary action.

While the Internet may be largely a self-regulated environment, principles of defamation law, privacy law and community standards still apply to communication and publishing via the Internet or other electronic means. In addition to school consequences, there are legal sanctions for improper use of the Internet and ICT.

5.   LINKS

School Policy and Advisory Guide Links (click on hyperlinks below):

- DET Using Technology to Support Teaching
- DET Schools and Cybersafety
- DET Acceptable Use Agreements and Consent
- http://www.education.vic.gov.au/about/programs/bullystoppers/Pages/prindutycare.aspx
- DET Using Social Media
- DET Students Using Mobile Phones
- DET Photographing and Filming Students

6.   FURTHER ASSISTANCE

Further information, advice or assistance on any matters related to acceptable use of Department ICT

resources is available by contacting the Information Management and Technology Division on 1800 641 943

or the Employee Conduct Branch on 9637 2594.

7.   REVIEW/EVALUATION

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

This policy was last ratified by School Council in....	**3/12/2019**