Information Communications & Technology Policy

PURPOSE

This policy governs the use of all electronic communications at Firbank Grammar School, including mobile communication devices, mobile phones, iPads and laptops.

At FGS, this policy is influenced by our Strategic Intent, and shaped by our 6 domains, 5 values and 4 pillars. The use of Information and Communications Technology (ICT) broadens educational horizons and therefore is seen as an integral component of curriculum delivery and a rich opportunity to support learning and development.

ICT offers powerful tools that can transform student learning. Students can develop and demonstrate their understanding of concepts and content in all learning areas through using ICT. It is also important that students know how to use ICT efficiently and responsibly, as well as learning how to protect themselves and secure their data.

Digital technologies enable enhanced learning that is interactive, collaborative, personalised and engaging. Students acquire valuable skills and knowledge to prepare them to thrive in our globalized and inter-connected world.

While it is a valuable tool, it must be used responsibly and in accordance with positive cybersafety practices. If not used appropriately, mobile devices and digital technology may present risks to students' safety and wellbeing. FGS is committed to educating all students to be safe, responsible and careful in their use of technologies, and to empower students to use technologies to reach their full potential.

FGS values access, equity and inclusion to all our school community, which extends to the provision of ICT for all our students. Parents are encouraged to engage with their respective Head of Campus to discuss how this can best be provided should parents have difficulty in supplying the required resources for their children.

POLICY

Safe and appropriate use
As a tool of the learning process, ICT enables students to research information

from a wide variety of sources, to communicate readily with others and to prepare, redraft and store work. Electronic research and communication skills are part of a portfolio of skills which students need in order to become lifelong learners. Access to electronic communications is a privilege and not a right. Legitimate use is specifically for educational purposes only. These include:

- research activities as part of the school curriculum producing work that relates to associated learning activities
- the use of email for exchanging appropriate information and engaging in collaborative projects
- the authoring of Internet home pages, where applicable.

At FGS we:

- use ICT to enhance learning opportunities across all areas of curriculum
- target use to educational or developmental objectives
- support the development of student confidence and competence in the use of ICT and cyber citizenship
- actively promote safe, responsible, and discerning use of digital technologies by educating students about online privacy, intellectual property and copyright and the importance of maintaining their own privacy online
- responsively address and issues or incidents that have the potential to impact on the wellbeing of students
- educate students on appropriate responses to any dangers or threats to wellbeing that they may encounter when using the internet
- have Technology Guidelines (found in the student handbook) which outline expectations when using ICT on campus or for learning purposes during learning at home (including remote learning).
- support parents and guardians to understand safe and responsible use and the strategies that can be implemented at home
- provide a filtered internet service whilst on campus to block access to inappropriate content.

Expectations about acceptable behaviour for students apply to use of both physical hardware and software, and communications technologies. Students who do not follow the guidelines for use may, in the first instance, have the matter reported by the staff member to the Head of Campus. The relationship reparation model will be used with students. Possible actions for students may include:

- making a formal apology
- attending an interview about the offence in the presence of parents
- having only supervised access until trust has been reestablished
- removal from classes until trust has been reestablished (suspension from school)
- serious incidents being reported to the police

Any extreme breaches of the policy will be addressed as appropriate by the Head of Campus, or the Principal.

Mobile Phone

Mobile Communication Device Guidelines

FGS recognises that most students carry a mobile phone, smart watch or other portable communication device and use them for different purposes. For many parents their child's device is also a safety device whereby they can be contacted or used in an emergency.

Guidelines for acceptable use of mobile phones can be found in the school handbook. See Appendix

General Computer

General Computer Use:

- Students are required to supply their own devices for use at the school, which must meet the specifications required to ensure curriculum delivery.
- All messages, information and data sent and received using the Schools telecommunications network are the property of the FGS.
- Students use their own password when logging into the network and using another person's password is not permitted.
- Using another person's programs or data without permission is not permitted.
- Work must be stored in the space allocated to each student.
- In line with copyright laws, the work of others must be appropriately acknowledged.

- Using impolite, abusive or otherwise objectionable language in either public or private documents is prohibited. Using any material that is deemed by the Principal to be against the school's values is prohibited.
- Students must not use the ICT in a manner which brings the school into disrepute.
- Use of ICT must be curriculum related.
- Software installation on school hardware must be carried out by a member of staff.
- Students must not vandalize hardware, data or material via the use of the Internet.
- Students must not upload or create viruses.
- The network shall not be used for:
  - Circumventing security measures on school or remote computers or networks, data or material via the use of the Internet.
  - Downloading and circulating unacceptable or offensive information.
- Information published on the Internet may be inaccurate or may misrepresent a person or situation. Accordingly, students must critically evaluate this information and use with due care and consideration.
- Students should not upload images of the School or any other information that identifies the School for their own personal use on the Internet without the permission of the Principal. This includes pictures of themselves in school uniform, teachers or images from school events (especially on such web spaces such as Facebook, Instagram, Snap Chat, BeReal ,You Tube or Tik Tok). Whilst the list of possibilities is endless, in all matters of concern, discretion as to which material is inappropriate rests with the Principal.

School Internet

- Students should not knowingly use the Internet to generate, access, retrieve or distribute material that is deemed offensive according to law eg. downloading, distributing or viewing pornography, racist or other material which degrades another person. This relates to media such as images, videos, words and music.
- If unacceptable material is accidentally located, students must notify a staff member immediately.
- The Internet must not be used for commercial transactions or profit.
- FGS accepts no responsibility for purchases via credit cards or for meeting

the requirements of any other contract.
- The Internet must not be used for political purposes.
- Online publications, e.g. Blogs, Wikis, are formal publications and their contents and use must only be for educational purposes. They will be checked and approved by the appropriate member of staff.

Communication

Examples of unacceptable use of Communication technologies include:

- sending or displaying offensive and anti- social material
- using obscene language
- harassing, threatening, insulting or attacking others
- sending messages that result in losses of the recipient's work or damage the system
- identity theft via mobile phones or social media networks
- using the network to disrupt its use by other individuals or by connecting networks
- disrespect of others' privacy and intellectual property
- trespassing in the folders or files of others
- using other users' email addresses and passwords
- using any means to avoid scrutiny by teachers of work in progress
- damaging computers, computer systems or computer networks (for example, by the creation, introduction or spreading of computer viruses, damaging hardware, altering source codes or software settings, etc)
- use of material copied from the Internet without acknowledgement
- employing the network for commercial purposes or activities by for-profit institutions or organisations, product advertisement or political lobbying
- sending messages which bring the School into disrepute
- intentionally wasting time or resources.

SCOPE

This policy applies to:

- Students (ELC – 12)

- Staff supervision (excluding staff use of ICT).
- Parents / Guardians

DEFINITION

Communication Technologies

Any device or technology that allows communication between individuals, such as mobile phones, use of telephone networks, or internet and social media.

Electronic communications
Electronic communications includes email, instant messaging, virtual conferencing, social media and any other material sent electronically.

FGS ICT resources
School ICT resources includes but is not limited to all networks, systems, software and hardware including local area networks, wide area networks, wireless networks, intranets, School email systems, computer systems, software, servers, desktop computers, printers, scanners, personal computers (desktops, notebooks and tablets), mobile phones, portable storage devices including digital cameras and USB memory sticks, handheld devices and other ICT storage devices.

Personal use
Personal use is all non-school related use of FGS ICT resources including internet usage, social networking and private emails.

RELEVANT LEGISLATION

Classifications (Publications, Films, and Computer Games) Enforcement Act 1995 (Vic)

Copyright Act 1968 (Cth)

Crimes Act 1958 (Vic)

Cybercrime Act 2001 (Cth)

Education and Training Reform Act 2006 (Vic)

Privacy and Data Protection Act 2014 (Vic)

Public Interest Disclosures Act 2012 (Vic) (formerly known as the Protected Disclosure Act 2012)
Spam Act 2003 (Cth)
Wrongs Act 1958 (Vic)

ROLES AND RESPONSIBILITIES

Principal:
- Ensuring effective systems are in place to ensure that standards and guidelines are set for acceptable use of ICT, and that these are communicated effectively to all students, staff and parents.
- Ensure ICT aligns with the school curriculum requirements.

Staff:
- Required to read and understand the ICT policy, and enforce its application as part of their supervision duties of students.
- Any misuse by students are to be dealt with as per the Policy

Students / Parents:
- Students are required to have read and understood the guidelines set out in the school handbook, and to have signed the Technology Agreement in their diary at the commencement of each school year.
- Students are expected to comply with this policy.
- Students are expected to promptly alert teachers of any suspicious activities that they may observe or be exposed to through the use of ICT.
- Parents acknowledge and understand that teachers are unable to appropriately supervise device and communication usage whist students are not under the teachers care. Parents are to ensure appropriate supervision is provided to students at these times.

Information Technology Department:

- Support students and staff in the implementation of this policy, through provision of support and sufficient technological system controls.
- Provide access to students to hardware, software and communication technologies as directed by the School.

RELATED POLICIES AND PROCEDURES

1. Technology Guidelines (found in the student handbook)
2. Duty of Care
3. Relationship and Engagement commitment
4. Mobile Phone Guidelines (found in the student handbook)
5. Child Safe and Wellbeing Policy
6. Child Safe code of conduct
7. Remote learning handbooks
8. www.cybersafetyhelp.gov.au
9. www.cybersmart.gov.au
10. Bully prevention policy

COMPLAINTS AND ENQUIRIES

The school community may provide feedback on this document by emailing: jwilliams@firbank.vic.edu.au

Approval and Amendment History	Details
Approval Authority and Date	**April 2021**
Next required update Date	**April 2024**

Appendix

Student Guidelines for use of Mobile Phones

1. Students are permitted to carry at their own risk a mobile phone to school
2. The use of mobile phones to film or photograph people and their activities without their knowledge and/or permission is an invasion of privacy and is strictly not permitted
3. For students in Years 7-10: during the school day mobile phones are to be switched off and secured in student lockers.

4. For students in Years 11 and 12: During class time mobile phones are to be switched off and secured in student lockers. Students can use mobile phones during recess and lunch breaks

Mobile Phones and The Classroom

1. There may be occasions where mobile phones will be required in the classroom for educational purposes. This can be coordinated according to the classroom teacher's requirements.
2. The use of mobile phones during class time can limit engagement and disrupt learning. If a student is found to have brought their mobile phone to class then:
   a. On the first occasion: Students will be reminded that this is a disruption to the learning environment. They will be asked to place their mobile on the classroom teacher's desk until the end of the lesson.
   b. If there are subsequent occasions: Students will again be reminded that this disrupts the learning environment. The classroom teacher will collect the mobile phone and give them to the student's Wellbeing Leader for collection at the end of the school day. Wellbeing Leaders will work with parents to support students.
   c. If this behaviour persists: Students will be asked to meet with the Director of Wellbeing to discuss how the school can help them in their responsible choices to support teaching and learning in the classroom. The Director of Wellbeing will work with parents to support students.