

Information and Communication Technologies Policy (Students)

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Accountabilities

Responsible Officer:	Principal
Contact Officer:	Deputy Principal

1. Statement of Context and Purpose

Effective teaching and learning is to a very high degree, contingent on the meaningful integration of ICTs into the classroom experience. With students from Years 3 to 12 having access to a device during class time and at home, and accessing the College-provided wireless network, it is important to stipulate the general acceptable use of devices both at school and out of hours.

2. Reference Points

- Seymour College Student Behaviour Policy
- Seymour College Behaviour Investigations Procedures
- Seymour College Anti-Bullying and Harassment Policy
- iPad Essential Agreement – Junior School

3. Definitions

A **BYOD (Bring Your Own Device)** is stipulated as a laptop, tablet or iPad owned by an individual family, but used on the Seymour College network, for educational purposes

A **Mobile device** is stipulated as a smart phone or tablet connected to a 4G network or to the College wi-fi network.

In the education and care context, **Duty of Care** is a common law concept that refers to the responsibility of staff to provide children and young people with an adequate level of protection against harm.

ICT Services Department is the division of Seymour College which ensures that the wireless network, classroom infrastructure and teaching and learning platforms are maintained and developed over time.

SOCS (Seymour Online Collaboration System) is a Learning Management System known outside the College as Schoolbox. It contains teaching and learning resources, assessment information, co-curricular pages and other administrative/ operational pages for parent, student and staff collaboration.

SchoolZone is a monitoring app that is installed on student devices to restrict access to particular sites or apps during the school day (eg social media)

FamilyZone is a monitoring app that works in concert with SchoolZone. It can be installed on student devices with parent consent, to restrict and monitor access to particular sites or apps after school hours.

Social media is determined to be a site whereby individuals or groups communicate or share online. Pertinent examples in a school context include but are not limited to: Snapchat, Instagram, Musical.ly and Facebook. For the purposes of this policy, posting, liking, sharing are all potentially harmful online behaviours. Liking or sharing someone else's post can be just as harmful as posting.

A **Streaming service** is determined to be an app used to watch video content on a personal or mobile device (eg Netflix, Stan, YouTube, Foxtel Go).

4. Guiding Principles

A number of principles and practices help guide the College's approach to device management and access to the network, including:

- a. Ensuring access to the fullest range of apps, platforms and functionality that enhances the teaching and learning experience;
- b. A 1:1 BYOD policy ensures that ownership of devices stays with individual families and not with the College;
- c. A culture of respect and calm, supportive and positive environments (Learning Framework – "Engaged Learner") is paramount;
- d. The school's duty to supervise online behaviour of its students after school hours can be ambiguous;
- e. The W-Fi network provided by Seymour College for students to access, is fundamentally provided for the purposes of learning, not for socialising;
- f. The needs and responsibilities of students of different ages needs to be taken into account when framing guidelines relating to ICTs;
- g. Seymour College has a duty to take reasonable care to protect children and young people from all reasonably foreseeable risk or harm;
- h. Schools are a safe space – there is an individual and social obligation of the College to ensure classrooms, the schoolyard, co-curricular activities are safe and free from social media intrusion;
- i. Mobile technology is ubiquitous; schools must take a leading role in modelling and expecting a high standard in its use by proactive education, and an assertive approach to its misuse.

5. Roles and Responsibilities

5.1 The College

The College will provide the following ICT services for families:

- a. An online portal to the College's preferred supplier for devices;
- b. A device 'onboarding' process for families free of charge;
- c. An engraving service, offered yearly, for laptops, phones and calculators (at a small charge);
- d. An ICT helpdesk staffed before school, during breaks and after school;
- e. A high-speed wireless ("Wi-Fi") network accessible by students;
- f. A suite of software and apps required for learning;
- g. A Seymour College email address for each student;
- h. Internet filtering software which applies to all online searches and content, accessed on the College Wi-Fi network;
- i. Access to FamilyZone mobile and laptop monitoring App, free of charge;
- j. A Learning Management System, (known locally as SOCS) which acts as a platform for information about curriculum, co-curriculum, calendar and other school activities;
- k. A free, downloadable College App which provides access to popular functionality of SOCS for students, parents and staff;
- l. Programs in Strength, Optimism and Justice (SOJ) lessons regarding cybersafety, ethical use of ICTs and maintaining respectful relationships online.

5.2 Principal (or delegate)

The Principal will provide sufficient resourcing of the ICT Department to allow the efficient and meaningful integration of ICTs into the classroom and provide stability of network access.

5.3 Parent and/or guardian

5.3.1 Device

Parents will purchase the following device for use at school:

Years 3, 4 and 5	Apple iPad 128GB, 9.7"
Years 6, 7, 8 and 9	Windows-based Laptop with touch-screen and stylus device At time of writing (2019), this is stipulated as a HP Elitebook laptop. This is updated on the College website "Technology" portal each year. An iPad is not a permitted device for Middle School students.
Years 10, 11 and 12	Students may choose whether a Windows laptop or MacBook is most suited to their curriculum choices. The College maintains a strong preference for students to maintain a Windows-based device to allow the full complement of software and apps to be installed on each machine. An iPad is not a permitted device for Senior School students.

5.3.2 Insurance

The College recommends that each student device is insured under each parent's Household or Contents Insurance policy for accidental damage or theft, away from home. Breakages or theft of devices are not covered under the College's insurance policies.

5.3.3 Supervision and support

- Support the College's Acceptable Use Policy by emphasising and encouraging their daughters to follow the student responsible use of technology;
- Regularly check the sites their daughter is visiting, who they are communicating with online and the streaming services they are accessing;
- Install filtering software on the home wi-fi network and "opt-in" to the Family Zone monitoring app provided by the College [compulsory for Years 3-7 students and for all boarders];
- Take responsibility to remain up to date with cyber guidelines and follow the Government's Cyber Smart information at <https://esafety.gov.au>

5.4 Student

5.4.1 Responsible use of technology

Students must use their laptops for the primary purpose of learning. If they are communicating with other students or staff, it should be through accepted mediums such as email or through SOCS.

The College has the highest standards in the way students conduct themselves in an online environment, using the devices available to them.

At all times, the right of individuals (staff, other students, coaches, parents) to privacy is paramount.

Listed below are some general provisions and descriptions of inappropriate behaviour in online communication or streaming:

- i. impolite, abusive or indecent (eg racist, sexist, homophobic or intolerant) language or images;
- ii. harassing, bullying or discriminatory language or images;
- iii. anything illegal;
- iv. disclosing the personal details of any student, parent or staff member;
- v. accessing internet content or subject matter banned by Seymour College by using VPNs, for the express purpose of clandestine activities;
- vi. streaming content through an online service, which is classified as inappropriate and illegal (eg MA15+ for students 14 years or under or R18+ for students 17 years or under);
- vii. breaching another person's or corporation's copyright;
- viii. logging on using another student or teacher's log-in;
- ix. hacking or attempting to disrupt the stability of the network;
- x. creating fake email addresses, in the attempt to emulate another's identity;
- xi. disclosing passwords or account details to others;
- xii. taking or distributing any image of a staff member at any time, without their consent;
- xiii. taking or distributing any image of another student at any time, without their consent;
- xiv. distributing images, text or files which have the possibility in the view of the Principal, of intimidating, embarrassing or belittling another member of the College community;
- xv. any other conduct which is likely to, in the opinion of the Principal, bring the College's name into disrepute, by the nature or content of posts, likes or shares on social media, email or web activity.

After an investigation has taken place, a behaviour will be classified as Level 1 (low level infringement), Level 2 (medium level) or Level 3 (high level misbehaviour) under the Student Behaviour Policy.

5.4.2 Examples of Acceptable Use

Acceptable use of phones in class may include recording observational photographs during a practical lesson or taking shots of teaching material on white boards, with the teacher's consent. Phones may also be used in the teaching and learning process; teachers will provide notice of the learning activity that requires phones to be used (eg filming for a Film and Media task) in advance of the lesson.

5.4.3 Out of classroom use

i. Junior School

Students in the Junior School may not bring a phone, smart watch or messaging device to school. If an exception is needed parents must seek written permission from the Head of Junior School.

The girls and parents will sign an iPad procedures agreement at the beginning of each year. iPads are not available to students during recess or lunch, unless for supervised learning activities.

ii. Middle School

Students in the Middle School may bring a phone to school but it must be stored securely in their locker between 8.30am and 3.25pm each day.

Laptops are taken to each class and stored in lockers during practical lessons or breaks. The yard is a device-free zone for Middle School students. Laptops can be used in the Yurrebilla Centre at break times, before or after school to complete school work.

iii. *Senior School*

Senior School students may have a phone in their pocket during the day, but it cannot be used outside of the locker or student common room. Laptops can be used by Senior School students during breaks, unsupervised study lessons and before and after school.

Many teachers will have established procedures for mobiles to be handed in by Senior School students at the beginning of each lesson, to prevent possible distraction.

iv. Unless given permission by the staff in charge, students are not permitted to access social media platforms on any device whilst they are:

- on school grounds;
- on excursions;
- representing the school;
- spectating at school sporting or performing arts events.

5.4.4 Use in the boarding house

Use of devices in the boarding environment is governed by procedures devised and communicated by the Director of Boarding.

5.4.5 Use at home

Before 8.30am and after 3.30pm, on weekends and on school holidays, students are deemed to be a 'Seymour student' and therefore subject to the stipulations listed in 5.4.1 and the Student Behaviour Policy, when:

- (a) they are communicating with other Seymour students on social media, email or Skype (or similar);
- (b) through the content of their posts or messages (written or visual) they can be reasonably determined to be a student of the College.

These provisions apply, regardless of whether the student is accessing the College Wi-Fi network or their own Wi-Fi or 4G connection.

5.5 Staff

Staff members will be vigilant in the supervision of student ICT use inside and outside the classroom. They will notify a student of a suspected breach of this policy and use standard procedures to investigate a matter relevant to this policy.

Consequences for breaches of this policy will be determined by the Head of School by applying the provisions of the Student Behaviour Policy.

Wellbeing providers (eg Homegroup teachers, Guardians, Deans of Wellbeing) will provide proactive education in the ethical and safe use of ICTs, streaming and social media platforms and the general use of portable devices such as phones and laptops.