

Nossal High School

Digital Technologies Policy 2020

1 PURPOSE:

- 1.1 To ensure that digital technologies are used effectively, safely and responsibly throughout the school environment for the purposes of student learning.

2 SCOPE:

- 2.1 This policy applies to staff, students and parents/carers of Nossal High School and the general and ethical use of Digital Technologies.

3 POLICY STATEMENT

- 3.1 Nossal High School is aware of and uses available technology-based teaching and learning resources in a safe and responsible way, to improve student learning. Digital Technologies and internet accessibility require all users to be responsible and use ethical decision making.

4 RESPONSIBILITIES

Compliance, monitoring and review

- 4.1 When enrolling at Nossal High School, students and their parents/carers receive an Enrolment package which includes information pertaining to the NHS Student eLearning and Digital Technologies Acceptable Use Agreement (Appendix A).
- 4.2 When commencing at Nossal High School, students agree to the rules and responsibilities and sign their consent in the NHS Student eLearning and Digital Technologies Acceptable Use Agreement (Appendix A) to abide by these rules and responsibilities. The acknowledged consent is done electronically on Compass, not signed and stored.
- 4.3 It is the responsibility of Nossal High School students and parents/carers to be familiar with and comply with the NHS Digital Technologies Policy as documented in the Enrolment package and the Student Study Planner.
- 4.4 The Director of Digital Development and Innovation will have oversight of the Digital Technologies Policy (Appendix B), informing staff of the policy and any changes made as a result of legislative or program changes.
- 4.5 It is the responsibility of Nossal High School staff to be familiar with, comply with and enforce the NHS Digital Technologies Policy. When breaches of the rules are noticed, NHS staff must document the breach on Compass chronicle and follow up with tutorial staff, House Leaders, the Executive Leadership Team, students and parents/carers, as deemed appropriate.

Reporting

- 4.6 No additional reporting is required.

Records management

- 4.7 Staff are responsible for documenting breaches and maintaining student chronicle posts to ensure compliance with the Digital Technologies Policy.

5 EVALUATION

- 5.1 This policy will be updated annually by the Director of Digital Development and Innovation in consultation with the Executive Leadership Team.
- 5.2 This policy will be reviewed as part of the NHS three-year review cycle or more often if necessary due to regulatory requirements.

6 RELATED LEGISLATION AND DOCUMENTS

- 6.1 Victorian Department of Education and Training: Acceptable Use – Information and Communications Technology Resources
<https://www.education.vic.gov.au/school/teachers/management/infrastructure/Pages/acceptableuse.aspx>
- 6.2 Teachers and Principals Notebook Program Policy
<https://www.education.vic.gov.au/school/principals/spag/infrastructure/Pages/notebooks.aspx>

7 THIS POLICY IS AVAILABLE ON THE FOLLOWING PLATFORMS:

- 7.1 School website, MS Teams (School Documents) Nossal High School Council Policy Records, New Student Enrolment Information via Compass

8 APPROVAL AND REVIEW DETAILS

Date Implemented	
Author	Director of Digital Development and Innovation
Approved By	Nossal High School Council
Approval Authority (Signature & Date)	
Date Reviewed	
Responsible for Review	Director of Digital Development and Innovation
Review Date	
References	

9 APPENDICES

- Appendix A: Student eLearning and Digital Technologies Acceptable Use Agreement 2020
- Appendix B: NHS Digital Technologies Implementation Policy

10 FEEDBACK

- Nossal High School staff and students may provide feedback about this document by emailing nossal.hs@edumail.vic.edu.au

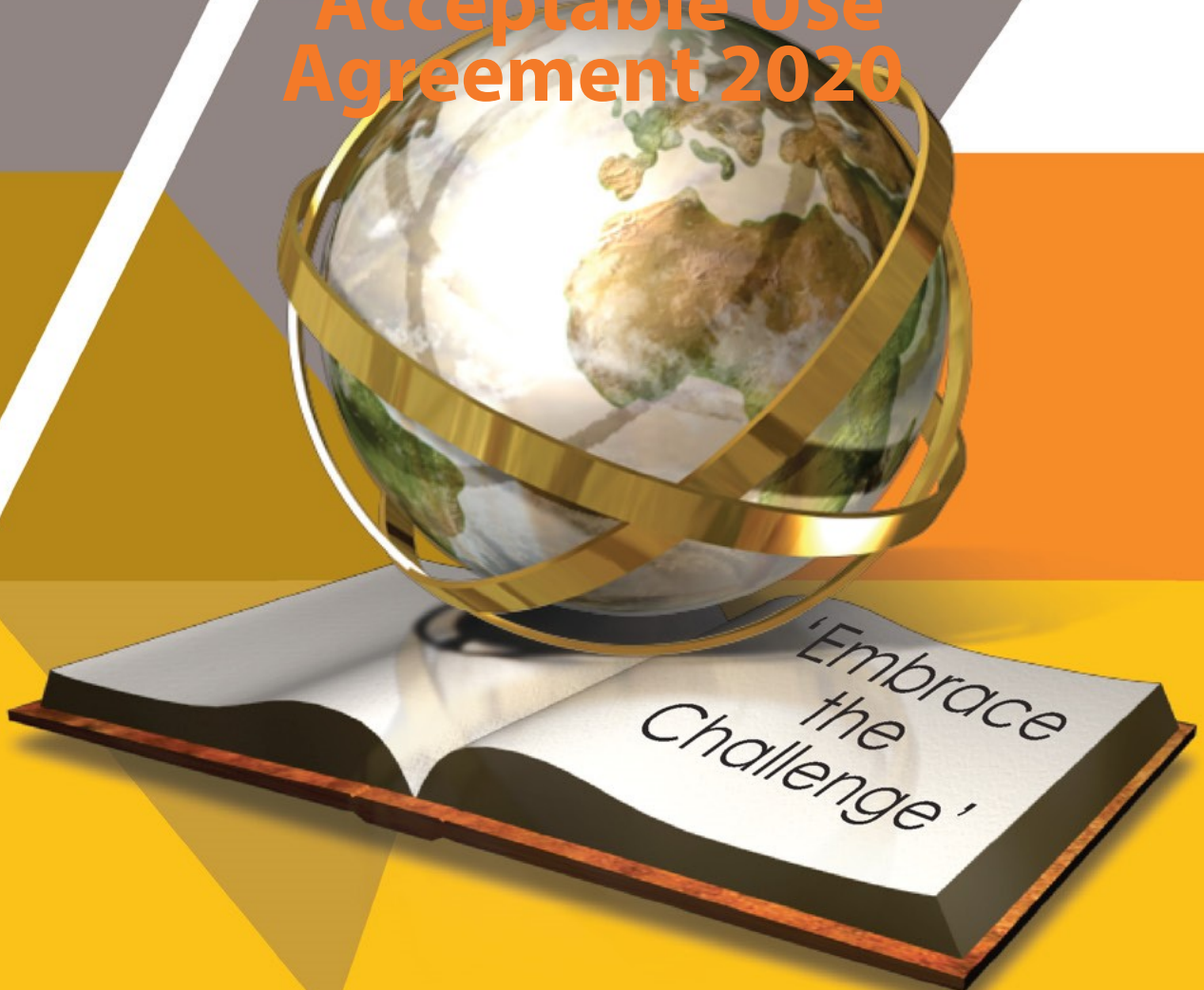
APPENDIX A: STUDENT EARNING AND DIGITAL TECHNOLOGIES ACCEPTABLE USE
AGREEMENT 2020

DRAFT



NOSSAL
High School

**Student eLearning and
Digital Technologies
Acceptable Use
Agreement 2020**



11 School Profile Statement

At Nossal High School we support the rights of all members of the school community to be provided with and engage in a safe, inclusive and supportive learning environment. This extends to the use of digital tools and online communities, and is underpinned by our expectation of safe, ethical and responsible behaviour of all members of the school community. Our students are encouraged to approach the use of digital technologies in a disciplined manner, to challenge data, and judiciously synthesise their findings. When using digital technologies to interact at local, regional, national and global levels, a Nossal High School student knowingly adopts a principled and considerate approach. We aim for our students to develop a positive online footprint that they can be proud of, one that will act as an advertisement to future employers and communities they associate with.

Implementation

The application of digital technologies to teaching and learning at Nossal High School is designed to enrich student learning through our Virtual Learning Environment, internally housed resources and the effective utilisation of wider online resources. Our digital tools are used to develop students' thinking skills, creativity, problem solving, collaboration and the ability to synthesise information.

Digital technologies have a critical role in enhancing the learning process at all levels and across a broad range of activities in each of the learning domains and when participating in the school community. Through the use of digital technologies, we are helping our students become conversant with the nature of information, comfortable with the application of new technology for effective learning and participation in a global community, and able to recognise the relevance and potential of digital technologies in the modern world.

At Nossal High School we:

- provide a systematically filtered service for students
- provide supervision and direction in internet activities
- have a school intranet and Virtual Learning Environment which is accessed by school community members and is only accessible by password
- have an Information Literacy program focused on effective use of internet sources/sites
- adopt programs that promote safe and ethical behaviours about digital rights and privacy information
- set tasks that require students to problem solve through challenging and open questions requiring more than copied and pasted responses from the Internet
- reinforce the importance of safe, disciplined, ethical, responsible and respectful use of the internet in all curriculum areas
- provide support to parents to understand this agreement (e.g. language support)
- may allow student access to social networking sites for educational purposes – this will be under teacher direction with clear protocols established.

Ethical Behaviour in a Digital Environment

The values, beliefs and behaviours needed to ensure safe, responsible and respectful use of digital technology should be an extension of the application of the principles used in day to day life. Such principles are underpinned by users' moral and legal rights in terms of:

- Feeling comfortable, safe and free from bullying behaviour
- Intellectual Property, including Copyright
- Online Privacy

At our school we:

- have a **Student Engagement Policy** that includes our **Code of Conduct** and states our school's values and expected standards of student behaviour, including actions and consequences for inappropriate behaviour
- educate our students to be safe and responsible users of digital technologies through the Whole School Nossal Time curriculum program and the new student and eLearning induction programs.
- raise our students' awareness of issues such as online privacy, intellectual property and copyright
- supervise and support students when using digital technologies within the classroom and establish clear protocols and procedures when working in online spaces including reviewing and considering the safety and appropriateness of online tools and communities
- provide a filtered internet service but acknowledge that full protection from inappropriate content can never be guaranteed
- respond to issues or incidents that have the potential to impact on the wellbeing of our students including those reported through online services including taking (or encouraging the student/family to take) the issue to the eSMART Commissioner, (<https://www.esafety.gov.au/complaints-and-reporting/cyberbullying-complaints/iwant-to-report-cyberbullying>).
- know that some online activities are illegal and as such we are required to report this to the appropriate authority
- have a system for reporting concerns regarding online behaviour and issues around student wellbeing that students may contribute to anonymously
- support parents/guardians to understand safe and responsible use of digital technologies, potential issues and the strategies that they can implement at home to support their child; providing this Acceptable Use Agreement and current information from both the Department of Education and Training and Cybersmart. (Please refer to the following resources):
- [Bullystoppers Parent Interactive Learning Modules](http://www.education.vic.gov.au/about/programs/bullystoppers/Pages/parentmodules.aspx) (www.education.vic.gov.au/about/programs/bullystoppers/Pages/parentmodules.aspx)
- [Parents Cybersafety guide](http://www.cybersmart.gov.au/Parents.aspx) (www.cybersmart.gov.au/Parents.aspx)
- Also refer to Appendix 1

Part A– Student Declaration:

When I use digital technologies and the internet, I agree to be a safe, responsible and ethical user at all times by:

- behaving according to my school's Code of Conduct, respect others and communicate with them in a supportive manner; never writing or participating in online bullying or harassment (e.g. forwarding messages and supporting others in harmful, inappropriate or hurtful online behaviours); using appropriate language when working with others in the online environment
- protecting my privacy; not giving out personal details, including my full name, telephone number, address, passwords and images
- protecting the privacy of others; never posting or forwarding their personal details or images without their consent and never logging in as or impersonating others
- carefully considering the content that I upload or post online; knowing that this is a personal reflection of who I am and what people think of me
- using the internet at school for educational purposes and using the school's equipment properly
- using social networking sites for educational purposes
- not deliberately entering or remaining in any site that has obscene language or offensive content (e.g. racist material or violent images)

- abiding by copyright procedures when using content on websites (ask permission to use images, text, audio and video and cite references where necessary)
- considering carefully how I use content posted on the internet and not simply copying and pasting information from websites
- investigating the terms and conditions of use (e.g. age restrictions, parental consent requirements) and if my understanding is unclear seeking further explanation from a trusted adult
- confirming that I meet the stated terms and conditions and completing the required registration processes
- handling school ICT devices with care and notifying a teacher of any damage or required attention
- not interfering with network security or the data of another user
- not bringing or downloading unauthorised programs, including games, to the school or run them on school computers
- talking to a teacher or another trusted adult if:
 - I need help online
 - I feel that the welfare of other students at the school is being threatened
 - I come across sites which are not suitable for our school
 - Someone writes something I don't like or makes me and my friends feel uncomfortable or asks me to provide information that I know is private.

When I use my mobile devices (including but not limited to my phone, iPad or other tablet device) I agree to:

- respecting others and communicating with them in a supportive manner, including outside school hours and in social contexts
- act responsibly and not use the device to find, create, send or forward information that might be harmful, inappropriate or hurtful to me or anyone else

To this end, when using my mobile device as a phone I will:

- keep my phone on silent during class times and only make or answer calls and messages outside of lesson times – except for specified learning purposes
- protect the privacy of others and never post private information about another person using SMS messages or other digital means

When using my mobile device as a camera I will:

- only take photos and record sound or video when it is a permitted activity of a class or lesson
- seek (written) permission from individuals involved **before** taking photos, recording sound or videoing them (including teachers)
- seek specific permission from individuals involved **before** publishing or sending photos, recorded sound or video to anyone else or to any online space
- respect others when I talk to and work with them online and never write or participate in online bullying
- seek teacher permission before uploading any content to websites (e.g. blogs).

On Digital Delivery Days I will:

- Participate online in all designated classes and in the manner outlined by the school
- Complete all work set by teachers
- Work in the physical location designated by my parents/guardians

12 Part B: 1-to-1 Personal Devices

Ownership

Devices are owned by the parents/student but are made available for use as part of the school learning program.

- Parents/students should be aware that files stored on the device are private but may be publicly accessed as part of learning programs.

Software and access

- The school will provide information about standard software programs and applications required for installation on school specified devices and will install a standard operating environment (SOE) required for student learning at Nossal High School. There is a cost for the SOE access which is incorporated into the annual Parent Contribution fee.

School support

Support **will be** provided for:

- connecting the school specified device (and other approved devices) to the school network, internet and other digital technologies
- set up and management of school, student email accounts
- all school-based software and associated issues with school applications
- hardware issues covered by the school-mandated warranty and insurance agreement purchased with the school specified device. Such agreements may vary between devices

Support **will not** be provided for:

- connecting to home networks, the internet, printers, or other devices
- personal email accounts and settings
- software issues of externally sourced, non-essential software provided in the SOE.

Damage or loss of equipment

- It is highly recommended that Parents ensure the device is covered for theft, and damage in some circumstance, under their own insurance, so that it can be replaced if lost or damaged and student learning is not interrupted
- The school must be notified if the device is damaged or lost so that a student's learning program is not interrupted whilst being replaced.

User responsibilities

- Students are responsible for:
- the day to day security of their device(s)
- bringing portable devices fully-charged to school every day
- ensuring the device has appropriate virus protection
- backing up data securely, by using a cloud based storage solution such as OneDrive, etc
- carrying their device in an appropriate protective case at all times
- adhering to this Acceptable Use Agreement when using the digital technology, both at home and at school,
- including during lunchtime or when not in the classroom.

13 Part C: School Owned Digital Technologies

Ownership

The school retains ownership of loaned and fixed digital technologies.

- Parents/students should be aware that files stored on any digital technology, or on school provided services are not private.
- If the student leaves the school or moves to another government or non-government school, interstate or overseas, the loaned digital technologies must be returned to the school.
- Renewal of loaned school digital technologies must be done through the IRC (at a minimum) each semester

Damage or loss of equipment

- All devices and batteries are covered by a manufacturer's warranty. The warranty covers manufacturer's defects and normal use of the device. It does not cover negligence, abuse or malicious damage.
- Any problems, vandalism, damage, loss or theft of digital technologies must be reported immediately to the school.
- Students may be required to replace lost or damaged chargers.
- In the case of loss (for loaned digital technologies) or accidental damage (to all digital technologies), a statement must be signed by a parent and provided to the school.
- In the case of suspected theft, a police report must be made by the family and a copy of the report provided to the school.
- If a device is damaged or lost, the principal or their nominee will determine whether replacement is appropriate and/or whether the student retains access to a device for home use.
- If a device is damaged and the damage is not covered by the manufacturer's warranty or any of the school's insurance arrangements, the principal may determine that the student will pay the costs of repairing the damage or if necessary the costs of replacing the device.

User responsibilities for School Owned Digital Technologies

Students are responsible for:

- the day to day security of the loaned digital technologies
- bringing portable devices fully-charged to school every day
- maintaining virus protection, spam and filtering settings, set as a standard on the device
- backing up data securely by using a cloud based storage solution such as OneDrive, etc
- carrying the digital technology in an appropriate protective case at all times
- adhering to this Acceptable Use Agreement when using the machine, both at home and at school, including during lunchtime or when not in the classroom.

14 Acknowledgement

This Acceptable Use Agreement applies to all digital technologies and environments, including (although not limited to):

- school owned ICT devices (e.g. desktops, laptops, printers, scanners, cameras, etc)
- mobile phones and student owned devices
- email and instant messaging
- internet, intranet
- social networking sites (e.g. Facebook)
- video and photo sharing websites (e.g. YouTube; Instagram)
- blogs or micro-blogs (e.g. Twitter)
- forums, discussion boards and groups (e.g. TEAMS and Office 365)

- wikis (e.g. Wikipedia)
- video and podcasts
- video conferences and web conferences

This Acceptable Use Agreement applies when digital technologies are being used at school, during school excursions, at camps and co-curricular activities, and at home.

I understand and agree to comply with the terms of acceptable use and expected standards of behaviour set out within this agreement. I understand that there are actions and consequences established within the school's Student Engagement Policy (Code of Conduct) if I do not behave appropriately.

Appendix 1 - Advice for Parents.

Please keep this as a resource to use at home.

About the agreement

Nossal High School believes the teaching of safe and ethical online behaviour is essential in the lives of students and is best taught in partnership between home and school. 21st Century students spend significant amounts of time online for the purposes of learning and socialising. Online communities need a citizenry who do the right thing by themselves and others online, particularly when no one is watching. Safe and ethical behaviour online is explicitly taught at our school and support at home is requested. It is important to note that some online activities are illegal and as such will be reported to police. This includes harassment of others and publishing of inappropriate images.

Bridging the Gap between Home and School

At school the internet is mostly used to support teaching and learning. At home, however, it is often used differently. Not only is it an excellent study resource for students, but it needs to be recognised that it is also a social and community space. If you have internet access at home, encourage your child to show you what they are doing online.

At home we recommend you:

- *find out how your child uses the internet and who else is involved in any online activities*
- *have the computer with internet access in a shared place in the house – not your child's bedroom*
- *ask questions when your child shows you what they are doing, such as:*
- *how does it work and how do you set it up?*
- *who else is sharing this space or game? (do you know them or did you 'meet' them online?)*
- *can you see any risks or dangers in the activity - what would you say to warn/inform a younger child?*
- *what are you doing to protect yourself or your friends from these potential dangers?*
- *when would you inform an adult about an incident that has happened online that concerns you? (Discuss why your child might keep it to themselves.)*

Statistics show that students will not approach an adult for help because:

- *they might get the blame for any incident*
- *they don't think adults "get" their online stuff*
- *they might put at risk their own access to technology by either:*
- *admitting to a mistake or*
- *high-lighting a situation that might lead a parent to ban their access.*

Protecting Personal Privacy Rights and Those of Other Students

Students like to publish information about themselves and their friends in spaces such as social networks, but in doing so they can make themselves more vulnerable to being approached, groomed or bullied online. To avoid this we recommend they:

- *don't use their own name, but develop an online name and use avatars*
- *don't share personal details including images of themselves or their friends online*
- *password protect any spaces or accounts they have*
- *don't allow anyone they don't know to join their chat or collaborative space*
- *are reminded that any image or comment they put on the internet is now public (anyone can see, change or use it) so no full names should appear in reference to individuals in any image, movie or sound recording*

15 Using the Internet in line with School's Student Code of Conduct Using appropriate language when talking to and working with others online and never write or participate in harassment.

Being online can make students feel that they are anonymous and sometimes students may say things online that they would never say to someone's face. Often, very few adults may visit such an online environment. The online space or chat environment that they use in leisure time might also have explicit language and they may feel they have to be part of it. Students need to be reminded that their behaviour online must fall in line with the school's code of conduct and acceptable behaviour in day-to-day life.

Using Equipment and Resources Properly for Educational Purposes as Directed by

Teachers

It is important to realise that there is a time for fun and a time for work even on the internet. Students may often see the internet as "free" but just looking at a page on the internet incurs a download cost. By just taking care with the equipment, and thinking carefully about printing and downloading from the internet students can save time, money and the environment.

Using Social Networking Sites for Educational Purposes

New internet tools and social networking spaces allow students to be contributors to the web and allows them to work collaboratively online with other students. Creating or contributing to blogs, wikis, digital stories and podcasts can all be legitimate educational activities which allow students to publish, share and inform others and be active contributors to the web.

The learning activity, the online space and the responsibilities should be clearly outlined by the school and reinforced throughout the set tasks. The educational purpose should be clearly understood by the student and the online space defined by the school. When publishing, students should be aware that they are posting to the web and should follow safe practices which protect both their privacy and other members of the school community and post/create in an appropriate way for the school project.

Keeping Away From Inappropriate or Offensive Sites

In school settings, internet service providers set up filters to block out a lot of inappropriate content, but these filters are not always foolproof. Students, who deliberately seek out inappropriate content or use technology that bypasses filters, will have their internet access reviewed and their parents will be immediately informed.

Following Copyright Procedures and Downloading Software

Generally, music, movies, information, images and games on the internet are owned by someone. The term, "copyright", is a legal one and there are laws to enforce it. By downloading 'free' materials you can risk bringing a virus or spyware to the computer or system. These can destroy a computer system or provide hackers with details such as passwords and bank accounts. Remember if an offer is too good to be true, the chances are it is.

Evaluating and Using Content on the Internet Carefully

Many sites on the internet contain content that is not true, accurate or unbiased. The school is working to teach information literacy skills, which enable students to locate, evaluate, and use information effectively on the internet. Copying and pasting information can help organise arguments, ideas, and information, but it is important that your child uses their own thoughts and language to express what they have learnt.

Not Interfering with Network Security, the Data of Another User or Attempting to Log into the Network with a False Username or Password

Computer facilities are for the use of all students, and as such, due care should be taken at all times when using these resources. Students are responsible for everything done using their accounts. To this end, students need to keep their password secret and not gain access to other students' login details.

Seeking Teacher Assistance

Some internet sites have devious ways to lead users to other websites they never intended to visit. It is easy for internet users to get distracted. We would like our students to ask for help in locating the information they need, and clarifying the task they have been set. Unfocused clicking through websites can lead to timewasting and locating inappropriate content. We also want the whole school community to keep their internet environment as safe as possible, and so we ask students to turn off their screen and let a teacher know if they come across a site they think should be blocked. Open communication between parents, teachers and students is the best way to keep students safe.

Use of Mobile Phone and other Mobile Technology

Mobile phones and tablet technologies are a seamless part of our lives. The school is asking to have some say in how these technologies are used to ensure that there is the capacity for learning in a classroom. A classroom could have more than 25 mobile phones, and a similar number of tablets, operating within it at any time. Student learning and concentration could well be hampered by texting, ringing and inappropriate use of apps.

The recording of both images and sounds can breach other student's rights under the privacy act. Sometimes students feel embarrassed telling their peers that they don't want their image or voice recorded. The use of such images can be instantly transmitted by SMS and/or posted online.

The privacy act says that the posting and sharing of information online or in any other way requires consent. This consent must be fully informed, freely given, current and specific in how the information will be presented and who it will be presented to. Schools are required to obtain signed authority for any work, images or information posted online. All citizens need to respect the rights of others to privacy and students are no exception.

If you have any concerns about this agreement or Internet Safety in general contact either the school or NetAlert

Australia's Internet safety advisory body on 1800 880 176 or visit <http://www.netalert.gov.au/>

If you have any questions please don't hesitate to ask the Director of e-Learning, Leading Teachers or your Tutor.

APPENDIX B: 2020 NOSSAL HIGH SCHOOL DIGITAL TECHNOLOGIES IMPLEMENTATION POLICY

Implementation:

The school will ensure this policy is followed when developing Professional Learning and Induction Programs, during the process of enrolling new students, and when teaching staff enter or leave the school.

Digital Technologies for Staff

- The school will provide teaching staff with digital technology appropriate to the teaching and learning programs they will be required to undertake.
- Staff may prefer to use their own digital devices for teaching, which will be accommodated, if the device is compatible with Nossal High School's existing infrastructure and teaching and learning goals.
- Staff will be provided with training and support in their use of required Digital Technologies through programs developed by the Director of Digital Development and Innovation.
- All staff will be required to adhere to the [DET's Acceptable Use Policy for ICT Systems](#), the [DET Notebooks for Teachers and Principals Program Licence Agreement](#), as well as any Nossal High School specific acceptable use requirements.
- Through our well-being program, staff will develop teaching and curriculum materials using guidelines and resources available from the [eSmart](#) as well as other resources.
- Staff will be made aware of a range of online systems, tools and resources available from the Department which support digital learning in schools. This may include but is not limited to:
 - Being a member of [eSmart](#). The [eSmart](#) site contains resources that enable us to promote the development of safe and positive online student footprints and interactions.
 - ICT school planning resources will assist schools to plan for the effective use of digital technologies in their everyday practices to prepare students for the demands of an ever-changing world, to achieve powerful learning and teaching, and improve learning, teaching and administration, see: [ICT School Planning](#)
 - ICT Professional Learning resources provide support to build educators' skills and confidence in using digital learning through structured professional learning, collaborative networks such as personal learning networks (PLN) and through inquiry driven communities of practice, see: [Professional Learning](#)
 - Safe and Responsible Use resources support school communities to understand the behaviours and processes that will help them to act in a safe and responsible manner when using digital technologies, see: [Safe and Responsible Use](#)
 - Virtual conferencing opens doors to learning outside the classroom. It enables teachers and students to collaborate online with other classrooms, connect with experts or access professional learning. It can be accessed via the internet or by using a dedicated videoconferencing system. It allows for participants in multiple locations to interact using a wide range of media. For more information about the many virtual conferencing tools that Victorian schools have access to, see: [Virtual Conferencing](#)

Digital Technologies for Students

- In the enrolment process to the school, students and parents/carers will be advised of the technology that best suits the objectives of our teaching and learning programs and will be presented with a range of options from a cost-competitive supplier.
- Students and their parents/carers will be provided with a range of payment options in order to accommodate a variety of different financial needs.
- Students will be required to acknowledge the requirements of the [Student Acceptable Use Policy for ICT](#) before they are granted access to the school's ICT Network. This agreement is also located within the Student Diary.