

FRANKSTON HIGH SCHOOL

DIGITAL LEARNING (INTERNET, SOCIAL MEDIA AND DIGITAL DEVICES) POLICY

Approved August 2022

POLICIES AND PROCEDURES

PURPOSE

To ensure that all students and members of our school community understand:

- Our commitment to providing students with the opportunity to benefit from digital technologies to support and enhance learning and development at school including our 1:1 hybrid notebook tablet program
- Expected student behaviour when using digital technologies including the Internet, social media, and digital devices (including computers, laptops, tablets)
- The school'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
- Our school's policies and procedures for responding to inappropriate student behaviour on digital technologies and the Internet
- The various Department policies on digital learning, including social media, that our school follows and implements
- Our school prioritises the safety of students whilst they are using digital technologies

SCOPE

This policy applies to all students and staff at Frankston High School.

Staff use of technology is also governed by the following Department policies:

- [Acceptable Use Policy for ICT Resources](#)
- [Cybersafety and Responsible Use of Digital Technologies](#)
- [Digital Learning in Schools](#) and
- [Social Media Use to Support Student Learning](#).

Staff, volunteers and school councillors also need to adhere to codes of conduct relevant to their respective roles. These codes include:

- Frankston High School's Child Safety Code of Conduct
- [The Victorian Teaching Profession Code of Conduct](#) (teaching staff)
- [Code of Conduct for Victorian Sector Employees](#) (staff)
- [Code of Conduct for Directors of Victorian Public Entities](#) (school councillors)

DEFINITIONS

For the purpose of this policy, "digital technologies" are defined as digital devices, tools, applications and systems that students and teachers use for learning and teaching; this includes Department-provided software and locally sourced devices, tools and systems.

POLICY

Vision for Digital Learning at Our School

The use of digital technologies is a mandated component of the Victorian Curriculum F-10.

Rapid technological development and change in the 21st Century, combined with Frankston High School's 1:1 hybrid notebook tablet program, offer exciting and powerful benefits for enhanced teaching and learning opportunities and the continued improvement of student outcomes. Technology and the Internet allow teachers and students to view and interact with the world through a modern lens and the ability to consume, create, collaborate and curate a vast array of information, knowledge and skills. The online world increasingly requires students and staff to be critical thinkers in a growing era of 'fake news' and 'alternative facts'. Social networking, instant messaging, smartphones, blogs, vlogs, wikis, virtual reality and an ever expanding array of new internet enabled 'smart' tools, services, apps and virtual spaces all play a significant role in both students' and staff' lives.

Students and teachers can:

- Conduct rich research
- Explore the world online
- Virtually visit and interact with museums, galleries and libraries around the world
- Access rich information resources to support research and investigations
- Communicate and collaborate with people all over the world
- Publish a vast array of media and content to the web
- Acquire new skills

Frankston High School has an important role in preparing students for 'life online', even though students and teachers may not access some online communities at school (e.g. Facebook, Instagram and Snapchat).

Before our students start to use school provided devices to explore the Internet, it's crucial to make sure everyone understands what is acceptable behaviour online.

Behaving safely online means:

- Protecting your own privacy and personal information
- Selecting appropriate spaces to work and contribute
- Knowing how to contribute positively in online spaces
- Protecting the privacy of others (this can be sharing personal information or images)
- Being proactive in letting someone know if something is 'not quite right' - at home this would be a parent or guardian, at school a teacher

These principles of safety and responsibility are not specific to the online world, but certainly apply to the use of internet resources and technology at school. Just as in the real world, the virtual world can involve some risk. Frankston High School has developed proactive strategies that help to minimise these risks to our students.

Personal Devices at Frankston High School

Classes at Frankston High School are delivered with the use of hybrid tablet notebook computers. Students must bring a charged device to school each day to be used during class time for different learning activities.

Our school operates a 1:1 program, which means students must bring their own purchased or leased device with them to school each day. Frankston High School has special arrangements with outside providers that offers discounted prices for the purchase of devices for Frankston High School students.

Students are recommended to have their own device that should:

- Be brought to school in a protective case
- Have a touchscreen and digital ink capabilities
- Operate on Windows 10 or later

Please note that our school does not have insurance to cover accidental damage to students' devices, and parents/carers are encouraged to consider obtaining their own insurance for their child's device.

Frankston High School has in place arrangements to support families who may be experiencing long or short-term hardship to access devices for schoolwork.

Students, parents and carers who would like more information or assistance regarding our BYOD program are encouraged to contact the Frankston High School IT Support Team (itteam@fhs.vic.edu.au).

Safe and Appropriate Use of Digital Technologies

- Use of the school's devices and/or network to access the Internet and internet services, including electronic mail, instant messaging and the World Wide Web, will be governed by an Acceptable Use Policy (AUP) for the Internet and any devices connected to it, including Personal electronic Devices (PEDs).
- The AUP is intended to encourage responsible maintenance and use of devices and to reflect respect for the ability of its adherents to exercise good judgement.
- Release of devices to students and independent student use of the Internet at school will only be permitted where students and their parents/guardians provide written acknowledgement that students agree to act in accordance with the conditions of use and standards of conduct established in the AUP (see appendix A).
- While we do not ask staff to sign a written agreement, the Guidelines do apply to them. Staff should also be familiar with the DET Acceptable Use Policy which can be found at [DET Acceptable Use Policies](#)
- Students and staff can expect sanctions if they act irresponsibly and disregard their obligations to themselves, other users and the school as the provider of their internet access.
- Students and staff must not use their laptop device or the school network in breach of a law or to commit an offence.

Digital technologies, if not used appropriately, may present risks to users' safety or wellbeing. At Frankston High School, we are committed to educating all students to use digital technologies safely, equipping students with the skills and knowledge to navigate the digital world.

At Frankston High School, we:

- Use online sites and digital tools that support students' learning, and focus our use of digital technologies on being learning-centred
- Use digital technologies in the classroom for specific purpose with targeted educational or developmental aims
- Supervise and support students using digital technologies for their schoolwork
- Effectively and responsively address any issues or incidents that have the potential to impact on the wellbeing of our students
- Educate our students about digital issues such as privacy, intellectual property and copyright, and the importance of maintaining their own privacy and security online
- Actively educate and remind students of our *Student Engagement* policy that outlines our School's values and expected student behaviour, including online behaviours
- Have an Acceptable Use Agreement outlining the expectations of students when using digital technologies for their schoolwork
- Use clear protocols and procedures to protect students working in online spaces, which includes reviewing the safety and appropriateness of online tools and communities and removing offensive content at the earliest opportunity
- Educate our students on appropriate responses to any dangers or threats to wellbeing that they may encounter when using the Internet and other digital technologies
- Provide a filtered internet service at school to block access to inappropriate content

- Refer suspected illegal online acts to the relevant law enforcement authority for investigation
- Support parents and carers to understand the safe and responsible use of digital technologies and the strategies that can be implemented at home through regular updates in our newsletter, information sheets, website/school portal and information sessions.

Social Media Use

Our school follows the Department's policy on [Social Media Use to Support Learning](#) to ensure social media is used safely and appropriately in student learning and to ensure appropriate parent notification occurs or, where required, consent is sought. Where the student activity is visible to the public, it requires consent.

In accordance with the Department's policy on social media, staff will not 'friend' or 'follow' a student on a personal social media account, or accept a 'friend' request from a student using a personal social media account unless it is objectively appropriate, for example where the student is also a family member of the staff.

If a staff member of our school becomes aware that a student at the school is 'following' them on a personal social media account, Department policy requires the staff member to ask the student to 'unfollow' them, and to notify the school and/or parent or carer if the student does not do so.

Program

- The use of the school's network is subject to the AUP (see appendix A). Briefly this means that the school's network can be used only by staff, students and associated individuals (e.g. visiting teachers) and only for, or in connection with the educational or administrative functions of the school.
- The AUP is intended to operate within and be consistent with existing school policies and procedures in areas such as:
 - Anti-bullying (including cyber-bullying) and Anti-harassment
 - Student Wellbeing and Engagement and Bullying Prevention policies
- Responsibility and accountability for network security is the shared responsibility of all network users. It is the responsibility of staff and students to protect their own 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, and should be considered public information. The school reserves the right to access and monitor all messages and files on the computer system as deemed necessary and appropriate. Internet messages are public communication and are not private. All communications including text and images can be disclosed to law enforcement and other third parties without prior consent from the sender.
- Independent student, staff and guest use of the Internet on the school's network assumes acceptance of the AUP. By utilising our internet and network services, students, staff and guests agree to act in accordance with the standards of conduct established in this policy document and as set-out in the AUP. Students and parents sign the AUP policy upon enrolment at the school. This agreement remains active until the student graduates or exits the school officially. In any case where an agreement form has not been signed or returned, acceptance is assumed and will be enforced (See Appendix A)

Student Behavioural Expectations

When using digital technologies, students are expected to behave in a way that is consistent with Frankston High School's Statement of Values, Student Wellbeing and Engagement policy, and Bullying Prevention policy.

When a student acts in breach of the behaviour standards of our school community (including cyberbullying, using digital technologies to harass, threaten or intimidate, or viewing/posting/sharing of inappropriate or unlawful content), Frankston High School will institute a staged response, consistent

with our student engagement and behaviour policies.

For breaches of the AUP students and staff can face a number of consequences depending on the severity of the breach and the context of the situation. More than one consequence may apply for a given offence. Serious or repeated offences will result in stronger penalties. This includes:

For Students

- Removal of network access privileges
- Removal of email privileges
- Removal of internet access privileges
- Removal of printing privileges
- Paying to replace damaged equipment
- Other consequences at the discretion of the school, as outlined in the Student Wellbeing and Engagement and Bullying Prevention policies.

For Staff

- Non-compliance will be regarded as a serious matter and appropriate action, including termination of employment may be taken
- Bullying and harassment of any kind is prohibited. No messages with derogatory or inflammatory remarks about an individual or group's race, religion, national origin, physical attributes, gender or sexual preference will be transmitted. Violations of any guidelines listed above may result in disciplinary action.
- While the Internet may be largely a self-regulated environment, the general principles of law and community standards still apply to communication and publishing via the Internet. In addition to school penalties, there are legal sanctions for improper use of the Internet.

COMMUNICATION

This policy will be communicated to our school community in the following ways:

- Available publicly on our school's website
- Included in staff induction and child safety processes
- Discussed at staff briefings/meetings as required
- Included in our staff handbook/manual
- Discussed at parent information nights/sessions
- Included in transition and enrolment packs
- Made available in hard copy from school administration upon request.

POLICY REVIEW AND APPROVAL

Policy Last Reviewed	August 2022
Approved By	School Council
Next Scheduled Review Date	August 2024



FRANKSTON HIGH SCHOOL ICT AND PED ACCEPTABLE USE AGREEMENT

Overview And Purpose

The use of ICT (Information and Communication Technologies) plays an integral role in the teaching and learning program of Frankston High School. Maintaining the safety and wellbeing of all students is vitally important, as is access to ICT resources, to enable our students to experience success and develop 21st Century skills. Students must be aware of how they can create and maintain a positive digital footprint for their future.

Parents AND students must read, discuss, and adhere to the 'Acceptable Use Agreement', which will remain in effect for the duration of the child's enrolment at Frankston High School, and will apply even while on camps and excursions. It is essential parents actively support the conditions and intentions behind this 'Acceptable Use Agreement'.

The Acceptable Use Agreement

This agreement applies to all students and any ICT resource(s) that may be used when at school or associated with the school on extracurricular activities. This agreement also includes personal devices students bring on to school grounds. These are considered as PED (Personal Electronic Device). PEDs include (but are not limited to): mobile phones, smartphones, smart watches, notebooks, laptops, iPads/iPods, notebooks, slates and tablets, gaming consoles, cameras, 'dongles', 3G/4G/5G connected devices and any other device(s) that may provide a connection(s) to the internet or can be considered a digital tool. This agreement applies to students accessing Frankston High School Wi-Fi or their own personal/private connection to the internet.

Legitimate use of ICT/PED resources and network include:

- Research and learning activities prescribed by teachers as part of the school curriculum
- The use of e-mail and other teacher prescribed communication tools including social networks and media, software and web-based services for exchanging appropriate information and engaging in collaborative projects, planning and communication for school work purposes
- The creation of content for assigned classwork, homework and project work
- The storage of content created for school purposes on the Frankston High School Portal, MySite, OneDrive and/or other approved storage solutions
- The use of **educational** games and software related to prescribed learning activities by teachers to support teaching and learning
- The completion of homework, research for school related assignments, projects and other set learning activities.

Unacceptable use of ICT/PED resources and network include:

- Being in the possession of, sending or displaying offensive and anti-social material (text, images, sound, video files, etc.)
- Using obscene language via e-mail or any other communication medium
- The playing of non-approved computer games
- Accessing or attempting to access blocked websites
- Using ICT devices or software, including PED or DET (Department of Education and Training) owned, to harass, insult, intimidate, bully, defame or attack other people or groups in any way
- Use computer and/or internet resources, **including social networking sites**, to cause harm to relationships between fellow students, staff members or anyone else in our wider community, be it at school or home
- Failure to store and transport a laptop computer in an appropriate protective bag or carry case
- Damaging computers, computer systems or computer networks (for example; by the creation, introduction or spreading of computer viruses, physically abusing hardware or peripherals, altering source codes or software configurations etc.)
- Installing and using a VPN (Private Virtual Network) to bypass the school's security and safety network or bypass the filtering of the school's firewall and policies
- Seeking to or possessing software that can access protected sections of any network, to damage the network, or to obtain other peoples' personal data and/or passwords
- Violating copyright laws including the legal rights of software producers and network providers. Copyright and license agreements must be honoured (for example; illegally downloading or sharing copyrighted games, movies, music or TV programs could result in legal proceedings, resulting in a fine or conviction)
- Using or attempting to use other people's passwords or allowing others to use your login/password details

- Trespassing or altering other students' or staff folders, work or files in any way without express permission
- Employing the network for commercial purposes or activities by for-profit institutions or organisations, product advertisements or political lobbying is prohibited
- Using the network to disrupt its use by other individuals or by connecting networks
- Disrespect of others' privacy and intellectual property
- Using any means to avoid scrutiny by teachers whilst the class is in progress (for example: hidden screens)
- Using the network in class without the express permission of the teacher in charge
- Not keeping tablet notebooks or other ICT resources in working order.

Breaches of the ICT and PED Acceptable Use Agreement

Breaching any of the above conditions will result in strict disciplinary action from Year Level Coordinators and/or technical intervention (for example: notebook/tablet re-imaged, loss of email and intranet privileges, network and/or internet access denied or restricted etc.). Further breaches will result in a formal meeting with parents/carers, Year Level Coordinator and Assistant Principal to discuss your child's future use of and access to Frankston High School's technology resources and network. Serious breaches and incidents may also be referred to Police. Students who bring PEDs into school grounds, with or without independent internet access are bound by this agreement. Misuse of a PED will result in strict disciplinary action including confiscation of the device. Confiscated devices must be collected by a parent/carer at a later date, following a meeting with a Year Level Coordinator and/or Assistant Principal.

Important

Network storage areas, internet history and use of the network will be treated like lockers, in that network administrators may review files and communications to maintain integrity and ensure that users are adhering to our expectations.

Please Note This agreement, the conditions and intentions may be altered at any time. Changes will be announced through the school newsletter.

Further Cyber Safety Assistance

If parents/carers or students require any further assistance or advice relating to cyber-safety related issues, please contact relevant Sub School Coordinators, a member of the Student Wellbeing Team or an Assistant Principal. For other matters or further advice and resources, you might like to consult the office of the Children's Safety Commissioner here: <https://www.esafety.gov.au/>

Please read the above information closely, discuss with your child, sign, and return via email to office@fhs.vic.edu.au

Parent/Carer

I agree that by signing this application (either electronically or hand written) that I have read the attached policy and agree to my son/daughter having access to the school network and ICT resources. I have discussed all the above points with my child, and I believe they understand their responsibilities. I will support the school in its endeavours to provide a safe and reliable e-learning environment.

Parent/Carer Name

Parent/Carer Signature

Date

Student

I agree that by signing this application (either electronically or hand written) I have read the attached policy and understand my responsibilities. I agree to use any personal electronic device or school owned computer resource(s) in an acceptable manner as outlined above.

Student's Name

Year Level

Student's Signature

Date