

Mercy Regional College

Digital Technologies Procedures

- While staff, students and the school community will have access (as deemed appropriate) to electronic resources, this is a privilege not a right.
- Users are responsible for ensuring that the resources are used in a purposeful, responsible, legal and ethical manner that is consistent with the diocesan vision.
- Electronic resources are provided for work and education purposes.
- Technology use will be monitored including the appropriateness of sites, material accessed, downloaded or distributed and communication utilised.
- At all times child safety requirements and processes are to be considered in any use of technology.
- All persons must sign the “Digital Technology: *Acceptable Use and Cyber-safety Agreement*”. (See Appendix 1)

Implementation

- All staff will receive training about online safety and be able to recognise and respond to online safety issues.
- Staff, students and parents must annually sign the *Digital Technology: Acceptable use and Cyber-safety Agreement* each year in order to access the technology resources.
- All users are to comply with the policy and any diocesan and government legislation (such as Child Safety Standards, copyright, discrimination, defamation and privacy laws) in the use of technology.
- An audit of technology use will be conducted each term, or as required.
- Inappropriate material (including pornography) must not be accessed, downloaded, transmitted or posted.
- Communication and feedback between students, parents and staff via electronic media must be appropriate at all times.
- Electronic media must not be used for gambling purposes.
- Personal use for staff is restricted and limited. It must not take place during teaching or classroom time. Access must not interfere with work obligations or while supervising students (unless an emergency call to services or administration is required).
- Student and school community use is limited to educational use for engaging in student learning
- Email correspondence must contain the appropriate disclaimer.
- Downloaded files must be checked and be virus free.
- All digital content stored and produced remains the property of the employer.
- Privacy and confidentiality must be considered in forwarding or providing access to electronic communication. Permission from the sender should be sought. Staff should ensure that personal information is kept private.

- Correspondence such as email is not necessarily kept confidential when sent to an external party and can be forwarded on or accessed by others without the writer's knowledge. It is important to check whether it is appropriate to send confidential information electronically.
- Communication via chat rooms, social media, email and text messages should always have appropriate content, images (if used) and language. They must not embarrass the organization's reputation or be construed as bullying or harassing, or embarrassing someone.
- Violation of the policy may include:
 - ✂ informing police after an initial investigation
 - ✂ For students: restriction or suspension of use for a set period or in the case of a serious breach suspension from school following appropriate procedures outlined in the Behaviour Management Policy
 - ✂ For parents/school community: restriction or suspension of use and access for a set period. In the case of a serious breach this may be permanent.
 - ✂ For staff: informing VIT (teachers) or performance/disciplinary processes that may lead to termination of employment.
- Regular reminders about acceptable use of technology will be communicated to staff and parents/carers via newsletters, bulletins and meetings.
- All school and CEB sites have a web filtering system in place to ensure inappropriate material cannot be accessed at school.

Learning and Teaching

- The learning environment must foster student confidence to report to staff if they have seen or received anything that has made them uncomfortable or threatened. This should always be followed up in a timely manner.
- Learning and teaching practices, strategies and technologies are effectively incorporated into learning process and are used by teachers and students (see Learning and Teaching Policy).
- Teachers have clear processes and practices and scaffold learning to manage classroom and online behaviour and respond appropriately to any incidents that may arise.
- Teachers provide students with an understanding of appropriate sites and materials and a process to follow if an inappropriate site/material opens.
- The school cannot filter Internet content accessed by a student from home, from other locations away from school or on mobile devices owned by students. The school recommends the use of appropriate Internet filtering software on such devices.
- Teachers develop a curriculum scope and sequence for cyber safety that includes teaching safe, responsible and ethical online behaviours (see Duty of Care Policy, Anti-bullying [including cyberbullying] and Anti-harassment Policy). The scope and sequence is consistent with the Victorian government requirements for curriculum (see Learning and Teaching Policy).
- Copyright and privacy laws and other legislation must not be breached in using the Internet and in posting material onto sites.
- The leadership team will monitor the cyber safety curriculum and professional learning requirements for all staff.
- Electronic teaching materials and sites used by teachers are to enhance learning and must be appropriate.
- There will be regular communication to staff, students and school community on policies and procedures that foster a safe classroom environment. Information will be available on school website, Staff and Parent Handbooks. Teachers will also discuss issues and procedures with parents/carers in informal meetings and information nights.

- Students will engage, as part of their learning, in using the internet which will include accessing sites such as websites, electronic chats (social media), bulletins, educational apps and classrooms (such as Google Classroom) and the use of email.
- Teachers will provide guidance as to which sites can be accessed and programs that can be downloaded on to school devices. Teachers will develop processes for students to follow if they access an inappropriate site or are confronted with material or text that makes them uncomfortable.
- Teachers will use educational resources such as the Office of Children's eSafety Commissioner at <https://www.esafety.gov.au/> to develop student knowledge, skills and capabilities in cyber safety.
- Students must not post any inappropriate texts or images or engage in bullying or harassment through the use of these sites or in using email. Students must not download any unauthorised programs.
- Schools use Google Classroom. Teachers at all times will engage in a professional manner in responding to student messages, student work and in providing appropriate materials.
- Parents will be provided access to Google Classroom to communicate with teachers and view their own child's work and feedback. Parents at all times must communicate appropriately when using this or other modes of communication with the school.
- All families receive a copy of the *Digital Technology: Acceptable Use and Cyber Safety Agreement* annually. Parents are asked to read the agreement with their children and sign the agreement. This is returned to the school (Refer also to Anti- bullying and Anti- harassment Policy).

School electronic equipment and devices

- Students are expected to use school equipment and devices safely and with care.
- Teachers will induct students on how to safely use and look after any electronic equipment or device.
- Students must not download programs on to school equipment or devices without the permission of the teacher.
- The device must be returned the next day to the teacher and must be fully charged. The student is not permitted to download any programs onto the device or access inappropriate sites. It can only be used for the educational purpose for the loan. Teachers must check the device when it is returned; that it is not damaged or has unauthorised programs/apps on it.

Social Media

- The use of social media is used by members of the school community as a social tool and is commonly used to express views, comments, and ideas on a range of issues.
- Students, as part of the educational program, will engage, from time to time, in electronic chats to share their learning, pose questions and provide feedback to other students. This interaction may occur with students within their own classroom, classes in the school or students in another school.
- Teachers will have access to these sites and will monitor that the content is appropriate and that students are not engaging in anti-social behaviour such as cyberbullying.
- Teachers are not permitted to engage in other social media (non-school) where students participate.
- It is expected that all members of the school community when engaging with each other through using social media behave in such a manner that:
 - ☞ the welfare of all members of the school is not adversely impacted upon.
 - ☞ the reputation of the school is not negatively affected or brought into disrepute

- ☞ personal information is kept private
 - ☞ uploading or posting inappropriate content on any space or sight does not occur.
- Social media sites (other than those established for student learning under the supervision of a teacher) utilising the school's name must not be established, unless the principal gives permission. This permission would only be for a specific school purpose. If the site is not used appropriately according to the requirements for its use, it will be closed down.
- When using social media, it is expected that members of the school community will:
 - ☞ demonstrate appropriate personal and professional boundaries and behaviours
 - ☞ ensure online behaviour reflects the same standards of honesty, respect, and consideration that a person uses when communicating face-to-face ☞ respect the rights, privacy and confidentiality of others.
 - ☞ ensure all content published is accurate and not misleading
 - ☞ not post or respond to material that is offensive, obscene, defamatory, threatening, harassing, bullying, discriminatory, hateful, threatening, violent, racist, sexist, pornographic, or is otherwise unlawful.
 - ☞ not infringe on copyright or cause damage to the reputation of the school or bring it into disrepute.

Mobile Phones

- If a student, with the specific consent of his/her parents, chooses to bring a mobile phone to school he/she must respect fellow students' and teachers' rights through responsible and appropriate use of the phone.
- The use and securing of mobile phones are the individual students responsibility. It is not the responsibility of the school to ensure the security of mobile phones brought to school by students. Students bring these at their own risk. Students are strongly encouraged not to bring their mobile phones to school.
- If mobiles are brought to school, they must be turned off and left in the student's school bag.
- Students are not permitted to use mobile phones on school property, or school organised special events unless special authorization has been granted.
- Parents and students who feel it necessary to bring phones to school (to accommodate nights when students have part time work, sport training and study etc) are most welcome to leave it securely stored at Reception.
- The Victorian Curriculum and Assessment Authority (VCAA) bans the bringing of mobile phones into exams.
- Mobile phones must not be used to bypass school procedures in relation to school parent contact such as the official notification of student illness or early departure from school.
- The school asks parents who need to contact their child to confine their mobile calls to before and after school.
- Any parent who needs emergency contact with their child can ring Reception who will pass on the message
- Mobile phone must not be used to record images of students or teachers or to make a recording of students or teachers voices on college grounds, school events, school camps and excursions and on bus travel.
- Students are not permitted to use their mobile phones during recess or lunch
- Harassment and bullying of fellow students or teachers via SMS, voice messages or using webbased communications breaches the school's Code of Conduct. Such behaviour will be dealt with through the College's Pastoral Care Policy.

- Mobile devices may not be used in the changing rooms or toilets or used in any situation that may cause embarrassment or discomfort to others

Appendix 1



Acceptable Use and Cybersafety Agreement

Mercy Regional College supports 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 and responsible behavior of all members of the school community. The school is committed to the pursuit of excellence in learning and teaching, integrating technology as an effective tool to achieve this goal.

THE SCHOOL:

- provides all students with digital technology for educational use.
- educates students to be safe and responsible users of digital technologies.
- raises students' awareness of issues such as online privacy, intellectual property and copyright
- supervises 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:
- provides a filtered internet service but acknowledge that full protection from inappropriate content can never be guaranteed
- responds to issues or incidents that have the potential to impact on the wellbeing of our students including those reported through online services
- implements the procedures in St Example's Behaviour Management Policy when students are not following school expectations in safe and responsible use of the internet and digital technology.
- identifies that some online activities are illegal and as such the school is required to report this to the appropriate authority
- supports 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 and Cyber Safety Agreement and current information through newsletters and information sessions.

Care must be taken to ensure the resources are protected from harm and that no users are exposed to materials considered offensive or illegal. Students and parents should carefully read and discuss the conditions below together. To have access to the school's digital resources, students must agree to abide by the school's Acceptable Use and Cybersafety Agreement. The following agreement covers the student's use of technology equipment (such as computers, handheld devices, camera, printers, and digital platforms (such as Internet, networks and email, social media, apps, and software).

STUDENTS

General

- I will always respect and take care of the computer equipment; this means that I will not have food or drink whilst using them.
- I will only use school's digital technology facilities under the supervision of school staff.

- I will only print material for educational purposes with the permission of staff.
- It is preferred that mobile phones and personal electronic device should not be brought to school. I understand that if I bring a phone or device must hand it over to the classroom teacher who will put in a locked cupboard, and it will not be returned until the end of the day. If I am using the phone or device in the school environment it will be handed over to the administration office and parents will be contacted to collect it.

Network

- I will only use software purchased or approved by the school and installed by the school.
- I will not under any circumstances access or delete personal files belonging to others, software or areas of the network which are not designated for my use.
- I will only use a USB drive when directed by my teacher. I will always keep this in a secure location until needed.
- Content on a USB will only hold documents that are related to schoolwork that I have completed.
- I will use file names that reflect the content of the file and always save appropriately

Internet

- I will only access the Internet during class time. Students cannot access the Internet before or after school or during recesses unless otherwise directed and supervised by a staff member.
- I will only access sites as directed by my teacher.
- I will keep my logins and passwords private and not seek the passwords of others.
- I will use the school digital technology facilities, specifically the Internet, for educational, communication and research purposes only.
- I will always respect the privacy and ownership of others' work and materials from web sites.
- I will not provide my personal details or any other student's personal details on the Internet, under any circumstances.
- I understand that the school has access to all logs of student use.
- I will not make deliberate attempts to look for and use material that is non-educational, illegal or which would be thought of as offensive.
- If I should unknowingly navigate to a web site that contains material that may be considered offensive, I will turn off the screen immediately and notify the teacher. The IT administrator will then block this site. Our school network is filtered so offensive material cannot be accessed.
- I will only use the school e-mail for educational purposes and not for personal use
- I understand that if I have broken these rules, appropriate action will be taken.
- I will lose access to the technology facilities and Internet for no less than a week and my parents will be notified. I will then need to renegotiate how I use technology at school.
- As a responsible user of the technology facilities at the School, I will follow the rules set by the teacher based on the Digital Technology Policy
- I understand that if I have broken these rules, appropriate action will be taken.
- I will lose access to the technology facilities and Internet for no less than a week and my parents will be notified. I will then need to renegotiate how I use technology at school. If the misuse is a serious issue, it may lead to suspension from school. Police may need to be informed if the violation may have broken any law.

Appendix 2

Student Behavioural Procedures

Level 1 Incident 1 Tracking Point	Examples • Late to homeroom or class • Unacceptable behaviour • No PE uniform • Breach of online student agreement • Disrespect for school property	Lunchtime Behaviour Reflection* (Once 3 tracking points are accumulated)
Level 2 Incident 2 tracking points	Examples • Consistent disruption in class • Leaving class without permission • Significant unacceptable behaviour – consistent • Significant disrespect shown towards staff or another student	Lunchtime Behaviour Reflection*
	Three Level 2 incidents in a term OR Level 1 and Level 2 incidents that accumulate to more than 6 points	After School Detention*
Level 3 Incident 6 tracking points	Examples • Left school grounds without permission • Unacceptable behaviour – serious • Unexplained absence from class • Property damage / vandalism • Security breach of ICT and misuse of College data • Graffiti (significant / offensive)	After School Detention*
Level 4 Incident	Examples • Alcohol / smoking incidents • Drugs • Theft • Assault (sexual or physical) • Physical fighting • Staff harassment • Unacceptable behaviour – significant • Ongoing unacceptable behaviour	Internal / external suspension, provisional enrolment, OR negotiated transfer*

* Restorative practice conversations / meetings



Mobile Phones: as per the MRC Digital Technologies policy, mobile phones will be confiscated and kept at reception if accessed by a student during school hours.