



# Yea High School

## Policy & Procedures

<b>TITLE</b>	<b>USE OF STUDENT WORK AND INFORMATION AND COMMUNICATION TECHNOLOGIES POLICY</b>
<b>MANAGEMENT AREA:</b>	
<b>PERSON RESPONSIBLE:</b>	Principal
<b>LOCATION OF POLICY:</b>	Website
<b>DATE OF PREPARATION:</b>	
<b>ENDORSED BY SCHOOL COUNCIL:</b>	September 2016
<b>REVIEW DATE:</b>	2019 - Every 3 years

What's the issue to students?

In the online world we are creators—it's fantastic! We communicate in writing, make music, images and videos. The audience is huge but what we post cannot be controlled as it can be copied, changed and shared in the blink of an eye. Whilst we think that we can remove things we don't like or regret putting there in the first place, the reality is that our digital footprint lasts forever, archived in a server or search engine— even after the site has been taken down.

Why does it matter?

The things that make up your 'digital reputation' are like tattoos – once they're there, there is no turning back the clock.

The way you present yourself now may be fun, but this may not be the image you want everybody to see—either now or in the future.

Even when you use all the privacy settings available, your 'stuff' is not 100% secure. Basically, you do not have complete control in the online world.

Advice

### **Think before you click**

Before you post something—be it a comment or an image, ask yourself if the people you love and respect would think that what you're putting up is ok.



# Yea High School

## Policy & Procedures

### **Remember the golden rule—what goes around comes around**

If you want your privacy respected, respect the privacy of others and don't post private messages or embarrassing images.

### **Be clear about who you want to be online and offline**

Let other people know that you don't want them putting embarrassing material about you online.

### **There are policies that you as a Yea High School student agree to**

The acceptable use agreement says that must not engage in inappropriate use of websites to facilitate misconduct which puts at risk the safety of the school environment. Examples include text messaging, email messages, or creating, displaying or sending inappropriate graphics, and recording or playing inappropriate audio or video files. Videoing or recording students or staff at school is not permitted unless permission is obtained.

### Teachers and other staff

Teachers and other staff of Yea High School have a responsibility to reasonably supervise the use of classwork related to information and communication technologies, and the use of online learning environments at school.

In doing so, teachers and other staff should be guided by the following:

- Relevant Departmental policies (eg. Student Engagement Guidance, Bully Stoppers, Acceptable Use Policy)
- Relevant Yea High School policies (eg. Acceptable Use Agreements, Child Safe Policies and Procedures, Student Engagement and Wellbeing Policy)

The school has a duty of care to take reasonable steps to protect students from any harm that should have reasonably been foreseen, including those that may be encountered within the online learning environment.

The principal and teachers must understand their Duty of Care responsibilities and other school-based policies that work to support it such as the Bully Prevention Policy, Student Engagement Policy and Acceptable Use Agreements.

While advances in technology have created opportunities to engage students in the classroom in new and exciting ways they also present an opportunity to be both intentionally and unintentionally misused.

It is essential that the school works in partnership with the school community to:

- develop holistic policies that reflect the teaching and learning practices, strategies and technologies that are being used by teachers and students
- Create clear processes and practices to manage classroom and online behaviour and respond to any incidents that may arise



# Yea High School

## Policy & Procedures

### It is important to note that:

It is not reasonable or practicable for a teacher or principal to inspect every website that will be accessed by a student. The nature of the Internet means that there can be no guarantee against inappropriate content or changing circumstances in website content.

- It is not reasonable or practicable for a teacher or principal to supervise an online learning environment 24 hours a day.

The principal and teachers **are expected** to respond to an online incident that impacts on students at the school as soon as they have knowledge of its occurrence.

At Yea High School procedures are set out in the following document:

### **CYBERSAFETY AND ACCEPTABLE USE AGREEMENT FOR ALL YEA HIGH SCHOOL STUDENTS**

#### SECTION 1B - GENERAL CYBERSAFETY RULES

##### **9 Posting material**

- 9.1 All material submitted for publication on the Yea High School Internet/Intranet should be appropriate to the school environment.
- 9.2 Such material can be posted only by those given the authority to do so by ICT Technician.
- 9.3 The relevant subject teacher and/or ICT Technician should be consulted regarding links to appropriate websites being placed on the school Internet/Intranet (or browser homepages) to provide quick access to particular sites.
- 9.4 There is only one official website relating to Yea High School with which there should be involvement unless approval has been given by the ICT Technician.

#### SECTION 2A - ADDITIONAL INFORMATION

##### **2. Use of ICT.**

- 2.1. While at Yea High School or a school-related activity, you must not have involvement with any material or activity which might put yourself at risk. The use of social networking sites, including but not limited to MySpace and Facebook are therefore prohibited.  
As well, you must not at any time use ICT to upset, harass, or harm anyone else in the school community, or the school itself, even if it is meant as a 'joke'. Unacceptable use could include acts of a malicious or nuisance nature, invasion of privacy, harassment, bullying, hacking, altering the settings on any ICT device or equipment without authorisation, plagiarism, gaming, impersonation/identity theft, spoofing, gambling, fraud, copyright infringement, or cheating in an examination.  
Inappropriate behaviour the school may need to respond to includes the use of websites to facilitate misconduct which puts at risk the safety of the school environment.
- 2.2. If any privately-owned ICT equipment/device, such as a Netbook, Notebook, tablet, desktop, PDA, mobile phone, camera, or recording device, portable storage (like a USB or flash memory device), is brought to Yea High School or a school-related activity, the school cybersafety rules apply to that device.



# Yea High School

## Policy & Procedures

### 6. Students must be considerate of other users. This includes:

- avoiding involvement in any incident in which ICT is used to send or display messages/communications which might cause offence to others. Examples include text messaging, email messages, or creating, displaying or sending inappropriate graphics, and recording or playing inappropriate audio or video files.
- obtaining permission from any individual before photographing, videoing or recording them.

This policy is to be read in conjunction with the school ICT acceptable use policy and guidelines.

### Policy History

Version Approval Date	Summary of Changes
	Date of Preparation
September 2016	Endorsed by School Council