

Enkindle Village School

ICT and Social Media Policy



1. Statement

All students and employees at Enkindle Village School (Enkindle) have the right and responsibility to utilise ICT services as essential teaching, learning and business tools.

Enkindle expects this technology to be utilised to its full capacity to provide the most valuable learning and teaching environment to the benefit of all. Enkindle also expects students and employees to demonstrate acceptable use via safe, lawful and ethical behaviour whenever using ICT services.

This Policy applies to the management of all types of ICT services, as defined in the “Definitions” section below. This Policy also applies on the school premises, as well as during school activities, such as excursions, camps and extra-curricular activities whenever Enkindle ICT services are utilised.

Enkindle reserves the right to restrict employee or student access to ICT services if access and usage requirements are not met or are breached. However, restricted access will not disrupt the provision of the educational program within the school. Employees and students should also note that breaches of this Policy may result in disciplinary action or criminal proceedings.

2. Purpose

The purpose of this policy is to manage the appropriate use of information, communication and technology services and social media by students and employees at Enkindle Village School.

3. Scope

Students and employees, including full-time, part-time, permanent, fixed-term and casual employees, as well as contractors, volunteers and people undertaking work experience or vocational placements.

4. Principles

School Responsibilities

Enkindle Village School acknowledges its responsibility to:

- develop and implement this Policy to ensure the full utilisation of ICT and social media services as essential teaching, learning and business tools within acceptable use parameters;
- communicate this Policy to students, parents and employees;
- keep appropriate records, monitor and report on any issues related to inappropriate ICT and social media services;
- encourage students, parents and employees to contribute to a healthy school culture.

Employee Responsibilities

At Enkindle Village School employees have a responsibility to:

- uphold the School's Policy on this issue via their own safe, lawful and ethical use of ICT and social media services;
- promote positive online relationships that respect individual differences in the school community;
- acknowledge their responsibility as role models of positive and respectful online behaviours;
- take reasonable steps to prevent and appropriately respond to any instances of inappropriate use by students of ICT and social media services.

Student Responsibilities

At Enkindle Village School students have a responsibility to:

- not post personal information (such as name, birth date, address, telephone number, current location or school) about yourself or another member of the school community;
- not post inappropriate or unauthorised photos or videos of yourself or another member of the school community;
- not post personal communications in someone else's name (for example, by setting up a Facebook account in the name of a staff member or another student);
- respect the privacy of the school employees. Don't add school staff members as friends or contacts on social media sites such as Facebook;
- not upload pictures of others to social media without their permission;
- uphold the School's Policy on this issue by ensuring the appropriate use of ICT and social media services via safe, lawful and ethical behaviour;
- report any breaches of this Policy to their teacher.

Implementation Guidelines

- All children and staff at our school will have access to the internet;
- We will help children to develop the skills necessary to filter, analyse, interpret and evaluate online content;

- The Principal will liaise with employees and technical support technicians to ensure all devices are running to a good standard with web filters at settings which are appropriate for the users' age levels;
- The School undertakes to ensure that information published on the Internet by children or the school meets legal requirements and standards of best practice within the community in relation to safety and decency;
- Student's access to online social environments will be supervised and moderated by a Teacher;
- All students shall be made aware of their responsibility for notifying their teacher of any inappropriate material so that access can be blocked;
- All employees shall be made aware of their responsibility to evaluate material and programs used in learning programs, prior to their use, to ensure they do not expose students to inappropriate content;
- The school's educational program will include regular lessons with strategies to enable children to keep themselves safe online, understand online etiquette and what to do if they experience cyberbullying;
- Students and their parents will be required to sign a Digital Technologies Agreement Form annually which will be kept in the student's office file;
- Privacy of students, parents, employees and other users will be recognized and respected at all times. Information will be sought from families to determine which mediums they are willing to allow their child's image to be used;
- When it is necessary to identify students, only their first name will be used;
- Enkindle does not condone the use of violence for the purposes of entertainment in online material, games or social environments.

Reporting ITC and social media services misuse

Schools have a responsibility to inform staff, students and families about the actions that should be taken in response to the misuse of ITC and social media services.

5. Definitions

- **ICT** – means information, communication and technology.
- **ICT services** – includes but is not limited to ICT networks, systems, facilities and devices, as defined below and includes those owned, leased or otherwise used by the school.
- **ICT facilities and devices** – includes but is not limited to computers (including desktops, laptops, netbooks, palm and handheld devices, PDAs, , tablets, eBook readers and related devices such as monitors, keyboards and mice), telephones (including mobiles, iPhones and smart phones), removable media (such as USBs, DVDs, BluRays and CDs), radios or other high frequency communication devices (including microphones), television sets, digital or analogue players and records (including DVD, Blu-Ray and video), cameras, photocopiers, facsimile machines, printers (and other imaging equipment such as scanners), Smartboards, projectors and screens, teleconferencing devices.

- **ICT network and systems** – electronic networks, internet, email, web mail, social media, fee-based web services, software, servers.
- **Personal electronic devices** – includes all types of mobile and smart phones, laptops, tablets, cameras and video recorders, hand-held game devices, music devices, USBs, PDAs, eBook readers, other palm and handheld devices and other equipment, as determined by the school, and owned by students.

6. Legislation

- *Australian Education Regulations 2013 (Cth) s44(2)(d)*

7. Supporting Documents

- Enkindle Code of Conduct
- Enkindle Privacy Policy
- Enkindle Digital Technologies Agreement Form

8. Version Control

Approval Details

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Approval authority	Management Committee
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Modification History

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