

POLICY AND PROCEDURES

SAFE USE OF ICT POLICY

EDU 4.4.5

Date Approved:	24/11/2024
Date Effective:	24/11/2024
Scheduled Review Date:	25/11/2026
Policy Category:	Educational
Policy Owner:	Principal

1. Context

This policy provides guidance to SEDA College (Victoria) student’s engagement with electronic communication including social media. It is imperative that students are aware of the policy and understand their responsibilities around using such platforms in their professional and personal capacity. The intention of this policy is to create a culture of openness, trust and integrity in Web 2.0 (see Definitions) related activities and is not to discourage the use of Social Media, or electronic communication.

2. Definitions

A reference or term included in this policy is defined as follows.

“SEDA College” or “the College” refers to SEDA College (Victoria).

“Staff” or “staff member” or “employee” in this policy includes all employees of SEDA College (Victoria).

For the purpose of this policy, an employee is a person of or over the age of 18 years who is:

- an employee of SEDA College, whether or not the person is employed in connection with any work or activities of SEDA College that relate to children; or
- engaged by SEDA College to provide services, including volunteers and volunteers from external agencies, secondees, individual business owners who employ or engage staff , contractors, office holders and directors of companies where the director performs work for the organisation, whether or not the person provides services to children.

“ICT”, or information and communications technology (or technologies), is the infrastructure and components that enable modern computing

“Social media” includes websites and applications that enable users to create and share content or to participate in social networking. This may include (although is not limited to):

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- Social networking sites such as Facebook, LinkedIn, Snapchat, Instagram
- Video/Photo sharing websites such as YouTube and Flickr
- Blogs
- Micro-blogging, eg. Twitter
- Wikis and online collaborations such as Wikipedia
- Online forums, discussion boards and groups such as Google groups and Whirlpool
- Vod and podcasting
- Instant messaging and email (including SMS)
- Geo-spatial tagging such as Foursquare
- Online multiplayer gaming platforms

3. Application

This policy applies to all students, staff, Board of Management and all members of the SEDA College Community.

4. Statement of Policy

The purpose of this policy is to ensure that all students and members of the school community understand:

- Expected behavior when using ICT, including the internet, social media, and digital devices such as laptops, computers, tablets etc.
- The College's commitment to promoting safe and responsible use of ICT and educating students on appropriate responses to any dangers or threats to wellbeing that they may encounter when using ICT.
- The College's procedures for responding to inappropriate student behavior when using ICT
- The College prioritises the safety of students whilst they are using digital technologies.

SEDA College provides access to email accounts, the contents of that system remain the property of the College. The College reserves the right to monitor individual usage and report where necessary any indications of improper use or misconduct.

5. Procedures

ICT, if not used appropriately, may present risks to users safety or wellbeing. The College is committed to educating all students to ICT safely, equipping students with the skills and knowledge to navigate the digital world.

5.1 At SEDA College, we:

- a) Use online sites and digital tools that support students learning, and focus on our use of ICT on being learning-centered.
- b) Use ICT in the classroom for specific purpose with targeted educational of developmental aims
- c) Supervise and support students using digital technologies for their schoolwork
- d) Effectively & responsibly address any issues or incidents that have the potential to impact in the wellbeing of our students , including using clear protocols and procedures to protect students working in online spaces. This includes reviewing the safety and appropriateness of online tools, removing offensive content when necessary, and supporting students' mental health and wellbeing by providing resources or referrals to counseling though the College Student Connect Services if needed.
- e) Have programs in place to educate our students to be safe and responsible

- f) Educate our students about digital issues such as privacy, intellectual property and copyright, as well as their legal and ethical responsibilities when using technology. This includes respecting intellectual property, avoiding plagiarism, understanding privacy laws, and being aware of the consequences of illegal online activities.
- g) Have an Acceptable Use Agreement outlining the expectations of students when using ICT for their schoolwork
- h) Provide a filtered internet service at the College to block access to inappropriate content
- i) Refer suspected illegal online acts to the relevant law enforcement authority for investigation if required
- j)
- k) Educate students on the long-term effects of their online actions. The College will provide guidance on how to manage their online presence responsibly, including understanding that online activities are permanent and can impact future opportunities.
- l) Establish clear procedures for addressing and reporting cyberbullying. This includes encouraging students to report cyberbullying, offering support, investigating incidents promptly, and taking appropriate action against those responsible in line with the College Student Discipline Policy.
- m) Have a clear incident response plan for breaches of this policy.

5.2 Distribution and use of ICT Devices

Distribution of devices to students and personal student use of ICT will only be permitted where students and their parents/carers have completed a signed Student Notebook Agreement.

5.3 Password Security

It is the responsibility of all students to protect their own password and not divulge it to another person. If a student or staff member knows or suspects an account has been used by another person, the account holder must notify the classroom teacher (for student) or Regional Manager (for teacher), immediately.

5.4 Monitoring and Privacy All messages created, sent or retrieved on the College's network are the property of the College. The College reserves the right to access and monitor all messages and files on the computer system, as necessary and appropriate. Communications including text and images may be required to be disclosed to law enforcement and other third parties without the consent of the sender.

5.5 Students must not:

- a) Post/respond to or send material to or about a fellow student, parent/carer of student or any other member of the organisation that is deemed offensive, defamatory, obscene, threatening, harassing, racist, hateful, sexist, bullying, discriminatory, pornographic, infringes copyright, constitutes a contempt of court, breaches a court suppression order or is otherwise unlawful.
- b) Post/respond to or send material with relation to SEDA College that is deemed offensive, defamatory, obscene, threatening, harassing, racist, hateful, sexist, bullying, discriminatory, pornographic, infringes copyright, constitutes a contempt of court, breaches a court suppression order or is otherwise unlawful.
- c) Imply that they are authorised to speak as a representative of the College or give the impression that the views expressed are those of the College.
- d) Use the identity of a fellow student, parent/carer of student or any other member of the College.
- e) Tell anyone else their password.
- f) Use or disclose any information which is considered confidential by the College.

- g) Befriend SEDA College staff on Facebook and any other social media platform. 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 the College becomes aware that a student at the school is 'following' them on a personal social media account, the staff member will ask the student to 'unfollow' them, and will notify the school and/or parent or carer if the student does not do so.

Failure to meet this policy may result in disciplinary action and will be managed in line with the College's discipline policy.

In the event of an incident in need of reporting or any queries relating to this policy please contact your teacher.

Breaches of the policy will be managed in accordance with the Student Discipline Policy.

6. Referenced Documents

The following SEDA College documents should be considered when reading this policy:

- Student Discipline Policy
- Student Notebook Agreement
- Privacy Policy
- Incident Response Plan
- Student Wellbeing Policy
- Student Code of Conduct
- Child Safety & Wellbeing Policy
- Cheating and Plagiarism Policy
- Photographing, filming and recording students policy
- Concerns and Complaints Policy

7. Policy History

Version	Policy Owner	Approval Date	Effective Date	Summary of Changes
V1	Principal	11/11/16	11/11/16	
V2	Principal	23/10/18	23/10/18	Remove reference to out dated online gaming platforms, general formatting
V3	Principal	12/11/20	12/11/20	Minor typographical changes made
V4	Principal	12/11/22	12/11/22	Updated to new template
V5	Principal			Updated letterhead to reflect new address Updated the definition of staff Combined sections 5.1c and j Added to section 5.1d Added sections 5.1j-m Added subheadings 5.2, 5.3, 5.4

				Added to section 6 - Privacy Policy, Incident Response Plan, Student Wellbeing Policy, Student Code of Conduct, Child Safety & Wellbeing Policy, Cheating and Plagiarism Policy, Photographing, filming and recording students policy, Concerns and Complaints Policy.
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