

# Student eLearning Policy

## Roxburgh College will:

- Support the rights of all members of the school community to engage in and promote a safe, inclusive and supportive learning environment.
- Raise our students awareness of issues such as online privacy, intellectual property and copyright.
- Supervise our students in the safe and appropriate use of digital technologies in accordance with eSmart Program and the National Safe School Framework documentation.
- Provide a filtered internet service to our students but acknowledge that full and total protection from inappropriate content can be assured, however best efforts are made.
- Follow up instances that occur with our students and work with students to ensure they are aware of their actions.
- Have to report illegal activities that occur on our network or are about current students to the relevant Authorities for them to investigate.

## Students will be responsible for ensuring that:

- they use their device to its potential to aid their learning and follow the instruction of their teachers at all times.
- they use their device in a responsible manner, ensuring they are behaving in a respectful, self directed and cooperative at all times
- they understand the ethical and legal (privacy and copyright) considerations for safe and responsible behaviour online.
- they have their device with them in class, that are fully charged and in a protective case.
- for iPads -Signed into Find My iPhone so it can be located if lost or stolen
- they know their username and password for their relevant accounts (iTunes Store, Office 365) and be responsible for recording usernames and passwords.
- they are using the device in accord with school rules, policies and procedures
- there is sufficient space on the device for school work
- device has the required apps installed and texts available
- the device is not tampered with, e.g. Jailbroken or modified.
- the device is stored away safely during non-class time (Recess and Lunch Times)
- suspected theft at school, is reported promptly to the relevant Year Level Manager.

Students are permitted to place music, video, games etc on their device with the expectation that:

- content must be appropriate for school
- they are played during students time not class time or at levels which disrupt the learning of others

Below is a sample of possible actions and outcomes for students who are found to be using ICT incorrectly. IT Staff and Teachers can use discretion to impose harsher consequences when dealing with students who are repeat offenders or for more severe issues.

Issue on Device	Consequence for Student
Device has been tampered with	IT will confiscate iPad for the remainder of the day, restored and it can be collected the following morning from the IT Department.
Students tampering with school network infrastructure.	IT will confiscate the device for the remainder of the day and it can be collected the following morning from the IT Department.
Students found to be sharing illegal or inappropriate property online (Recordings of members of the college or copyrighted material)	Students will lose internet access at school and email access until a parent meeting is arranged
Students found using social media, games or non-work activity in class	Apps or programs that where being used will be deleted by the teacher.
iPad not protective case	iPad will be taken from you. It may be collected from IT at the end of the day.

## Roxburgh College Responsible and Ethical use of technology

### When I use technology, both at school and at home I have responsibilities and rules to follow. I agree to:

- be a safe user whenever and wherever I use that technology.
- be responsible whenever and wherever I use technology and support others by being respectful in how I talk to and work with them and never write or participate in online bullying. This includes forwarding messages and supporting others in harmful, inappropriate or hurtful online behaviour.
- report to an adult if I feel unsafe or uncomfortable online or see a friend being unsafe or being made to feel uncomfortable by others.

### When at school I agree to:

- behave in a way outlined in the schools' Local Code of Conduct when online or using mobile technology.
- keep myself and my friends safe by not giving out personal details including full names, telephone numbers, addresses and images and protecting my password
- use an 'online name' and avatar when sharing my work online.
- use the technology at school for learning, use the equipment properly and not interfere with the work or data of another student
- not bring, share, redistribute or download unauthorised programs or files (Movies, TV Shows, Music or Games)
- not go looking for rude or offensive sites
- remember that the content on the web is someone's property and ask my teacher / parent to help me get permission if I want to use information or pictures
- think carefully about what I read on the Internet, question if it is from a reliable source and use the information to help me answer any questions (I should not copy and paste the information as my answer).
- talk to my teacher or another adult if:
  - I need help online
  - I am not sure what I should be doing on the internet
  - I come across sites which are not suitable
  - someone writes something I don't like, or makes me and my friends feel uncomfortable or asks me to provide information that I know is private
  - I feel that the welfare of other students at the school are being threatened

### When using my device to take photos I will:

- only take photos and record sound or video when it is part of a class or lesson
- seek permission from individuals involved PRIOR to taking photos, recording sound or videoing them (including teachers)
- check provision of written permission from individuals involved PRIOR to publishing or sending photos, recorded sound or video to anyone else or to any online space
- be respectful in how I talk to and work with others online and never write or participate in online bullying
- seek teacher permission before uploading any content to websites, blog etc

This Acceptable Use Policy for Mobile Devices also applies to students during school excursions, camps and extra-curricula activities.

I acknowledge and agree to follow these rules. I understand that my access to the Internet and mobile technology at school will be renegotiated if I do not act responsibly.

**I have read the Acceptable Use Agreement carefully and understand the significance of the conditions and agree to abide by these conditions. I understand that any breach of these conditions will result in the Internet access privileges being suspended or revoked.**

**Student Name**

**Form**

**Student Signature**

**Date**