



Rockingham Beach Education Support Centre

ICT & Mobile Phone Policy

Rationale

Information and communication technologies are an everyday part of school life. Students need to be protected from exposure to inappropriate online material or activities, to be aware of the risks associated with some online activities, and to adopt protective online behaviour. Rockingham Beach Education Support Centre makes every reasonable effort to achieve this by educating and informing you and your child/children, as well as by putting measures in place to monitor and where appropriate restrict internet access.

Principles

- At Rockingham Beach Education Support Centre, ICT is provided for educational purposes only.
- Students are taught, and expected to follow, safe and appropriate ICT behaviours including cybersafe.
- The school has the right to check all written, graphic, audio, and other materials created, produced, communicated, stored, or accessed on school ICT by students.
- Students shall be made aware that access to ICT and in particular the Internet can expose them to inappropriate material or potential harm.
- Students shall take personal responsibility when using the school's ICT devices and personal devices by protecting and ensuring all equipment is treated with respect.

Procedures

- Rockingham Beach Education Support Centre is committed to ensuring all students are aware of standards for the use of ICT within the school environment. Parents read and discuss with their child/children then sign an *"Acceptable Use Agreement"* upon enrolment.
- Rockingham Beach Education Support Centre explicitly teaches teachers' cyber-safe behaviours on an as needs basis. Cybersmart is the government online safety resource <http://www.esafety.gov.au/education-resources/classroom-resources>
- Rockingham Beach Education Support Centre provides parents information through class notes and on Seesaw.
- Rockingham Beach Education Support Centre is committed to regularly updating this policy.

Acceptable use includes but is not limited to:

- Applying social and ethical protocols and practices when using ICT e.g., cybersafety, netiquette
- Investigating with ICT e.g., conducting research, analysing data
- Creating with ICT e.g., creating multimedia products
- Communicating with ICT e.g., email, online discussion, social media
- Managing and operating ICT e.g., file management, operating ICT devices

For more information

<http://www.australiancurriculum.edu.au/generalcapabilities/information-and-communication-technology-capability/introduction/introduction>

Unacceptable use includes but is not limited to:

- Accessing Department of Education networks without authorisation.
- Transmitting or deliberately accessing and/or receiving material that may be considered inappropriate, which includes threatening, sexually explicit, or harassing materials, offensive or discriminatory materials, or materials that may be harmful either physically or emotionally, which includes bullying or harassment of fellow students or others outside the school.
- Communicating information concerning any password, identifying code or other confidential information, or violating the security of the system in any way.
- Interfering with or disrupt network users, services, or equipment. Disruptions include but are not limited to, distribution of unsolicited advertising, propagation of viruses, in any form, “Jail Breaking” mobile devices and using the network to make unauthorised entry to any other machine accessible via your network.
- Plagiarising and/or breaching copyright laws, including software copyright and re-engineering of software.
- Conducting private business matters or use the system for any personal gain.
- Downloading and/or installing software programs, apps, videos, music, picture galleries, copying music CD’s, screen savers and games, etc. with the permission of the school.
- Students inviting or accepting a school staff member to be a ‘friend’ on social networking sites (such as Facebook or Instagram). *Note: an online communication or e-learning site that a staff member manages that is not managed by the DOE is acceptable as long as its primary purpose remains education-related.*
- Defame someone or an organisation.
- Undertake activities that breach State and Commonwealth laws.

Mobile Electronic Devices

Mobile electronic devices include such devices as mobile phones, iPods, iPads, personal computers, portable gaming device, video and digital cameras, graphics calculators and smart watches.

- Students who bring devices to school will hand them to the Front Office, unless it is being used for educational purposes, to be stored securely by the Front Office until the end of the day.

- No calls or text messages are to be made or taken by students during school hours.
- Smart watches to be switched to airplane mode whilst on school grounds.
- Rockingham Beach Education Support Centre will not be responsible for the loss, misuse, or damage of privately owned electronic devices, or any other valuables.
- Any school-owned mobile device must be treated with the upmost care and respect at all times. Any damage must be reported to the classroom teacher or ICT Technician immediately.
- Any damage to personal devices must be reported to the classroom teacher or parents immediately.

Email Monitoring

All students and parents should be aware that Rockingham Beach Education Support Centre and the Department of Education WA may monitor student email. All students in Department of Education Schools in Western Australia are subjected to this filtering. School administration and teachers can deny access to students found to be using the DOE email services inappropriately.

Internet Use

All data is closely monitored. Any students abusing the available bandwidth will have their internet access revoked; ensuring that access for everyone is responsive and fair. The Department of Education filters the internet for inappropriate sites and blocks them from student access. However, the system is imperfect and as such students and parents should be aware that all internet traffic is monitored and logged.

Facebook Private Parent Groups

Rockingham Beach Education Support Centre does not promote or endorse the use or creation of these groups, however, as the Administrator your group will need to follow the below guidelines:

- Please ensure your group name does not include the teachers name, Rockingham Beach Education Support Centre, or utilise the school logo in any way.
- Utilise Seesaw for any classroom questions rather than Facebook.
- Please seek parental permission for any images posted of any Rockingham Beach Education Support Centre students.
- Any negative school comments should be monitored, managed and the individual directed to meet with the principal to discuss the situation further.
- Questions about the school operations should be directed to the front office at the school.

Important Statutes That Are Applicable to Students

Copyright Act 1968 (Cth)

Students may copy or otherwise deal with copyright material for the purpose of study or education. However, generally only the author of original material has the right to reproduce, copy, publish, perform, communicate to the public and make an adaption of the copyright material.

Equal Opportunity Act 1984 (WA)

The Act precludes:

1. Discrimination against persons on grounds of sex, marital status or pregnancy, family responsibility or family status, sexual orientation, race, religious or political conviction, impairment, or age in education.
2. Sexual harassment and racial harassment in the workplace and in educational institutions, and;
3. Promotes community recognition and acceptance of the equality of all persons regardless of their face, sexual orientation, religious or political convictions, impairments, or ages.

Censorship Act 1996 (WA)

Students must not use computer service to transmit, obtain or request an article knowing that it contains objectionable and restricted material. It is an offence to possess or copy indecent or obscene articles or child pornography. Students should be aware for their own protection that people who deal with such material commit an offence.

Criminal Code 1913 (WA)

Students should be aware that it is illegal to show offensive material to children under 16, and that if someone does show them offensive material that person is committing an offence. Racist harassment and incitement to racial hatred are also criminal offences.

Cybercrime Act 2001 (WA)

Unauthorised access to or modification of data held in a computer and unauthorised impairment of electronic communication, e.g., 'hacking' or infecting computer systems with a virus, are illegal.

Privacy Act 1988 (Cth)

Students should respect that the personal information of others in private. This Act covers the collection, use and disclosure, quality, and security of personal information.

Other relevant documentation:

- Online Student Policy
- ICT Policy DOE
- Code of Conduct

Evaluation

This policy will be reviewed as part of the school's review cycle.