

ICT ACCEPTABLE USE POLICY AND AGREEMENT



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Plenty Valley Christian College desires that students are safe, responsible and ethical users of digital technologies. We believe that explicitly teaching students about safe and responsible online behaviours is essential, and is best taught in partnership with parents/guardians. We request that parents/guardians work with us and encourage this behaviour at home.

1 Purpose

The purpose of this policy and agreement is to cover the use of digital technologies, social media and digital learning environments including, but not limited to:

- 1.1 school owned devices (e.g. desktops, laptops, printers, photocopiers, iPads, digital cameras etc.)
- 1.2 email and instant messaging
- 1.3 social networking sites (e.g. Facebook)
- 1.4 new video and photo sharing websites (e.g. YouTube, Instagram)
- 1.5 blogs and micro-blogs (e.g. Twitter)
- 1.6 forums, discussion boards & groups
- 1.7 wikis (e.g. Wikipedia)
- 1.8 vod and podcasts
- 1.9 video and web conferences
- 1.10 internet and intranet usage (otherwise this including everything!)
- 1.11 mobile phones
- 1.12 personal devices used on college premises.

2 At Plenty Valley Christian College we:

- 2.1 support the rights of all members of the college community to engage in and promote a safe, inclusive and supportive learning environment
- 2.2 have policies in place that clearly state the college's values and the expected standards of student behaviour, including actions and consequences for inappropriate behaviour
- 2.3 educate our students to be safe and responsible users of digital technologies
- 2.4 raise our students' awareness of issues such as copyright, being cyber smart and intellectual property
- 2.5 provide reasonable supervision of students when using digital technologies at school for educational purposes
- 2.6 provide a filtered internet service, but acknowledge that full protection from inappropriate content can never be guaranteed
- 2.7 respond to school related issues or incidents that have the potential to impact on the wellbeing of our students

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- 2.8 know that some online activities are illegal and as such we are required to report this to the appropriate authorities
- 2.9 support parents/guardians to understand the importance of safe and responsible use of digital technologies, the potential issues that surround their use and strategies that they can implement at home to support their child
- 2.10 provide parents/guardians with access to a copy of this document

REFERENCES

Resources for Parents:

- Office of the eSafety Commissioner, <https://www.esafety.gov.au/>
- The Alannah and Madeline Foundation, 30 April 1997, *eSmart Schools*, The Alannah and Madeline Foundation, South Melbourne, <https://www.amf.org.au/>
- Child Family Community Australia, <https://aifs.gov.au/>
- Victorian Education Department Bullying Resources:
- <https://www.education.vic.gov.au/about/programs/bullystoppers/Pages/default.aspx>

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DOCUMENT HISTORY AND VERSION CONTROL RECORD

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Responsible officer: ICT Coordinator

Approved by: Principal

Assigned review period: Biennial

Date of next review: 25 October 2021

Category: Community

Version number	Version date	Responsible officer	Amendment details
1.0	30/04/2015	ICT Coordinator	Initial issue as a controlled document
1.1	17/10/2017	Principal	Formatting, rationalisation
2.0	25/11/2019	Principal	Minor changes
2.1	28/05/2020	Principal	Interim review minor changes due to other policies changing
2.2	28/10/2020	Margaret Vella	Updated to align with new Style Guide.

Approved by:



John Metcalfe
Principal

28/10/2020
Date