



## 1. POLICY CONTEXT

Information and Communications Technologies (ICT), including the internet, are now a fundamental part of life in a digital age. They also offer many potential benefits for teaching and learning.

Port Phillip Specialist School has an important role in ensuring that students know how to use ICT appropriately and safely to access, manage and evaluate information, develop new understandings, and communicate with others in order to participate effectively in society.

## 2. DEFINITIONS

For the purpose of this policy, Information & Communication Technologies (ICT) are defined as being any electronic devices or applications which allows a user to access, receive, record, copy or send information as text, images, audio, or video.

ICT includes, but is not limited to:

- Computer systems and applications such as email, and the internet
- Networks
- Electronic storage devices
- Mobile devices such as mobile phones, tablet devices and PDAs
- Web-based tools such as social networking sites, chat rooms, blogs, podcasts, instant messaging systems, and P2P file sharing
- Imaging tools such as video, still or web cameras and related software
- Audio tools such as audio recording devices, mp3 players and related software
- Fax and copying machines

## 3. GUIDELINES

**3.1** Staff use of Port Phillip Specialist School's devices and/or network to access the internet or any other ICT application, is governed by the Department's [Acceptable Use Policy \(AUP\)](#) as amended from time to time.

**3.2** Port Phillip Specialist School is committed to safely and responsibly using digital technologies as an integral component of the learning and teaching programs. Refer to DEECD's policy on [Using Digital Technologies to Support Learning and Teaching](#).

**3.3** Student use of the Port Phillip Specialist School's devices and/or network to access the internet or any other ICT application is governed by the Student Welfare Policy [Students will be made aware of behavior which is not acceptable when using ICT and the school's Student Welfare Policy will apply to breaches of expected behaviours – see "Consequences" below.

**3.4** Cyberbullying and using ICT for inappropriate purposes (such as viewing/posting/sharing inappropriate or unlawful content; using ICT to harass, threaten or intimidate etc.) Will not be tolerated by Port Phillip Specialist School and consequences will apply to students in accordance with Port Phillip Specialist School Student Welfare Policy.

School Name / Department		Policy name ICT Acceptable Use Policy		Policy Ref. Number	
Owner: PPSS	Approved by:	Date: May 2018	Version Draft 1.0	Page 1 of X	

- 3.5** Staff and student personal ICT devices should be stored in a safe and secure place as the school will not be held liable for loss, damage or theft.
- 3.6** Distribution of school owned devices to students and personal student use of the internet at school will only be permitted where students and their parents/carers provide written acknowledgement that students agree to act in accordance with the conditions of loan and standards of conduct established in the Port Phillip Specialist School Acceptable Use Agreement/Procedures for students. See [Acceptable Use Agreements and Consent](#) forms].
- 3.7** The Department’s Acceptable Use Policy applies to all school staff and staff should be familiar with the content of that policy. Breaches of this policy may result in disciplinary action (see [Acceptable Use Policy](#)).
- 3.8** Cameras, still and video (including mobile phone cameras) must not be used in private spaces for example changing rooms, toilets, and gyms and swimming areas. Action will be taken against any student or staff member who photographs or films other individuals without their knowledge or permission.
- 3.9** Photographs, video or digital images of a student are considered “personal information” and therefore their use and disclosure are governed by the *Privacy and Data Protection Act 2014* (Vic) (**PDP Act**) and the Information Privacy Principles contained within it. Photographs, video and digital images of students may also contain copyright, and therefore may also be governed by the Copyright Act 1968 (Cth) (**Copyright Act**). To comply with the PDP Act, consent is required from parents/carers before schools can collect and use student photographs and film. In some instances, additional consent may be required to ensure compliance with the Copyright Act [see [Acceptable Use Agreements and Consent](#) forms].
- 3.10** Port Phillip Specialist School will exercise special care and diligence when photographing and filming Aboriginal and Torres Strait Islander individuals and communities. Premised on mutual respect, trust and the principle of free, prior and informed consent, the following will be discussed with the appropriate custodian/s prior to taking any footage:
- a clear explanation of the film or photo process
  - proper information about the project, including the message, the medium and the audience
  - all proposed and foreseeable uses of the material, including secondary uses
  - the impacts of the material being disseminated
  - timeframes
  - any relevant intellectual property matters
  - that the person can choose not to be photographed or filmed.

Teachers and staff must not use any materials for purposes or uses other than that for which individuals have provided their free, prior and informed consent. Images should also be positive and empowered images to assist in the promotion of the rights of Aboriginal and Torres Strait Islander peoples. As with all students, written consent is required for the photographing or filming of any student of Aboriginal or Torres Strait Islander background.

#### 4. RESPONSIBILITIES AND CONSEQUENCES

The use of the Port Phillip Specialist School’s ICT resources, including network, is subject to the Acceptable Use Policy (for staff) and Acceptable Use Agreements (for students). The school’s ICT resources can only be used for or in connection with the educational or administrative functions of the school.

This policy is intended to operate within and be consistent with existing school policies and procedures in areas such as

- Student Engagement and Inclusion policy
- Anti-bullying (specifically cyber-bullying) and anti-harassment policies
- Privacy policy]

##### 4.1 Responsibilities

School Name / Department		Policy name ICT Acceptable Use Policy		Policy Ref. Number	
Owner: PPSS	Approved by:	Date: May 2018	Version Draft 1.0	Page 2 of X	

It is the responsibility of staff and students to protect his/her password and not divulge it to another person. If a student or staff member knows or suspects his/her account has been used by another person, the account holder must notify a teacher or the administration as appropriate, immediately.

All messages created, sent or retrieved on the school's network are the property of the school. The school 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.

#### 4.2 Consequences of Improper Use

Consistent with the Student Code of Conduct breaches of the Acceptable Use Policy by students and staff can result in a number of consequences depending on the severity of the breach and the context of the situation.

##### For Students:

- removal of network access privileges
- removal of email privileges
- removal of internet access privileges
- removal of printing privileges
- other consequences as outlined in the school's Student Code of Conduct

##### For Staff:

Non-compliance with the Acceptable Use Policy will be regarded as a serious matter and appropriate disciplinary action may be taken. See Acceptable Use Policy for more information -

<http://www.education.vic.gov.au/school/principals/infrastructure/pages/acceptableuse.aspx>

Use of ICT to engage in behavior that amounts to bullying, harassment or unlawful discrimination is prohibited and may result in disciplinary action.

While the internet may be largely a self-regulated environment, principles of defamation law, privacy law and community standards still apply to communication and publishing via the internet or other electronic means. In addition to school consequences, there are legal sanctions for improper use of the internet and ICT.

## 5. LINKS

School Policy and Advisory Guide Links (click on hyperlinks below):

- [DET Using Technology to Support Teaching](#)
- [DET Schools and Cybersafety](#)
- [DET Acceptable Use Agreements and Consent](#)
- [DET Duty of Care and Supervision](#)
- [DET Using Social Media](#)
- [DET Students Using Mobile Phones](#)
- [DET Photographing and Filming Students](#)

Other school policies which are connected with this policy are

- The school's Anti-bullying (including cyber-bullying) and Anti-harassment policy
- The school's Student Engagement & Inclusion policy
- The school's Duty of Care policy
- The school's Privacy policy

## 6. REVIEW

This policy will be reviewed annually or more often if necessary due to changes in legislation, policy or local circumstances.

School Name / Department		Policy name ICT Acceptable Use Policy		Policy Ref. Number	
Owner: PPSS	Approved by:	Date: May 2018	Version Draft 1.0	Page 3 of X	