

## Rationale

Discriminant and effective use of digital technologies and the College network systems provides students and staff with unprecedented opportunities to obtain information, engage in discussion and liaise with individuals, organisations and groups world-wide so as to increase skills, knowledge and abilities.

## Aims

To improve student learning outcomes by increasing access to world-wide information.  
To develop skills in appropriate internet and technology usage.

## Implementation

### 1. Internet, email, instant messaging, mobile phone, photographic devices and publication consent

- 1.1. Hazel Glen College provides access to digital technologies and to the internet for education purposes and to support the objectives of the College. The College uses the Internet and digital technologies as teaching and learning tools. The internet and digital technologies as valuable resources must be used responsibly. This policy applies to all staff and students of the College while on College grounds, during excursions, camps and extra-curricula activities and at all times while representing the College.
- 1.2. Consent to publish student photos is sought on enrolment.
- 1.3. The College undertakes to ensure that information published on the College website by students or the College is of a high standard and meets legal requirements and standards of general practice.

### 2. General Principles

- 2.1. Access to the College digital technologies, on-line resources and the internet is to support and enhance the educational program of the College.
- 2.2. The network cannot be employed for commercial purposes or activities, product advertisements or public lobbying.
- 2.3. Respecting other people's usage is an integral part of access to the College's digital resources. All users of the network must not utilise other people's passwords or attempt to access other people's files.
- 2.4. The College will monitor usage for unacceptable behaviour and for network security reasons. In general, users can assume privacy is maintained but the College reserves the right to monitor usage and access.
- 2.5. Private websites should not be linked to the College website without approval by the College Principal.
- 2.6. Use of the network and access to the internet must not violate any Federal or State Laws; including copyright laws and software licensing policies.
- 2.7. The network and access to the Internet must be used in a manner which is consistent with the purposes and actions appropriate to the individual's affiliation with the College.
- 2.8. Students should only use the College network to access the internet.

2.9. If a student is uncertain as to whether or not a site or its material might be considered inappropriate, the students should consult their teacher or a member of the administrative staff for clarification.

### **3. Unacceptable and inappropriate use of the digital technologies and the network**

3.1. Staff and students must not:

- a) Create, copy or post a virus.
- b) Intentionally circulate files (via email or external storage device) which may contain a virus.
- c) Violate copyright laws.
- d) Violate software licensing laws and requirements – this includes loading software not licensed to Hazel Glen College.
- e) Visit Internet sites that contain obscene, pornographic, hateful and otherwise objectionable material.
- f) Create, access or circulate any information which is harassing, intimidating, abusive or offensive.
- g) Disclose any personal identifying information which could provide a risk to personal or friends safety or be defamatory.
- h) Play games of an inappropriate or obscene nature.
- i) Use technology or websites to circumvent the College network.

### **4. Use of Mobile Phone and Photographic Devices**

4.1. Students must only use devices that can record photo, video and audio as requested for learning purposes as specifically directed by a teacher.

4.2. Students must be responsible in their use and not use the device to find, create or send information that might be harmful, inappropriate or hurtful to anyone.

4.3. When using a mobile device as a camera students must:

- a) seek permission from the supervising teacher.
- b) only take photos and record sound, audio or video when it is an approved part of a class or lesson
- c) seek permission from individuals prior to taking photos, recording sound or videoing them (including staff).
- d) Not use the device in changing areas, showers or toilets.
- e) seek teacher permission before uploading any content to websites, blogs etc.

4.4. Parents/Visitors to the college must seek permission from the teacher before taking photos and/or recording sound or video of teachers and students.

### **5. Use of messaging**

5.1. Messaging facilities are provided for the use by Hazel Glen staff and students. This policy applies to staff and students of the College.

5.2. Messaging sent from the College must be sent using the College Messaging system. Students should not use personal email or Instant Messaging systems whilst at the College.

- 5.3. Messaging has the same legal status as a letter or memo. It is potentially a formal means of communication; therefore, care should be taken at all times when composing or sending messages.
- 5.4. Students are not permitted to use any messaging as a form of communication with their parents/guardians during school hours unless directed by a staff member to do so.
- 5.5. The acceptable use of messaging is based on common sense, common decency, Federal and State laws, College rules and acceptable use of the digital technologies.

## **6. Privacy**

- 6.1. Respecting other people's usage and resources is an integral part of access to the College digital technologies. All users of the digital technologies must not utilise other people's passwords or attempt to access other people's files and/or accounts. This also applies in the usage of the messaging system. The College reserves the right to access files and/or devices to ensure appropriate use of the network.

## **7. Inappropriate use of messaging and computer centres facilities**

- 7.1. The College expects all users of the network system to act in a responsible manner and reserves the right to restrict, limit or withdraw access to its resources. Abuse of digital technologies could result in either legal or disciplinary action.

## **Related Policies / Documents**

## **Evaluation**

This policy was created in term 2 of 2017

This policy will be reviewed as part of the College's annual review cycle