Harkaway Hills College
20 A'Beckett Rd
Narre Warren North
3804

www.harkawayhills.vic.edu.au
(03) 9796 9821

Information and Communication Technology Policy

Information and Communication Technologies (ICTs) are provided for staff and students of Harkaway Hills College to:
- Enhance learning opportunities and promote learning achievement
- Support the professional work of staff in the School
- Enhance the School's administration and management of information.

The School has a duty of care towards both students and staff and, consequently, the use of ICTs within the School by students and staff needs to be responsible, legal, appropriate and for educational purposes. In addition, the use of ICTs needs to be consistent with the aims, values and objectives of the School.

Harkaway Hills College Policy

Students have the right to learn in a safe environment, including when they have access to ICT to enhance their learning. Harkaway Hills College is committed to the responsible and educational use of ICT and to the protection of students by providing secure access to these services as part of their learning experience.

It is our policy that:
- the use of ICT be managed through a 'whole-of-College community' approach involving students, staff and parents/carers
- ICT education strategies be implemented within the College on a continuous basis with a focus on teaching age appropriate skills and strategies to empower staff, students and parents to ensure appropriate use
- staff establish positive role models in use of ICT
- ICT be used appropriately
- our ICT policy is reviewed on an annual basis against best practice.

Staff Responsibilities

Staff at Harkaway Hills College are to model the positive use of technology and demonstrate to students that they are builders and creators of technology, not consumers.

Staff have a responsibility to ensure student technology use is limited to:
- Tasks that directly enhance teaching and learning in a way that non-IT based resources are not sufficient
- Tasks that allow for the development of new technologically-based skills

Staff also have a responsibility to ensure that students are using technology safely, responsibility, and under supervision while on School premises.

Student Policy

Students of Harkaway Hills College are to:
- respect and care for the technology available at Harkaway Hills College
- obtain permission from members of staff before any use of ICT
- be supervised at all times when using ICT devices at School and at home
- respect and care for each other at all times

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Students of Harkaway Hills College are *not* permitted:
- to use a staff member's personal ICT device or mobile phone
- bring any personal ICT devices, including mobile phones, on School premises
- bring any device that has access to the internet to School without explicit permission
- to connect personal device to the Harkaway Hills College network at any time
- to have access to the Harkaway Hills College Wi-Fi password at any time
- to use social media sites or any internet programs that enable messaging or communication with known or unknown persons

Mobile Phones

Students at Harkaway Hills College are not to bring mobile phones, or any device with access to the internet to School. If there is an exceptional circumstance in which a student may need access to a mobile phone for after school activities, parents are to inform the Principal, and the phone will remain in the Principal's office until the student leaves the premises.

Social Media

Social networks and social media platforms are not to be used by students at any time at Harkaway Hills College.

School staff must never use social media to contact students, whether this be during school hours or after hours, with the exception of immediate family members.

Staff are permitted to use communication platforms such as Zoom or WhatsApp to connect with students for the specific purpose of conducting remote education.

We ask that parents and students do not connect with staff members via Facebook, Instagram, Twitter and similar social networking platforms.

Parents are not to post photos of students, unless the child is their own child, or they have explicit permission from another parent.

Student Email Accounts

Individual student email accounts have been created using the Google Suite platform. These email accounts are only to be used for:

- Access to Google Classroom, as necessary
- Direct communication between a student and teacher (or mentor) for the purpose of submitting and setting schoolwork, obtaining feedback and clarifying task expectations.

Individual student email accounts are *not* to be used for:
- Communication between students.
- Communication with anyone other than a staff member of Harkaway Hills College, and only when the communication is directly related to the submitting and setting of schoolwork, obtaining feedback, clarifying task expectations and mentoring.

Individual student email addresses are only to be shared with:
- A students' own parents (or an adult carer who is directly assisting a student in remote education)
- The staff of Harkaway Hills College

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All student email accounts created by the School are the property of Harkaway Hills College, and accounts will be monitored when necessary, including during any investigation into allegations of cyberbullying, or other alleged breaches of this Policy. The accounts can be suspended or closed by the School at any time.

CyberSafety

Cyber safety refers to the safe and responsible use of information and communication technologies. This includes privacy and information protection, respectful communication and knowing how to get help to deal with online issues.

Common cyber safety issues include:

- Cyberbullying - the ongoing abuse of power to threaten or harm another person through the use of technology (Refer to our Bullying and Harassment policy)
- Sexting - the sending or posting of provocative or sexual photos, messages or videos online
- Identity theft - the fraudulent assumption of a person's private information for their personal gain. Students are exposed to these risks as they are often unaware of the safety issues surrounding their digital footprint
- Predatory behaviour - where a student is targeted online by a stranger who attempts to arrange a face to face meeting, in an attempt to engage in inappropriate behaviour.

Cyber safety issues most commonly occur through a student's use of their own technology devices (e.g. smart phone, tablet, laptop, home computer).

Harkaway Hills College recognises its duty to students to provide a safe and positive learning environment which includes the responsible use of information and communication technologies.

It is our policy that:
- cyber safety be managed through a 'whole-of-College community' approach involving students, staff and parents/carers
- cyber safety and cyberbullying prevention strategies be implemented within the College on a continuous basis with a focus on teaching age appropriate skills and strategies to empower staff, students and parents/carers to recognise cyber safety issues and respond appropriately
- cyberbullying response strategies be tailored to the circumstances of each incident
- our bullying prevention, intervention and cyber safety strategies are reviewed on an annual basis against best practice.

Any reported instances of cyberbullying or breaches of Cyber Safety will be escalated to the Principal and will be dealt with in accordance with the Harkaway Hills College Behaviour Management Policy.

All staff must:
- model appropriate online behaviour at all times
- refer any cyber safety related issues to the Principal
- acknowledge the right of parents/carers to speak with College authorities if they believe their child is being bullied.

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Technology Plan for Harkaway Hills College

Harkaway Hills College recognises that the development of skills in the area of Digital Technology is an important element of the education of the students of today. Students at Harkaway Hills College will be provided with opportunities to develop these skills and to use the latest Digital Technology in the following ways:

- All classrooms are currently fitted with interactive whiteboards that are used by students to take part in interactive Maths and Science activities, for guided reading, and other activities at the teachers' discretion in keeping with the principles of this policy.
- Primary Students take participate in SCOPE-IT Digital Technology lessons that introduce students to the basics of coding, electronics and robotics. The devices used for these lessons are be supplied by SCOPE-IT Education and removed at the conclusion of the lesson. All lessons are supervised by the class teachers. Students will not have access to the internet, rather they will be using set programs for the purpose of completing the lesson. These lessons fulfil the compulsory Digital Technology component of the Victorian Curriculum.
- Harkaway Hills College owns a number of Chromebooks for shared usage. These devices are specifically important for the completion of the NAPLAN and they are used to teach important research and office processing skills to students in upper Primary.

Conclusion

Harkaway Hills College recognises that our students are part of a future that will use Digital Technologies in new and exciting ways. Through the application of these guidelines and by modelling constructive use of ICT at School, we aim to equip them with the skills to be responsible leaders in the area of Digital Technology.

Last updated: July 2020

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APPENDIX
RECOMMENDATIONS FOR TECHNOLOGY USE IN THE FAMILY

These recommendations represent what the PARED Schools consider to be best practice regarding child and family use of technology and media, whether interactive or passive, done on a device such as a smartphone, handheld gaming device, tablet, laptop, computer or television. They are based on current research and collaboration with parents who have children across all age groups.

The aim is to promote the safe, responsible and ethical use of technology and provide common ground for age appropriate technology use among the families of our Schools. We encourage parents to read these recommendations together at home and use them to create a technology plan that suits their family.

We respect that parents may make different choices about technology for their families. We strongly encourage parents to discuss technology expectations with other families.

Recommendations:

- **Set an example.** Your children need to see that you have limits around your own technology use. They will notice if you don't walk the talk. Show them that you prioritise face-to-face relationships over screen time.

- **Consistency**. The same parenting rules apply to your children's real and virtual environments. Play with them. Always set limits: excessive screen time has a range of negative effects on the brain. Teach kindness. Take an interest in their friends and where they are going with them.

- **Designate 'Device-Free Times'** for everyone in the family, including parents - mealtimes, bedtimes, family outings, car rides and visits to grandparents.

- **Delay.** There is no need for a student to have a mobile. If exceptional circumstances require a mobile phone, devices with internet connection should be avoided.

- **Visibility.** Locate laptops and computers in an open, public space in the home. **Bedrooms** should be technology free zones, including TV and mobile phones.

- **Content exposure.** It is important to check the age suitability of movies, apps and games. There are helpful reviews from Australia and the US. Remember to ensure all media content is consistent with your family's values and standards.

- **Quality and quantity** both matter. There are thousands of apps available for children, but that does not mean all of them are useful. Choose wisely to separate the mindful from the mindless.

- **Keep up to date about online safety.** Most social media services have a safety centre where you can learn about safe site use as well as report abuse, offensive content and cyberbullying.

- Use a **parental control tool** to help you monitor and limit your child's online activity, on all devices. There are excellent free tools eg K9 and Qustodio.

- **Be cautious.** No safety tool provides perfect protection. Nothing can replace your personal attention and monitoring.