



# ELTHAM HIGH SCHOOL

## POLICY DOCUMENT

### *Safe Connections Policy*

---

#### INTRODUCTION

At Eltham High, technology plays a key role in students' learning. As students progress through secondary school, they are increasingly involved in the use of technology outside of the classroom. While this can be a positive and rewarding experience, it is important that they are aware of the potential risks associated in using such technology supported to become responsible and independent users, both inside the classroom as well in their everyday lives.

It is acknowledged that addressing the safety issues relating to the use of technology is a shared responsibility. Eltham High School works in partnership with parents and students, and the Safe Connections Policy is an important part of this process

Important Terms Used In This Document:

1. The abbreviation 'ICT' in this document refers to the term 'Information and Communication Technologies'.
2. 'Cyber safety' refers to the safe use of the Internet and ICT equipment/devices, including mobile phones.
3. 'School ICT' refers to the school's computer network, Internet access facilities, computers, and other school ICT equipment/devices.
4. The term 'ICT equipment/devices' used in this document, includes but is not limited to; computers and mobile devices that are able to be connected to the internet.
5. 'Objectionable' in this document means material that deals with matters such as sex, cruelty, or violence in such a manner that it is likely to be injurious to the good of students or incompatible with a school environment.
6. 'DET' in this document refers to The Department of Education and Early Childhood Development.

#### PHILOSOPHY

The school has the dual responsibility to maximise the educational benefits of technology, while at the same time to manage the social risks. In so doing the school thus acknowledges the need to have in place rigorous and effective school cyber safety practices which are directed and guided by this "Safe Connections Policy".

Eltham High School's "Cyber Safety Use Agreements" will cover all staff, all students, and any other individuals authorised to make use of the school Internet facilities and ICT devices/equipment, such as teacher trainees, external tutors and providers, contractors, and other special visitors to the school.

Eltham High School will respond appropriately to any breaches of the use agreements in a manner consistent with the school values and a restorative approach in conjunction with the Office of the eSafety Commissioner website <https://www.esafety.gov.au/>.

#### POLICY STATEMENT

Eltham High School will develop and maintain rigorous and effective cybersafety practices which aim to maximise the benefits of the Internet and other technology to student learning and to the effective operation of the school, while minimising and managing any risks.

These cyber safety practices aim to not only maintain a cyber safe school environment, but also address the need of students and other members of the school community to receive education about the safe and responsible use of present and developing information and communication technologies.

In order to achieve the above goals the school will:

- Implement the Eltham High School 1-1 Laptop/ Tablet program
- provide ongoing programs on cybersafety practices for parents and students,
- review the school's annual and strategic plan,
- provide professional development and training of staff,
- consider the implications for the design and delivery of the curriculum,

Endorsed: Updated 23 July 2020

Review Date: 21 March 2021

Page 1 of 5

- identify the relevant education about cyber safety for the school community,
- implement disciplinary responses appropriate to breaches of cyber safety, and
- provide appropriate pastoral support.

**As a consequence, it is a requirement that this policy be read in conjunction with the Cyber Safety Code of Practice and the relevant Acceptable Use Agreement (Appendix One).**

#### **GUIDELINES FOR IMPLEMENTING THE POLICY**

1. The school's cyber safety practices are based on information contained in the latest version of the Acceptable use policy for ICT resources
2. No individual may use the school Internet facilities and BYOD devices/equipment in any circumstances unless the appropriate use agreement has been signed and returned to the school. Use agreements also apply to the use of privately-owned/leased ICT devices/equipment on the school site, or at/for any school-related activity, regardless of its location. This includes off-site access to the school network from school or privately-owned/leased equipment.
3. The "Cyber Safety Use Agreements" are also an educative tool and should be used as a resource for the professional development of staff.
4. Use of the Internet and the ICT devices/equipment by staff, students and other approved users at Eltham High School is to be limited to educational, professional development, and personal usage appropriate in the school environment, as defined in individual use agreements.
5. Signed acceptable use agreements will be filed in a secure place, and an appropriate system devised which facilitates confirmation that particular individuals are authorised to make use of the Internet and ICT devices/equipment.
6. The school has the right to monitor, access and review all use. This includes personal emails sent and received on the school's computer/s and/or network facilities at all times.
7. The school has the right to audit at any time any material on BYOD devices or other devices that are connected to the network. The school may also request permission to audit other mobile devices/equipment used on the school site or at any school related activity.
8. Issues relating to confidentiality, such as sighting student or staff information, reasons for collecting data and the secure storage of personal details and information (including images) will be subject to the provisions of the Information Privacy Act 2000.

#### **Eltham High School 1-1 Laptop/ Tablet program**

Each year Eltham High School provides an outline of the 1-1 Laptop/ Tablet program to families wishing to purchase a device for their child. This document provides an outline of the program and expectations. Details of the 2020 guidelines can be found at Appendix Two.

#### **BASIS OF DISCRETION**

The School Council has responsibility for the establishment, evaluation and review of school policies. The School Principal has the responsibility to ensure that school policies are implemented effectively.

Minor changes to the policy (changes that will not affect the spirit of the policy) may be made at the discretion of the Principal. The Policy Review and Evaluation process will recommend any major changes to the policy to School Council.

#### **RELATED POLICIES**

##### **DET Policies**

##### **Acceptable use policy for ICT resources**

<https://www.education.vic.gov.au/school/teachers/management/infrastructure/Pages/acceptableuse.aspx>

##### **Eltham High School policies**

<https://www.elthamhs.vic.edu.au/documents/index.php?dir=Information+and+Help%2FPolicies%2F>

Student Engagement and Well Being Policy

Selection of Teaching and Learning Resources

Anti-Bullying Policy

Mobile Phone Policy

Respectful Relationships Policy

#### **REVIEW**

This policy will have a minor review after 12 months and then be reviewed every 3 years.

Endorsed: Updated 23 July 2020

Review Date: 21 March 2021

**Date Endorsed:**

21 March 2018

Reviewed and updated 23 July 2020

**Executive Officer**

Eltham High School Council

This policy was written by: Vincent Sicari

Consultation has taken place with the relevant group(s) in the following list:

Group	Consultation ✓
School Operations Committee	
Staff	
Students (randomly selected group)	
Parents (randomly selected group)	
Members of the Community	
Other (where relevant please specify)	
Planning and Policy Review Team of Council <b>(Mandatory)</b>	✓
School Council <b>(Mandatory)</b>	✓

