2018 - 19 CSS Technology Responsible Use Policy & Agreement

Overview

The internet access, email account and cloud storage provided by CSS are for **educational purposes** only and must be used with this in mind. By signing this policy and agreement, you confirm your understanding and acceptance of this. Failure to follow the guidelines set out in this document may result in a restriction of network usage rights.

Students and staff may bring devices to school that allow access to other mobile internet networks. Whilst these devices are in school, usage of these networks must be also be in accordance with the following guidelines on network usage.

Guidelines on network usage

- **Social media -** Users may use social media and related applications sensibly, but this usage must not interfere with school work. During lessons, social media and related applications may only be used with a teacher's permission.

- **Inappropriate content -** Users must not access websites or online material that is age restricted, illegal or is likely to cause offence. Users must not bring to school inappropriate content or use the school network to store or distribute such content.

- **Cyberbullying -** Users must not use the school network to attack, threaten or intimidate another user.

- **Copyright and intellectual property -** CSS respects copyright and intellectual property. Users are not to bring to school, store or distribute material that breaches copyright (for example pirated software).

- **Filters and firewalls -** Users must not attempt to bypass school filters and firewalls, which are set up to protect us all from internet threats.

- **Bandwidth consumption -** Users are expected to conserve our bandwidth. Users must not play online games, use streaming media services (e.g. Netflix), or file-sharing services that may create significant network traffic and slow down the service for other users.

- **Viruses, malware and spyware -** If a user suspects their laptop has been infected by viruses, malware or spyware, they must contact CSS ICT personnel immediately to have it checked as this could pose a risk to your network and other users.

- **Hawking -** The CSS network is designed for educational use only and, as such, users may not run a business or seek to make profit using the school network unless it is part of an approved school activity.

- Everything posted online leaves a digital footprint that is virtually impossible to erase. Network users must think carefully before posting or sharing material online and be confident to share all posts with parents and teachers.

Guidelines on mobile digital device usage

Overview
The appropriate and acceptable use of Mobile Digital Devices (as defined below) can be understood broadly as those usages which result in and support positive social and educational outcomes for students.

The purpose of the Mobile Digital Devices Policy (MDDP/MDD) is to allow students to benefit educationally from communication technologies whilst promoting safe and appropriate practice through establishing clear and robust acceptable user guidelines appropriate to a school environment.

Aim
To promote and educate students on the responsible use of communication technologies at school and at home.

The procedures in this policy apply equally to the use of digital devices such as mobile phones, tablets, laptops, music players, video or still cameras, headphones, earphones and similar devices, not excluding desktop computers and non-mobile devices.

1.1.   All students have a responsibility to follow this policy.

1.2.   Students and parents must be aware that MDDs are brought to school at the owners risk. The owner of the MDD has full responsibility for the safety and security of their personal possessions while on school premises, at school related events, or travelling to or from school. The school will not accept any responsibility for loss of or damage to a student's MDD. The school may assist with the recovery of any lost or stolen device.

1.3 If a MDD is found on school grounds (or at a school event) it should be given to a member of staff or handed into the front office. The device can be collected from the front office by the owner.

1.4. The owner of the MDD is responsible if anyone other than owner accesses the content of their MDD without permission.

1.5. It is strongly recommended that a passcode be used on a MDD. This will deny access to anyone who is unauthorised to use that device.

1.6. It is strongly recommended that all MDDs have the location identification/tracking function and /or application installed/enabled.

2.1a Acceptable use of Mobile Digital Devices on Campus

When students are:

- **In Playgrounds and Corridors**

Before 0820 and during Snack Break & Lunchtimes:
    a. *Briefly* checking the time, date, diary or calendar.
    NB - For Health and Safety Purposes MDDs may not be used in stairwells at any time.

- **In designated MDD usage Zones ONLY**

During Snack Break & Lunch times
    b. Viewing educationally appropriate and relevant content.
    c. Using educationally appropriate and relevant apps.

After 3:30 pm (when a student is not taking part in a supervised catch up lesson, other class or CCA, AND is outdoors on the ground floor) **mobile digital devices may be used for:**
    a. *Briefly* checking the time, date, diary or calendar.
    NB - For Health and Safety Purposes MDDs may not be used in stairwells at any time.
    b. information retrieval/research and for school assignments in the library
    c. If needing to call a parent/guardian then permission is needed from a teacher.

2.1b Unacceptable use of Mobile Digital Devices

Anytime / Anywhere
    a. Using a mobile device while being spoken to by a member of the school community
    b. Using head/earphones and/or the device's built-in or supplementary external speakers
    c. Bullying or harassing of anyone inside or outside of the school
    d. Taking photos or video without staff supervision/permission
    e. Making or receiving phone calls unless supervised/authorised by a staff member
    f. Accessing, distributing or showing inappropriate or illegal material
    g. Use that is in breach of any law.

NB
Photographs or videos are not to be taken anywhere in the school unless it's under the direct supervision of a teacher. Taking photographs or videos of people at school without their approval is an offence.

2.2. Students and staff have a responsibility to inform the appropriate staff member (e.g. Head of School) if any students or staff are using mobile devices for the purpose of bullying or accessing inappropriate material.

2.3. Staff members have the right to ask a student to show the content being accessed on a phone if they believe it is inappropriate. This is to be done in the direct presence of the student.

When Students are in Class

3.1 In this policy a "class" is defined as 'when directed learning or educational activity, including independent study and CCAs, is occurring anywhere on or off campus.'

<u>This happens in:</u> general classrooms, specialist classrooms, the school library, study rooms, designated MDD zones, school halls and meeting places, offices, medical rooms, changing rooms, play and sports grounds on or off campus, and when in transport for any school activity.
<u>This happens during:</u> timetabled lessons and CCAs of any sort on campus or off campus, including field trips, swimming/sports carnivals, camp activities, excursions and school trips.

3.2 Students have a responsibility to be committed to their own learning, to not interfere with the learning of others, and to support a safe learning environment where all can achieve. MDDs are not to be the cause of distraction in class.

3.3 Students may use a MDD in class only with the direct permission of the staff member responsible for that class.

Examples of appropriate use of a mobile digital device with teacher permission include:
      a) Completing internet research
      b) Using educational apps including calculators, stopwatch, thesaurus etc
      c) Taking or viewing photos or video within the context of the learning
      d) Reading digital books in class

3.4 Students are to understand that different teachers may allow differing use of a MDD in a class. This may be due to learning outcomes, classroom structure or safety concerns. Students are to abide by the teacher directions relating to the use of MDD in the class.

3.5 Staff are to ensure that technology is only being used in classes as a programmed part of a carefully developed program of study which caters for the needs of students.

3.6 Students are not to accept or make phone calls or messages during class. If an emergency exists, parents should talk to the Deputy Head of School or school office to make arrangements.

3.7 Students are not allowed to use headphones/earphones unless permitted by the teacher in charge.

3.8 Staff have the right to request students place their Mobile Digital Devices in a suitable repository in the classroom during lessons.

Appendix 1

Student CSS Technology Responsible Use Policy Agreement

As a student, I have read and understand the **CSS Technology Responsible Use Policy.** I will abide by the **CSS Technology Responsible Use Policy** and I understand that any violation of it may result in consequences in line with CSS Restorative Practices policies as outlined in our Behavioural Triangle.

As a parent, I have read and understand the **CSS Technology Responsible Use Policy.** I understand that my child will be responsible for abiding by the policy.

Name of Student: _____

Student No: _____

Student Signature:_____

Date: _____

Name of Parent/Guardian: _____

Parent/Guardian Signature: _____

Date: _____