WERRIBEE SECONDARY COLLEGE

USING TECHNOLOGIES APPROPRIATELY

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GUIDING STATEMENT

Our Motto

Live worthily.

Our Vision

Werribee Secondary College is a leader in international education in the Victorian state education system. We implement the best quality educational practices evident throughout Australia and internationally.

The Werribee Secondary College community "lives worthily". We are adaptable life-long learners, who are confident, creative and resilient individuals, empowered to shape the world in which we live.

Our Mission

At Werribee Secondary College we strive for success in students' chosen endeavours.

The College community provides a safe and caring environment where each student is valued. We celebrate achievements, success and growth for all students. Our programmes equip students with the skills, knowledge and attitudes needed for the dynamic world after secondary education.

College leaders, teachers and support staff adopt evidence-based best practice to generate a progressive 21st century educational setting. We enhance learning and develop digital literacy through the purposeful use of emerging technology. With a focus on realising optimal outcomes for learners, staff commit to continuous improvement through ongoing targeted professional development, peer collaboration and reflection.

At Werribee Secondary College we nurture the values of respect, cooperation, honesty, integrity, confidence, perseverance, resilience and responsibility. Driven by these ideals, the College community embraces cultural and social diversity. Students develop a strong sense of personal identity and global citizenship, enabling different cultural groups to interact, learn from each other and grow together.

USING TECHNOLOGIES APPROPRIATELY

The Werribee Secondary College Acceptable Use Policy (AUP) covers the use of all learning technologies, on-line usage and the Bring Your Own Designated Device (BYODD) program.

This Acceptable Use Policy applies to students whilst at school and during school excursions, camps and other extra-curricular activities under WSC staff supervision, such as after-school classes, study clubs, drama rehearsals and self-directed work in the library.

All students and parents are required to sign the College's Acceptable Use Agreement.

The Werribee Secondary College BYODD program is designed to enhance learning both at school and home. Although the devices may not be used every lesson of every day, the College expects students are "Ready to Learn" with their device every day. The College has placed an expectation on teachers to develop curricula that engages with technology and it is the student's responsibility to be ready to engage in their learning by using the technology appropriately and under the direction of their teachers.

WSC technicians are available for technical advice and assistance during school hours.

SUPPORT FOR STUDENTS AND PARENTS:

For further support with online issues students can call **Kids Helpline** on 1800 55 1800. Parents / carers can call Parentline on 132289 or visit http://www.cybersmart.gov.au/report.aspx

For support with Cyberbullying and Cybersmart please visit:
http://werribeesc.vic.edu.au or **www.esafety.gov.au**

EXPECTATIONS OF STUDENTS WHEN USING DIGITAL TECHNOLOGIES

When I use digital technology, it is expected that I:

- Am a safe, responsible and ethical user whenever and wherever I use it
- Use the Device for learning tasks in the classroom and not be distracted by games or social networking on the Device, unless it is part of an authorised lesson or activity
- Support others by being respectful in how I communicate with them and never write or participate in online bullying (this includes forwarding messages and supporting others in harmful, inappropriate or hurtful online behaviour)
- Report to an adult if I feel uncomfortable or unsafe online or see others participating in unsafe, inappropriate or hurtful online behaviour
- Seek to understand the terms and conditions of websites and online communities and be aware that content I upload or post is my digital footprint e.g. May disadvantage me with future jobs/relationships
- Protect my privacy rights and those of other students by not giving out personal details including full names, telephone numbers, addresses and images
- Use the Internet for educational purposes
- Use social networking sites for educational purposes and only as directed by teachers
- Respect and acknowledge other users' intellectual property and abide by copyright procedures when using content on websites (ask permission to use images, text, audio and video) and cite references
- Not interfere with network security, the data of another user or attempt to log into the network with a username or password of another person
- Keep devices on silent during class times unless using earphones during an approved learning activity
- Not reveal my password/passcode to anyone (understanding that system technicians and/or teachers may ask me to unlock my Device when support is required for setup or configuration of learning applications)
- Keep usernames, passwords and Apple ID secure and not share it with anyone
- Ensure personal data and files on the Device are backed up appropriately
- Ensure school files and work is stored appropriately on the school network so it is accessible at all times
- Not bring or download unauthorised programs, including games, to the school or run them on school computers
- Protect the privacy of others and never post or forward private information about another person
- Only take photos and record sound or video when it is part of an approved lesson
- Seek permission from individuals involved before taking photos, recording sound or videoing them (including teachers)
- Seek appropriate (written) permission from individuals involved before publishing or sending photos, recorded sound or video to anyone else or to any online space. In the case of media related to the school itself, permission must be sought from the Principal
- Be respectful in the use photos taken or video captured and never use these as a tool for bullying.

The WSC school name or logo cannot be used to name or promote a publicly viewable group, unless this has been endorsed by the Principal.

DISCLAIMERS:

Werribee Secondary College is not responsible for any damages incurred, including, but not limited to, loss of data stored only on the Device, that is a result of damage or loss of function of the Device; or for unauthorised financial obligations incurred through online access by the Device.

Further, even though Werribee Secondary College may use technical or manual means to limit student access, these limits do not provide a fool-proof means of enforcing the provisions of this policy. This policy intends to emphasise and encourage responsible digital technology use by our students.

PART B: CONDITIONS FOR USE OF THE BYOD DEVICE

The following are the DEECD requirements for parents/carers and students using mobile devices.

The acceptable use agreement must be accepted/provided to the school before the devices are connected to the school network.

1. Purpose

The Device is a tool to assist student learning both at school and at home.

2. Equipment

2.1 Ownership

2.1.1   The Device is owned by the parents/students.
2.1.2   As part of the "Ready to Learn" policy at WSC the student must bring the Device fully charged to school every day. Power cords should be left at home.
2.1.3   Parents/carers and students should be aware that files stored on the school's server are not private.
2.1.4   Files stored on the Device should be regularly backed up and stored elsewhere.

2.2 Damage or loss of equipment

2.2.1   Any problems such as vandalism, damage, loss or theft of the Device, arising at school must be reported immediately to the appropriate sub-school office.
2.2.2   If a Device is damaged or has a fault requiring repair, it is the parent's responsibility to organise
the repair through place of purchase. Parents are responsible for any costs, including insurance excess, that the repair may incur.

3. Standards for the Device

3.1 The student is responsible for:

3.1.1   Taking care of the Device including its maintenance and repair. Bringing it to school in working order e.g. not faulty, able to login, not locked out due to repeated incorrect PIN attempts

3.1.2   Adhering to the school's Acceptable Use Agreement when using the Device at school

3.1.3   Ensuring school work files are stored using the school server to avoid loss of work

3.1.4   Backing up data securely

3.1.5   Not interfering with the mandatory school applications on the device e.g. MDM, Printing, Papercut. Any attempt to circumvent the MDM may result in the corruption of a system file and necessitate the resetting of the iPad.

3.1.6   Keeping the Device in a configuration able to operate effectively at school. Students are advised that downloading and installing third party software (not on the authorised list) has inherent risks of malware which can cause corruption to the configuration for use at school and possibly the Operating System

3.1.7   Parents, carers and students need to be aware that it is their responsibility to restore their system to a working condition

4. Breaches of the Agreement

4.1 In response to breaches of this agreement, the school may:

4.1.1   Suspend Internet access privileges at school

4.1.2   Request the agreement is renegotiated between school, parent/carer and student

4.1.3   Deny access to the College network

PART C: MANAGEMENT AND CONFIGURATION POLICY

1. WSC will manage all devices at two levels; providing a wireless network infrastructure and educational applications. Students will retain control over their own Device. The school will manage the wireless network and deploy management software tools to allow the download of school approved apps, as well as configuring email and printer access.

2. Access to the school network and functionality will be via the student ID (e.g. **abc0001**), password and school email address (e.g. **abc0001@student.werribeesc.vic.edu.au**)

WIRELESS INFRASTRUCTURE MANAGEMENT:

a. Students will be able to access the school wireless network by connecting their device using their school ID and password; this will give them access to the Internet.

b. School Internet access is managed and filtered to ensure it is used for educational purposes.

c. The school charges an ICT levy for the use of the Internet service. Students who pay the Internet levy will receive the full benefit of bandwidth and higher download levels. If the levy is not paid, the Internet is restricted to minimum bandwidth and the minimum weekly download quota.

d. Students will need to create a school level Apple ID by following the instructions on the school website. This Apple ID will give students access to free apps and programs for their iPad or MacBook.

> *Note: when purchasing the device, parents are NOT required to purchase Microsoft Office software, as this is available for FREE through the department, via the school email address*

e. Students may only connect one school authorised device to the school network. Connecting any other personal devices (iPhone, iPod, android, windows phones) to the school network violates the WSC BYODD User Agreement; these devices will be scanned and blocked by the school administrator.

f. Sharing connections through another student will disable the student's access to the school network from their Device.

g. Students may NOT use a personal "hotspot" to bypass the school connections, or filtering, of the Internet. The school wireless network is able to detect the use of "hotspots" and if detected, they will be blocked. Consequences may be issued for attempting to use a "hotspot".

h. Students may NOT use a VPN to bypass the school filtering of the Internet. The College's wireless network is able to block the use of many VPNs, but there are so many VPN servers, that blocking all of them is impractical. Consequences may be issued for attempting to use aVPN.

APPLICATION MANAGEMENT (MDM):

a. Students will be required to download the MDM app to their device (instructions are on the BYODD section of the school website). Once downloaded and authenticated by the student email address, the device will be configured automatically with learning specific apps, email and printing.

b. Students must not remove their devices from the school MDM system. Removing an enrolled device off the MDM will trigger an email notification to the school administrator and the Device will not be able to print, use school Apps (they will disappear from the Device's home screen), access secure (SSL) web sites or use their school email account (the email profile will be removed and need to be manually re-configured). The school has a list of all students who have done this to their device