



Camberwell High School: Digital Technology and Social Media Policy

1. BACKGROUND

1.1 At Camberwell High School digital technologies are an integral to the facilitation of the learning and teaching program. It is the responsibility of all users to access and use digital technology in a safe and responsible manner according to the school's Student Acceptable Use Agreement.

2. PURPOSE and GUIDING PRINCIPLE

2.1 Camberwell High School believes that the use of digital technologies at school allows the development of valuable skills and knowledge and prepares students to thrive in our globalised and inter-connected world. Our school's vision is to empower students to use digital technologies to reach their personal best and fully equip them to contribute positively to society as independent learners, happy, healthy young adults.

2.2 This policy provides the rationale and processes by which digital technologies can be used in a safe and responsible manner by all students.

2.3 This policy provides rationale and guidance by which social media can be used in a responsible manner by all teachers according to the required professional standards to enhance learning and teaching at Camberwell High School.

3. DIGITAL TECHNOLOGIES

3.1 **Mandatory User Agreement.** All students and parents are required to sign an *Acceptable Use Agreement*. This agreement applies to the use of ICT within the school and to the use of Notebooks. Students and parents are asked to read and agree to abide by the conditions of the agreement and the policies detailed in the Notebook Information Booklet by returning a signed copy of the Agreement to the school which is in the Appendix of the Notebook Information Booklet. Access to Notebooks and the school's ICT network, resources or facilities will be granted once the agreement is signed. Parents are also advised to implement similar policies at home.

For more information and details on the use of student notebooks, desktops and all other devices using the school's operating system see Camberwell High School Notebook Information booklet. Resources for parents and teachers are available at:

Working with the Web <http://www.education.vic.gov.au/workingwiththeweb>

Net Alert <http://www.netalert.gov.au/>

3.2 **Breaches of Acceptable Use Agreement.** Adherence to the *Acceptable Use Agreement* will help ensure a positive, supportive and productive learning environment for all students. Students must adhere to the directions of staff at all times. Students should not run any applications unless directed by a teacher. Students are to advise the teacher of any ICT problem immediately. Depending on the seriousness of a particular breach of the Acceptable Use Agreement, an appropriate response will be made by the school. A response will be in accordance with Camberwell High School's Student Engagement and Wellbeing policy. In addition to this, Camberwell High School's behaviour for learning process will also be implemented where appropriate. Both to be found at: <https://camhigh-vic.compass.education/Communicate/SchoolDocumentation.aspx>



Possible responses could include one or more of the following:

- a discussion with the student and/or informing parents/legal guardian
- loss or suspension of student access to school ICT network, resources or facilities
- taking disciplinary action
- retain possession of all the equipment
- recover any incurred costs
- take legal action (if deemed necessary)
- cancel a parent's contract.

NOTE: If illegal material or activities are involved, it may be necessary for the school to inform the police.

4. SOCIAL MEDIA

4.1 Definition of Social Media includes:

- Social Networking sites (e.g. Facebook, Twitter, Snapchat and LinkedIn)
- Video and photo sharing web sites (e.g. Flickr, YouTube, Instagram)
- Blogs
- Online forums and discussion groups (e.g. Whirlpool and WhatsApp)
- Wikis (e.g. Wikipedia)

4.2 These guidelines apply to all staff members, students and parents of the School.

4.3 The guidelines reference:

- Acceptable Use Policy for the Department's ICT Resources
- *Using Social Media: Guide for DEECD Employees in Schools*
- Professional Codes of Conduct

5. IMPLEMENTATION SUMMARY

Social media is a form of digital technology that needs to be used by teachers, students and parents in compliance with their legal obligations. Teachers need to act according to teacher professional standards and students will use social media in accordance with the Acceptable Use agreement, the Behaviour for Learning process and the Camberwell High School's Student Engagement and Wellbeing Policy.

5.1 All students, staff and parents use digital technologies to enhance and foster student learning in a safe and responsible manner.

5.2 All staff use their private social media platforms in accordance with teacher professional standards.

5.3 Staff, students and parents will be made aware of their individual responsibilities within the school's *Digital Technology and Social Media Policy*.

5.4 All students will be made aware of their individual responsibilities related to their use of digital technologies and ICT to maintain a safe and responsible educational purpose to that use at all times. This will occur for example, at parent information evenings, signed agreements and in mentor classes.

5.5 All staff will be made aware of the professional standards related to their use of social media and will meet DET employee requirements to maintain professional relationships with their students at all times. This will occur at staff meetings and the School's published policy document folder @ <https://camhigh-vic.compass.education/Communicate/SchoolDocumentation.aspx>

5.6 Staff should only use social media in a transparent manner, in the context of educational purposes and in compliance with their digital technology acceptable use agreement.



- 5.7 Staff should comply with the Department's recommendation that employees in schools do not add or accept a student to a personal social networking site as a 'friend'.
- 5.8 All staff need to make decisions about their use of social media in a way that reasonably avoids investigation into allegations of inappropriate behaviour.
- 5.9 Staff and students will limit any posts and images to only those that have permission to receive that content and ensure their online postings do not bring themselves, other students or the school into disrepute.
- 5.10 The school's educational programs will reflect the school's approach to safe and responsible digital technology and social media use and will assist members of the school community to develop attitudes and skills that promote positive online practices.

6. EVALUATION AND REVIEW

This policy will be reviewed in consultation with the school community on a 2 year cycle.

7. REFERENCES

DET. 2018. *Policy and Advice for Schools*. [ONLINE] Available at:

<https://www.education.vic.gov.au/school/principals/spag/governance/Pages/socialmedia.aspx>
[Accessed 18 October 2018].

Victorian Institute of Teaching. 2019. *Victorian Teaching Profession Code of Conduct* .

[ONLINE] Available at: <http://www.vit.vic.edu.au/conduct/victorian-teaching-profession-code-of-conduct/Pages/default.aspx>. [Accessed 18 October 2018].

For:

CHS Acceptable Use Agreement

CHS Notebook Information booklet

CHS Student Engagement and Wellbeing Policy

See: <https://camhigh-vic.compass.education/Communicate/SchoolDocumentation.aspx>

CHS Behaviour For Learning Process: Sub School Folder

<https://camhigh-vic.compass.education/Communicate/SchoolDocumentation.aspx>

All documents not listed as websites can be found under 'School Documentation' on the Compass portal

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