



Camberwell High School: Digital Technology and Social Media Policy

1. BACKGROUND

- 1.1 At Camberwell High School, Digital Technologies are 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*.
- 1.2 Digital Technologies include social media platforms, technologies and applications that enable users to communicate, create and share content or participate in social networking (**Social Media**). These platforms support people to publish and share information, ideas, views and discuss content.
- 1.3 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.

2. PURPOSE and GUIDING PRINCIPLE

- 2.1. Camberwell High School believes that the use of Digital Technologies, including Social Media, 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, including Social Media, to reach their personal best and fully equip them to contribute positively to society as independent learners and happy and healthy adults.
- 2.2. The purpose of this policy is to support the acceptable, respectful, and beneficial use of Digital Technologies, including Social Media to achieve positive educational outcomes, while setting clear guidelines to avoid negative or disruptive activities.
- 2.3. This policy provides rationale and guidance by which Digital Technologies, including Social Media, can be used by the School Community to support student in a safe, responsible, respectful and constructive way to enhance learning and teaching at Camberwell High School.
- 2.4. The School Community refers to all staff members, students and parents of students at the school.

3. DIGITAL TECHNOLOGIES

3.1. Mandatory *Acceptable Use Agreement*

- 3.1.1. All students and parents are required to sign an *Acceptable Use Agreement*, which applies to the use of Information and Communication Technology (ICT) within the school and to the use of student Notebooks, desktops and all other devices using the school's operating system.



3.1.2. Students and parents are asked to read and agree to abide by the conditions of the *Acceptable Use Agreement* and the related policies detailed in the Notebook Information Booklet, by returning a signed copy of the *Acceptable Use Agreement* to the school, which is contained as an appendix of the Notebook Information Booklet.

3.1.3. Access to student Notebooks, and the school's ICT network, resources and/or facilities will only be granted once that *Acceptable Use Agreement* is signed.

3.1.4. More information and 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/>
See *Acceptable Use Agreement* at <https://camhigh-vic.compass.education/Communicate/SchoolDocumentation.aspx>

3.2. Breaches of the *Acceptable Use Agreement*

3.2.1. Adherence to the *Acceptable Use Agreement* ensures a positive, supportive and productive learning environment for all students. Therefore, students must adhere to the directions of staff in relation to this at all times, including that:

- Students should not run any application unless directed by a teacher.
- Students must report to a teacher any ICT problem immediately.

3.2.2. Depending on the seriousness of a particular breach of the *Acceptable Use Agreement*, an appropriate response will be determined by the school. This will be:

- in accordance with Camberwell High School's Student Engagement and Wellbeing policy.
- In conjunction with implementing Camberwell High School's Behaviour for Learning process, if appropriate.
- These policies can be found at:
<https://camhigh-vic.compass.education/Communicate/SchoolDocumentation.aspx>

3.2.3. Possible responses for a breach of the *Acceptable Use Agreement*, could include one or more of the following:

- a discussion with the student and/or informing the parents/legal guardian of the student
- Loss or suspension of student access to the school ICT network, resources or facilities for an appropriate period of time
- Disciplinary action in accordance with the Behaviour For Learning process
- The school retaining possession of all the equipment
- Recovery by the school of any incurred costs
- Taking legal action (if deemed necessary)
- Cancellation of a student or parent's contract
- Informing the police if illegal material or activities are involved.



4. SOCIAL MEDIA

4.1. Social Media includes, but is not restricted to:

- social networking sites (eg, Facebook, LinkedIn)
- video, text and voice communication platforms (eg, MS Teams, Zoom, Webex, phones)
- video and photo sharing websites (eg, Flickr, Youtube)
- blogs, including corporate blogs and personal blogs (eg, WordPress, EduBlogs)
- micro-blogging (eg, Twitter, text messaging)
- forums, discussion boards and groups (eg, Whirlpool)
- wikis (eg, PBWorks, WordPress)
- instant messaging (eg, Instagram, Whatsapp)

4.2. When using Social Media to support student learning, the School Community is expected to:

- respect the rights and confidentiality of others.
- not impersonate or falsely represent another person.
- not bully, intimidate, abuse, harass or threaten others.
- not post content or language that is obscene, offensive, defamatory, denigrating, hateful, threatening, pornographic or incites violence against others.
- not bring themselves, others or the school into disrepute

4.3. Protocols for Use of Social Media in support of educational outcomes.

4.3.1. Social Media may be used by staff to support student learning if there is an appropriate educational purpose.

4.3.2. Social Media use must be planned, be reflected in school-based curriculum documents, and be approved by the school principal or their nominee(s).

4.3.3. Staff use of Social Media to support student learning must be consistent with the professional conduct, personal conduct and professional competence expected of a teacher by their colleagues and the community.

4.3.4. Social Media use must in all cases comply with relevant legislation and Department policies, including in relation to staff conduct, privacy, copyright, information security and child safety.

4.3.5. Any Social Media student activity visible to the public must not proceed without consent. This extends to sharing with parents.

4.3.6. Where possible, Social Media accounts that support student learning must use Department/school credentialing (for example, Department/school email address), rather than personal credentialing (for example, home email address).



4.3.7. Students should be actively involved in the decisions about which social media websites and applications are used, and how they are used. This approach acknowledges that students have unique perspectives on learning, teaching, and schooling, and should have the opportunity to actively shape their own education.

4.4. It is recognised that members of the School Community use various Social Media in their personal lives.

4.4.1. This policy does not cover:

- Personal use of Social Media by staff, excepting when a student initiates contact with a staff member on the staff member's personal social media account(s) or
- Professional use of social media by school for communication/promotional purposes

4.4.2. Staff must not:

- 'friend' or accept a 'friend' request from a student on/using a personal social media account unless it is directly related to an approved educational outcome
- 'follow' a student on/using a personal social media account unless it is objectively appropriate, for example where the student is also a family member of the staff member.

4.4.3. If a staff member becomes aware that a student at the school is 'following' them on a personal social media account (where 'following' an account does not require permission from the account holder), the staff member must ask the student to 'unfollow' them and notify the school and/or parent/carer if the student does not do so.

4.4.4. Refer to:

- [Using Social Media](#): guide for DET Employees in Schools
- [Professional Codes of Conduct](#)

5. IMPLEMENTATION SUMMARY

5.1. Digital Technologies, including Social Media, need to be used by the School Community 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 Camberwell High School's *Student Engagement and Wellbeing Policy*.

5.2. The School Community use Digital Technologies, including Social Media, to enhance and foster student learning in a safe and responsible manner.

5.3. The School Community will be made aware of their individual responsibilities within the school's *Digital Technology and Social Media Policy*. This will occur for example, at parent information evenings, by students and parents signing the *Acceptable Use Agreement* and in mentor classes.



5.4. 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://camhighvic.compass.education/Communicate/SchoolDocumentation.aspx>

5.5. All staff need to make decisions about their use of Social Media in a way that reasonably avoids investigation into allegations of inappropriate behaviour.

6. VALUATION AND REVIEW

This policy will be reviewed in consultation with the school community in 2023.

7. REFERENCES

- DET Advisory Policy: *Social Media Use to Support Student Learning* (Accessed 11 May 2021)
- <https://www2.education.vic.gov.au/pal/social-media/policy>
- DET guide for using social media: [Using Social Media](#) (guide for DET Employees in Schools)
- DET code of conduct for all school employees: [Professional Codes of Conduct](#)
- Victorian Institute of Teaching. May 2021. *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 11 May 2021].

For all documents not listed as websites please see 'School Documentation' on the Compass portal:

- *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>

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