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| **Purpose** |
| Hester Hornbrook Academy (Hester Hornbrook) understands that safe and appropriate use of digital technologies including the internet, apps, computers, hardware and tablets provide students with rich opportunities to support learning and development in a range of ways.    Through increased access to digital technologies, students can benefit from enhanced learning that is interactive, collaborative, personalised and engaging. It also enables personalised learning tailored to students’ particular needs and interests and transforms assessment, reporting and feedback, driving new forms of collaboration and communication. |
| **Scope** |
| To ensure that all students and members of our school community understand:   1. our commitment to providing students with the opportunity to benefit from digital technologies to support and enhance learning and development at school 2. expected student behaviour when using digital technologies including the internet, social media, and digital devices: mobile phone, computers, laptops, tablets) 3. the school’s commitment to promoting safe, responsible and discerning use of digital technologies, and educating students on appropriate responses to any dangers or threats to wellbeing that they may encounter when using the internet and digital technologies 4. our school’s policies and procedures for responding to inappropriate student behaviour on digital technologies and the internet |

**Policy**

Hester Hornbrook 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 focus is to empower students to use digital technologies safely and appropriately to reach their personal best and fully equip them to contribute positively to society as happy, healthy young adults.

Hester Hornbrook acknowledges the ICT service level agreement between Melbourne City Mission (MCM) and the Academy, to provide and manage hardware, software, network and internet access along with data management. Where this policy names Hester Hornbrook Staff this is inclusive of contract staff of MCM IT department.

**Safe and appropriate use of digital technologies**

Digital technology, if not used appropriately, may present risks to users’ safety or wellbeing. At Hester Hornbrook Academy, we are committed to educating all students to be safe, responsible and discerning in the use of digital technologies, equipping them with skills and knowledge to navigate the digital age.

At Hester Hornbrook we:

* use online sites and digital tools that support students’ learning, and focus our use of digital technologies on being learning-centred
* restrict the use of digital technologies in the classroom to specific uses with targeted educational or developmental aims
* supervise and support students using digital technologies in the classroom
* effectively and responsively address any issues or incidents that have the potential to impact on the wellbeing of our students
* have programs in place to educate our students to be promoting safe, responsible and discerning use of digital technologies
* educate our students about digital issues such as online privacy, intellectual property and copyright, and the importance of maintaining their own privacy online
* actively educate and remind students of our School’s values and expected student behaviour, including online behaviours
* have an Acceptable Use Agreement: *Hester Hornbrook ICT Acceptable Agreement*, outlining the expectations of students when using digital technology at school
* use clear protocols and procedures to protect students working in online spaces, which includes reviewing the safety and appropriateness of online tools and communities, removing offensive content at earliest opportunity
* educate our students on appropriate responses to any dangers or threats to wellbeing that they may encounter when using the internet and other digital technologies
* provide a filtered internet service to block access to inappropriate content
* refer suspected illegal online acts to the relevant law enforcement authority for investigation
* support parents and carers to understand safe and responsible use of digital technologies and the strategies that can be implemented at home through regular updates annual information sessions and school website.

It is the responsibility of all students to protect their own password and not divulge it to another person. If a student or staff member knows or suspects an account has been used by another person, the account holder must notify their Classroom Team or Head of Campus as appropriate, immediately.  
Students are to use their school email account when registering an account for websites at the request of a teacher.

All data, documents, messages, created, sent or retrieved on the school’s network and/or devices are the property of the school. The school reserves the right to access and monitor all messages and files on the computer system, as necessary and appropriate. Communications including text and images may be required to be disclosed to law enforcement and other third parties without the consent of the sender.

Cameras, still and video (including mobile phone cameras) must not be used in private spaces, for example; toilets and changerooms. Action will be taken against any student or staff member who photographs or films other individuals without their knowledge or permission.

All Staff must not use any materials for purposes or uses other than that for which individuals have provided their free, prior and informed consent. As with all students, ongoing consent is required for the photographing or filming of any student.

### **Student Behavioural Expectations**

When using digital technologies, students are expected to behave in a way that is consistent with Hester Hornbrook’s *Statement of Values, Behaviour Management* policy, and *Bullying and Harassment* policy.

When a student acts in breach of the behaviour standards of our school community (including cyberbullying, using digital technologies to harass, threaten or intimidate, or viewing/posting/sharing of inappropriate or unlawful content), Hester Hornbrook Academy will institute a staged response, consistent with our policies*.*

Breaches of this policy by students can result in a number of consequences which will depend on the severity of the breach and the context of the situation. This includes:

* removal of network access privileges
* removal of email privileges
* removal of internet access privileges
* removal of printing privileges
* other consequences as outlined in the school’s policies.

**Bring Your Own Device (BYOD)**

The Hester Hornbrook Academy acknowledges BYOD is an emerging trending in education. There is a plan in the future to move toward a 1:1 device system. At present, students are discouraged from using their own personal device during school hours. At present the school can best manage ICT in accordance with this policy when student use the ICT hardware provide in classrooms. Mobile phone are not a substitute for notebooks computers and do not provide the best educational outcomes.

Personal student use of digital technologies at school will only be permitted where students and their parents/carers have completed a signed Acceptable Use Agreement.

Student personal ICT devices should be stored in a safe and secure place as the school will not be held liable for loss, damage or theft.

**Access to ICT outside school hours**

Distribution of school owned devices to students will only be permitted where students and their parents/carers have completed a signed Acceptable Use Agreement. Student will be provided with a register of loaned equipment,

ICT hardware should be stored in a safe and secure place to avoid loss, damage or theft. Students are expected to return the device(s) in the same condition as they received them. If the device is damaged students must not attempt to repair it, or organise repair through a private provider. All damages need to be reported to the classroom team or their Head of Campus.

Where a student is using a loaned Hester Hornbrook device it is expected they will use school ICT hardware as they would in the classroom environments. While outside of the school, the same expectation of appropriate use, and limitation to inappropriate material exist.

When accessing Microsoft Teams remotely, students are reminded this policy applies in all circumstance and all materials in Teams remain property of Hester Hornbrook.

**Warranty**

Hester Hornbrook makes no warranties of any kind, whether expressed or implied, for the service it is providing. The Academy will not be responsible for any damage a user suffers. This includes, but is not limited to, loss of data resulting from delays, non-deliveries, missed deliveries, data corruption, or service interruptions caused by Hester Hornbrook, MCM or the ISP. Use of any information obtained via the Internet is at the user’s own risk. Hester Hornbrook specifically denies any responsibility for the accuracy or quality of information obtained through its services. All users need to consider the source of any information and consider how valid that information may be (reliability of source, accuracy, timeliness, completeness, etc).

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| **Accountability** |
| * All Hester Hornbrook Staff and students of the Hester Hornbrook Academy |
| **Legislative context** |
| * Charter of Human Rights and Responsibilities Act 2006 (Vic) * Ministerial Order 870 — Child Safe Standards — Managing the risk of child abuse in schools * Education and Training Reform Act 2006 (Vic) * Australian Education Act 2013 (Cth) * Crimes Act 1958 (Vic) * Privacy and Data Protection Act 2014 (Vic) * Privacy Act 1988 (Cth) |

**Supporting Material**

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| **Document number** | **Document title** |
| Version 1 | Hester Hornbrook Online Digital Citizenship Course |
|  | Hester Hornbrook Behaviour Management Policy |
|  | Hester Hornbrook Bullying and Harassment Policy |

**Development and Review**

Owner: Principal, Hester Hornbrook Academy

Author: Principal, Hester Hornbrook Academy

Approval Date: May 2024

Review Date: May 2027

**Appendix 1:**

**STUDENT ACCEPTABLE ICT USE AGREEMENT**

As a Hester Hornbrook student, I agree that I will only use the ICT for acceptable uses, and never for unacceptable uses.

**ACCEPTABLE USES**

Hester Hornbrook Staff and students will only use ICT for acceptable purposes, which include:

* Use that is reasonably connected to an Hester Hornbrook student’s education, as determined by the Class Educator, Class Youth Worker and Hester Hornbrook Management.
* Brief use of email or social networks for personal matters, **during break times only**, provided it does not disrupt education, such as Internet banking, contacting employers and other training institutes
* Student will show a commitment to the code of conduct and work towards becoming a Responsible Digital Citizens
* Students who take ICT equipment off site must use the ICT equipment only for the purpose of engaging with their Hester Hornbrook education program. Students acknowledge that all usage is monitored by Hester Hornbrook ICT department, and access will be terminated immediately if there is a breach. This includes data usage and website access not related to a students Hester Hornbrook education program.

I have read the follow components of the Hester Hornbrook ICT Policy and agree to comply with these guidelines when using ICT for my learning.

* *Safe and appropriate use of digital technologies*

### *Student behavioural expectations*

* *Access to ICT outside school hours*
* *Warranty*

The Parent/Guardian consents to the following been made available on the academy’s online Services:

• Authorise permission for your child and parent/guardian to access Microsoft Office 365.

• Allow personal information to be uploaded to these services as specified in this agreement, including the data being stored outside Victoria.

• Enable the use of an individual’s intellectual property as specified in this agreement.

I understand Hester Hornbrook’s expectation around the use of ICT

Student signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Student name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_\_\_\_\_