

Student Technology and Social Media Policy



PERTH MODERN SCHOOL
Exceptional schooling. Exceptional students.

Rationale

Perth Modern School recognises that access to technology in and out of school gives students greater opportunities to learn, engage, communicate, build community spirit and develop skills that will prepare them for work, life and citizenship. We are committed to helping our students develop 21st Century technology and communication skills. We recognise that teachers and community members' use of social media can influence the way students engage in social media. Our intent is to grow our school and community's understanding of the responsible use of technology and social media.

Scope of the Policy and Definition

This policy covers the way technology is accessed and used by students and outlines the guidelines and behaviours that students are expected to follow when using technology and personal electronic devices. This includes:

1. Safety first – cyber safety.
2. School technologies, Bring Your Own Device (BYOD) devices and Personal Electronic Devices.
3. Appropriate use of social media including but not limited to Facebook and Instagram.

Students should be aware that activities which impact on the school, its staff or other students whether they occur during school hours or after school hours are subject to this policy.

Policy Statement

- All staff and students are expected to familiarise themselves with the Perth Modern School Student Technology and Social Media Policy.
- School community members are expected to follow the same school values, rules for good behaviour and respectful conduct both online and offline.
- Whilst this policy is aimed at student use of technology and social media all community members are expected to model safe and considerate use of online facilities and resources. The school community should accentuate the positives and bring to everyone's attention the things that make the school community great.
- Everyone within the school community has a responsibility to be alert to signs of misuse and to report it to an appropriate staff member whether as an observer or as a victim.



- In order to support an understanding of a responsible use of technology and social media, Perth Modern School is committed to:
 - Providing programs and speakers that promote an understanding of appropriate use of technology and social media by students.
 - Ensuring that appropriate technology and social media etiquette are modelled by adults in the school and that these behaviours are encouraged in students.
 - Providing appropriate professional development for staff in relation to this policy.
- Reported cases of misuse of technology and social media will be taken seriously with support provided to the victim. The principles of natural justice and due process will be afforded to those reported for bullying.

Student Technology and Social Media Implementation Guidelines

School Acceptable Usage Agreement

All students are required to read and sign (with a parent countersignature) the Schools *Acceptable Usage Agreement*. This document sets out the permission for the school to access and monitor usage through the school IT environment and also deals with the school's ability to access devices to determine compliance with the policy where necessary.

Students who do not to submit a completed agreement will not have access to school online services.

Safety First – Cyber Safety

The school encourages parents/carers/guardians to be vigilant in their supervision of the online activities of students and will keep parents informed of issues if they arise. Students can access a number of internet sites that provided advice regarding cyber-safety, e.g. the Australian Government's *Cybersafe* web page.

In order to support the safe use of Information Communication Technologies (ICT) and online environments the school will ensure:

- An education program regarding cyber-safety is available to parents and students. This helps to ensure that all students are regularly reminded of the issues and responsibilities associated with ICT in the school and the wider community.
- A level of content filtering that blocks sites based on category. Blocks are applied to sites that have been identified as unsuitable for the education market.
- Staff monitor ICT use when used in classes.
- With regards to emails, staff and students are required to use Department of Education email system when emailing with each other.

By observing some simple rules students improve cyber safety for themselves and the entire school community.

Expectations of Students

- Remain alert to potential dangers in the cyber environment such as, but not limited to, scams, cyber bullying, phishing, and others and **report suspicious activity to a member of staff.**
- Do not access or attempt to access inappropriate material.
- Do not share a username or password with anyone. Be mindful that many sites now store login details.
- Set a password/phrase or PIN that must be entered to unlock devices.
- Use strong, hard-to-guess passphrases and/or two-factor authentication where available to access your accounts.

School Technologies, Bring Your Own Device (BYOD) and Personal Devices

This section of the policy relates to laptops and computer, personal electronic devices including tablets, mobile phones, MP3 players and other devices that are capable of capturing, storing, processing, or transmitting information (*referred to as devices*).

Appropriate use of devices can enhance the educational experience for students and aid learning. When used appropriately devices offer students and parents' advantages in terms of ease of communication and personal safety. They also have the potential to be invasive and disruptive of privacy and of learning spaces.

Expectations of Students

- Users of devices are expected to display courtesy, consideration and respect for others whenever they are using such a device.
- Devices should not be used in any manner or place that is disruptive to the normal routines of the school or to other people.
- Devices for classroom use must be brought to school fully charged and in working order.
- Unless the student has been given permission by the supervising teacher, devices such as phones and MP3 players **must be switched off or on silent** and out of sight in class, at assemblies and presentations, and other times when the use of the device is likely to be a distraction to self or others.
- Devices must be **switched off and out of sight** during examinations and tests.
- The use of a device and its embedded camera or video recording may only occur with the express permission and supervision of the classroom teacher for curriculum purposes.
- Using cameras without the knowledge and/or permission of those being filmed is an invasion of privacy and is not permitted.
- Devices are not to be used or switched on inside toilets and/or change rooms.
- Students are not permitted to play online games at school.

Appropriate use of Social Media

(including Facebook, Instagram and other social media tools or sites)

While social networking, there are some risks you should keep in mind when using these tools. With social media the lines between what is public or private, personal or professional can become blurred. Whatever is placed online is permanent and available to those who wish to look for it, so by its very nature **nothing is private or temporary online.**

Students should be aware that everything they do leaves a digital footprint. Students are encouraged to use good judgement on their personal social media sites and should **not post anything online that they would not want parents, staff, or future employers to see.** Once something is online, it is out there and can sometimes be shared and spread in ways you never intended. As a member of the school community our School Values should be at the forefront of all you do.

Count to 10 before posting and don't post anything online that you are not prepared to say to someone face-to-face.

Expectations of Students:

- Regardless of your privacy settings, assume that all of the information you have shared on social media is public.
- Do not publish, post or release information that is considered confidential or not public.
- Always respect the privacy of the school community members. **Never** give out or transmit personal information about students, parents, colleagues or community members.
- Do not send or publish unacceptable or unlawful material or remarks including offensive, abusive, defamatory or discriminatory comments;
- Do not post images that you would not want everyone to see.
- Do not send emails or post comments with the intent of scaring, hurting, or intimidating someone else. Engaging in these bullying behaviours, or any online activities intended to harm (physically or emotionally) another person, will result in severe disciplinary action. In some cases, cyber bullying can be considered a crime.
- Be respectful of other people's content and digital footprint.
- Never knowingly send emails containing:
 - a message that was sent to a person privately
 - a computer virus or attachments that are capable of damaging recipients' computers
 - chain letters and hoax emails
 - unsolicited advertising material;
 - mail unrelated to learning.

Interacting with our social media sites

Users are able to comment on the school's posts on Facebook and on comments by other users. Users can 'like' a post or comment by clicking on the **like** button. Users will not be able to author a posting of their own or load media such as video or photos. However, if you would like something shared on the school's social media speak to the School Administration.



Raising issues

The school encourages respectful debate, however issues/situations that you are feeling negative about that involve students, staff or the school must not be raised via the school's social media sites. Interactions that incite or add to overly negative sentiments will not be tolerated. If you have an issue, please speak to a staff member or the school administration.

Creating groups, pages, sites, Apps etc.

Students are not permitted to create any groups, pages, sites etc. that might be deemed by the school as 'school-related' without written permission from an Associate Principal/Principal. For example, groups of students (*year groups, class groups, music ensembles, sporting teams etc.*) cannot start a social media page or group (*private or public*) without first gaining permission. Additionally, any groups or pages, sites etc. that use the Perth Modern School name in any format including but not limited to Perth Mod, Perth Modern, Perth Mod School, Modernians, PMS, Mod etc. are not to be developed without the written permission an Associate Principal/Principal.



Consequences of Misuse

Students should be aware that technological and online activities which impact negatively on the school, its staff or other students whether they occur during school hours or after school hours will be dealt with under this policy. This includes any negative activity that identifies the school, its staff or its students on personal sites and is brought to the attention of the school. Cyber bullying will not be tolerated.

The school will determine whether inappropriate use of devices or social media has occurred.

Violations of this policy and/or the Acceptable Use Agreement

- Instances of alleged misuse of online services or breach of acceptable use will be managed in accordance with the school's Student Behaviour Policy which is available on Connect.
- Where there is a serious breach of this policy which is potentially criminal in nature, the police will be informed.

Reporting misuse

In the first instance approach a parent, staff member or the Deputy Principal Student Services.

If you make a mistake

- Be sure to correct any mistake you make immediately and make it clear what you have done to fix it.
- Apologise for the mistake if the situation warrants it.
- If it is a **major** mistake (e.g. exposing private information or reporting confidential information), please let the Deputy Principal Student Services know as soon as possible so the school can take the proper steps to help minimise the impact it may have.

Misuse of devices

The student who owns a device will be held responsible for its use. Any breaches of this policy will result in the device being confiscated and delivered to the Deputy Principal. Students will need to see the Deputy Principal to obtain the device at the end of the day. For serious breaches of this policy, parents will be notified and they will need to make arrangements to collect the device from the Deputy Principal. In extreme cases Police may be notified.

Tips for appropriate usage of Technology and Social Media

Safety first – cyber safety

Students should:

- Ask a parent or staff member's advice if another user is seeking excessive personal information, asks to be telephoned, offers gifts by email or wants to meet them.
- Not request staff to befriend them on social media. These requests will be denied.
- Immediately tell a parent or staff member if they receive a computer virus or message that is appropriate or makes them feel uncomfortable.
- Remember that online activities are monitored and retained by others. Others may bring online behaviour to the attention of the school, in which case 'private' or 'after-hours' online activity is no longer private and the behaviour may be subject to disciplinary action.

School Technologies, Bring Your Own Device (BYOD) devices and Personal Electronic Devices

- If devices are brought to school, they are used entirely at the owner's risk. Perth Modern School does not accept any responsibility for theft, loss, or damage.
- Devices should always be stored in a safe and secure place.
- Students are not permitted to use a personal electronic device to contact home and make arrangements to leave the school without first contacting Student Services.
- Where parent/guardians need to contact their children urgently during the school day, it is preferred they contact the school directly.
- Students are expected to manage their mailbox, deleting unnecessary email and backing up important attachments.

Appropriate use of social media

(including Facebook, Instagram and other social media tools or sites)

Please be cautious with respect to:

Images

- Respect brand, trademark, copyright information and/or images of the school (if applicable).
- You may use photos and video (products, etc.) that are available on the school's website.
- It is not acceptable to post pictures of students on Perth Modern School social media sites without the consent of them or their parents.

Other sites

- A significant part of the interaction on blogs, Twitter, Facebook and other social media involves passing on interesting content or linking to helpful resources. Do not blindly repost a link without looking at the content first.
- When using Twitter, Facebook and other tools, be sure to follow their terms and conditions.