Learning Technologies Policy

Learner Wellbeing
Policy Review Date: June 2022

Department for Education T/A South Australian Government Schools
CRICOS Provider Number 00018A

Government of South Australia
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References & Department for Education Policies

Social media and the use of this as a tool in teaching and learning is continuously evolving. There will be ongoing development to the Department for Education guidelines and the Social Media Policy as they are living documents. All site users of Social Networking are bound to observe the rights and responsibilities, as outlined in the Learning Technologies Policy. Avenues College reserves the right to add and amend to this policy as learning technology develops and changes, including unintended consequences of such changes. This agreement remains valid and in place.

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At Avenues College, we believe that all staff, students and visitors have the right to a safe, inclusive and supportive learning environment. We foster positive relationships that complement our College values of *Courage, Creativity, Resilience and Respect.*

Section 1: Learning Technologies Statements

1.1 Learning Technologies at Avenues College

Avenues College is currently implementing a range of new and innovative approaches to teaching and learning using new and emerging learning technologies. We aim to achieve a 1-to-1 teaching and learning environment (Years 7-12).

The focus on the use of new technologies in teaching and learning at Avenues College means it is necessary to establish appropriate policies and procedures. Whilst providing the opportunity to enhance and extend human interaction, empathy and understanding, the misuse of information and communication technologies can significantly damage an individual's dignity. Therefore, it is a requirement that students, R-12 and their parents / caregivers/guardians, read, sign, and abide by the **Avenues College Acceptable Use of Learning Technologies Policy Agreement Form**. Further, it is a Department for Education requires that all students and their parents/caregivers/guardians sign the **Avenues College Acceptable Use of Learning Technologies Policy Agreement Form** before the student is permitted to access learning technologies on any departmental school site. Once signed and returned to the College, the document is filed in the student's file and acknowledged in the College's database. **This agreement remains valid and in place for the duration of the student's enrolment at Avenues College or until reviewed.**

1.2 Cyber-Safety

Avenues College recognises the need for students to be safe and responsible users of learning technologies. We believe that explicitly teaching students about safe and responsible online behaviour is essential and is best taught in partnership with parents/caregivers/guardians. We request that parents/carers work with us and encourage such behaviour at home.

1.3 Avenues College Responsibilities
Avenues College responsibilities are to:

· Support the rights of all members of the College community to engage in and promote a safe, inclusive and supportive learning environment.
· Have a **Learning Technologies Policy** that clearly states the College values and the expected standards of student behaviour, including actions and consequences for inappropriate behaviour.
· Educate our students to be safe and responsible users of learning technologies.
· Raise our student's awareness of issues such as online privacy, intellectual property and copyright.
· Supervise students when using learning technologies for educational purposes.
· Provide an in-college (in network) filtered Internet service but acknowledge that full protection from inappropriate content can never be guaranteed.
· Respond to issues or incidents that have the potential to impact on the wellbeing and reputation of our students, staff and the College.

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- · Know that some online activities are illegal and we are required to report them to the South Australian Police Department (SAPOL).
- · Provide parents/carers with a copy of this policy (will be available through the Avenues College website).
- · Support parents/carers to understand the importance of safe and responsible use of learning technologies, the potential issues that surround their use and strategies they can implement at home to support and protect their child.

1.4 Student Responsibilities

Avenues College student responsibilities include:
- · Reading the Learning Technologies Policy carefully.
- · Following the cyber-safety strategies and instructions whenever using College learning technologies.
- · Following the cyber-safety strategies whenever using privately owned devices on the College site or at any College-related activity, regardless of the location.
- · Avoiding any involvement with material or activities that could put at risk their own safety, or the privacy, safety or security of the College or other members of the College community.
- · Taking proper care of the College learning technologies. If a student has been involved in the damage, loss or theft of learning technologies equipment devices, they and/or their family may have responsibility for the cost of repairs or replacement.
- · Asking the relevant staff member when unsure about anything to do with this policy.
- · Reporting issues or concerns related to security or behaviour, including wellbeing, to a relevant staff member or responsible adult.
- · Seeking support where their own welfare, or where they become aware that the welfare of a peer, has been affected by others.

1.5 Social Networking

Social media (sometimes referred to as social networking) are online services and tools that are used for publishing, sharing and discussing information. The list of social media types is extensive and growing all of the time with new and innovative sites being developed almost daily.

It is important to understand that social networking can occur in open and closed online communities/forums. An open community on the web is visible to anyone worldwide. It is possible to have a closed community that restricts information and comments to a specific group of people.

1.6 Security, Damage and Insurance

The use of technology, whether owned by Avenues College or student owned devices, entails personal responsibility for the user. Approved use of devices by users during the instructional day is restricted to education related purposes. It Users will be required to comply with the **Avenues College Positive Behaviours Policy, Student Positive Behaviour Code of Conduct** and the **Learning Technologies Policy.**

Responsibility to keep privately owned devices secure rests with the individual owner. Avenues College and its staff are not liable for any device that is stolen or damaged on College grounds. If a device is stolen or damaged, it will be handled through administrative procedures in the same manner as other personal property that is impacted in similar situations.

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Personal devices owned by students and staff are not covered by the College or government insurance policies for loss or damage incurred on site or during transport to or from our site. We encourage you to contact your household contents insurance company and arrange for your device to be covered under your personal policy.

Section 2: Learning Technologies Acceptable Use

2.1 Cyber-safety

Avenues College student responsibilities include:

· Following the cyber-safety strategies and instructions whenever using the College's learning technologies.
· Following cyber-safety strategies whenever using privately owned learning technologies on the College site or at any College related activity regardless of the location.
· Complying with the **Avenues College Bullying Prevention Policy.**

2.2 Internet, Communications, Publishing and Portals

The Department for Education ICT Security, Internet Access and Use Policy and Electronic Mail and Use Policy contain the following main provisions:

· At Avenues College, students may use the Internet only.
· Reinforces the fact that the agreement is taken seriously and is part of the partnership between the College and home.
· Do its best to enhance learning through the safe use of learning technologies. This includes working to restrict access to inappropriate, illegal or harmful material on the Internet or on Learning Technologies equipment/devices at the College or at College-related activities.
· Work with children and their families to encourage and develop an understanding of the importance of cyber-safety through education. This includes providing children with strategies to keep themselves safe in a connected online world.
· Clearly describe strategies for personal safety and privacy (e.g. students must not give out identifying information online, use only their first name, and not share their home address, telephone number or any other personal information).

It is an expectation that Avenues College will:

· Support students to take increasing responsibility for their own actions by agreeing to use the Department for Education acceptable learning technologies in a responsible manner.
· Include the potential consequences of unacceptable use, such as removal of access to Learning Technologies on site, suspension or exclusion from school or referral to SAPOL.
· Welcome enquiries at any time from parents/ carers/legal guardians or children about cyber-safety issues.
· Respond to any breaches in an appropriate manner.   Breaches include students:
    · Causing interference or disruption to other people or equipment.
    · Accessing or distributing inappropriate material - spreading any form of malicious software (e.g. Viruses, worms).
    · Accessing files, information systems, communications, devices or resources without permission.
    · Using for personal financial gain.
    · Using non-approved file sharing technologies (e.g. torrent).
    · Using for non-educational related streaming of audio or video.
    · Using for religious or political lobbying.
    · Downloading, copying or sharing non-educational material.
    · Downloading and or playing games, other than those explicitly approved by a staff member.

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2.2.1 Internet / World Wide Web / Email Access (Years R-12)

Each student is provided with an Email account from the Department for Education until the end of their senior year and is to be used for college related purposes only. Access to the Internet will enable students to use thousands of libraries and databases. Within contextual norms or standards, freedom of speech and access to information will be honoured. Families should be warned that some material accessible via the Internet might contain items that are illegal, defamatory, inaccurate or potentially offensive to some people. While our intent is to make Internet access available to further educational goals and objectives, students may find ways to access other materials as well.

In-school filtering software is in use, but no filtering system is capable of blocking 100% of the inappropriate material available on the Internet. We believe that the benefits to students from access to the Internet, in the form of information resources and opportunities for collaboration, exceed any disadvantages.

2.2.2 Copyright and Plagiarism

The rights are granted exclusively to the copyright owner to reproduce (copy, scan, print) and communicate (Email, put on Internet) the material, and for some material, the right to perform or show the work to the public. Copyright owners can prevent others from reproducing or communicating their work without their permission. Only the copyright owner can licence or sell these rights to someone else.

The relationship between copyright and plagiarism can be tricky to understand. Plagiarism is a type of misconduct that, in some cases, may also give rise to copyright infringement. Plagiarism occurs where a student uses someone else's ideas or words in their work and pretends they are their own. If the student has used someone else's words without that person's permission, copyright infringement may also occur. Students are permitted to use copyright material, under the Australian Copyright Act provided they acknowledge the source of the material through established referencing guidelines (available on the SACE Website at www.sace.sa.edu.au).

2.2.3 Behaviour, Learning Expectations and Consequences

Content of this policy applies to student-owned and college-owned devices. A student-owned mobile device is a non-college supplied device used while at the College or during college-sponsored activities. The students may use student-owned mobile devices in class only with the teacher's expressed permission school (aligned with the **Avenues College R-6 Student Mobile Phone and Personal Devices policy** and **7-12 Student Mobile Phone and Personal Devices policy**

The following activities **are not permitted**:
- Sending or displaying offensive messages or pictures.
- Using obscene language.
- Giving personal information, such as complete name, phone number, address or identifiable photo without permission from the teacher and parent/caregiver/guardian.
- Harassing, bullying insulting or attacking others.
- Damaging or modifying computers, computer systems or computer networks.
- Violating copyright laws.
- Using others' passwords.
- Trespassing in others' folders, work or files.
- Intentionally wasting limited resources (including SPAM Email).

Students may not use an audio recording device, video camera, or camera (or any device with one of these, e.g. mobile phone, laptop/ netbook etc.) to record media of any type or take photos unless they have permission from both a staff member and those whom they are recording.

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Violations of the above expectations may result in the following consequences, depending upon the violation:

- · Paying for excessive printing.
- · Printer lockout.
- · Internet lockout.
- · Email lockout.
- . Blocked from the network

If an Avenues College student threatens the wellbeing of a child, student, parent/caregiver/guardian or member of the College community online, (even if this occurs off-site and/or out of College hours), the Principal has the authority under the Regulation pursuant to the Education Act 1972 to suspend or exclude a student from attendance at school.

If the Principal suspects an e-crime has been committed, this will be reported to SAPOL. Where there is further reasonable suspicion that evidence of a crime (such as an assault) is contained on an electronic device (mobile phone, laptop, notebook), the device will be confiscated and handed over to the investigating Police Officer. SAPOL will then undertake any further action.

2.3 Devices

2.3.1: College-owned

In the event of a college-owned device being lost or stolen (while in the care of the student), this must be reported as soon as possible to SAPOL. On reporting to SAPOL, the student or parent /caregiver/ guardian is required to obtain an official Police Report number which needs to be provided to Avenues College.

2.3.2: BYOD and other personally owned items (Years 7-12)

Avenues College is not responsible for loss or theft of the following personal owned items that are brought to the College e.g. laptops, phones, musical instruments, calculators, earphones). With all personally owned items, Avenues College will do its best to remind students to properly take care of and manage their items.

2.3.3: BYOD laptops (Years 7-12)

It is an expectation that devices owned by students and brought to the College comply with the appropriate, legal operating system and software licensing requirements. We do not install college-owned software to BYOD laptop/netbook.

They need to be in working order, have good battery life and have wireless connectivity in order to access the College network.

2.3.4: Device minimum specifications

The following chart should help you in selecting and purchasing a laptop for your child to use while they are at Avenues College. While there are many options, there are minimum specifications that we require to support your child's learning at Avenues College.

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Device requirements

	Minimum	Recommended
Machine Type	Laptop / Netbook	
Platform	Windows/Mac	
RAM	4 GB or Higher	6Gb or Higher
Operating System	Windows 8 or OSX 10.8	Windows 10 or higher or OSX 10.14 or higher
Wireless	802.11 g / n or Higher	
Battery Life	Minimum 6 hours +	
Warranty (suggested)	3 Year warranty with Accidental damage protection	

We recommend the following devices for students at Avenues College are:

- Lenovo 300E Yoga Chromebook

- Acer Chromebook C732

- HP Chromebook 11 X360 G1

These devices can be purchased from the Avenues College - Learning with Technologies Portal on **www.avenues.orderportal.com.au**

If you choose to buy a Chromebook from a retail shop, please be advised that you will need to pay a fee of $40 to Avenues College, to allow the IT Technician to install a Google Management License. This helps the College to ensure that your child is using the device for schoolwork purposes.

Devices that are not recommended are

- iPads

- Android tablets

2.4: Software

Software installed on any device **must be licensed** for use on that device. Students are responsible for the licensing of any software they install themselves. They must be mindful of software piracy and the consequences of using illegal software.

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2.4.1: College-owned and licensed software

Any software installed on a college-owned computer remains the property of the Department for Education and the College, whether the device is accessed on-site or is off-site and in the care of a student. Students are not permitted to install or run any software, including mobile software or games, on college-owned devices without the express permission of the Network Administrator.

2.5: Security, Damage and Insurance Student

2.5.1 Supervision and Security

Avenues College does provide content filtering controls for student access to the Internet. However, at times inappropriate, objectionable, and/or offensive material may circumvent the filter.

 Students are to report the occurrence to their teacher or the nearest supervisor.

Students are accountable for any deliberate attempt to circumvent Avenues College's technology security and supervision.

Students using mobile devices while at the College or at college-sponsored activities are subject to the terms and conditions outlined in this document and are accountable for their use (Refer to Avenues College **R-6 Student Mobile Phone and Personal Devices policy and 7-12 Student Mobile Phone and Personal Devices policy**).

Students must maintain updated virus scanner and operating system updates e.g. Windows, OSX and Chrome OS on their laptop/ netbook. If the device is not updated it may not be able to access the Avenues College Network.

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Further information

The following supporting documents can be found on the Avenues College website: www.avenuescollege.sa.edu.au/

- Department for Education Behaviour Support policy
  Behaviour support policy (education.sa.gov.au)

Avenues College Policies:

- Bullying Prevention policy
- R-6 Student Mobile Phone and Personal Devices policy
- 7-12 Student Mobile Phone and Personal Devices policy
- 7-12 Submission of Work and Deadlines policy
- Complaints policy

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- **Cyber-safety, Keeping Children Safe in a Connected World** – Guidelines for Schools and Pre-Schools and **Bullying Prevention Strategy**: **A Community Approach** CONNECTED - A COMMUNITY APPROACH TO BULLYING PREVENTION WITHIN THE SCHOOL GATES AND BEYOND
  https://www.education.sa.gov.au/sites/default/files/connected-community-approach-bullying-prevention.pdf
- social media for schools and preschools policy.
- Wellbeing for learning and Life Framework
  wellbeing-for-learning-and-life-framework.pdf (education.sa.gov.au)
- The Office of the eSafety Commissioner
  https://www.esafety.gov.au/
  Delivering Digital 2016-2020 Digital Technology Strategy
  Delivering Digital 2016-2020 digital technology strategy (PDF, 1.2 MB)
- Consent to Use Media and Creative Work procedure
  Consent to use media and creative work procedure
- Enhancing Learning with Information and Communication Technology
  Enhancing learning with information and communication technology
- Information and Communication Technology
  Information and communication technology (ICT)
- Information and Communication Technology (ICT) – General Capability
  Information and communication technology (ICT) - general capability

- International Education Services
  https://www.internationalstudents.sa.edu.au/en/

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