Policy & Procedures
eSmart ICT Acceptable Use Agreement

Help for non-English speakers
If you need help to understand this policy, please contact Anthony Keeble at
anthony.keeble@education.vic.gov.au.

eSmart Education &Responsible Use of Information and Communications Technology (ICT)

The Outdoor School ICT education and facilities provide students and teachers with access and education around the safe and responsible use of engaging tools, which enhance teaching and learning opportunities. These partnerships can extend beyond the 'Outdoor School Experience' and integrate the Outdoor School Values of Respect, integrity, Community and Educational Excellence. ICT facilities also contribute to the school's sustainable practises.

Staff are provided:
- Full access to the school curriculum network with an individual account.
- Unrestricted access to the schools wireless internet service on their choice of DEECD or personal ICT devices.

Students are provided:
- Access to a general student internet account for specific educational purposes.

Available ICT Equipment is:
- whiteboards
- digital cameras- ipods / GoPros / Motion cameras
- iPads
- laptops
- GPS
- water testing equipment
- video conferencing facilities.
- Group iPhones
- Audio devices

As educators we understand our responsibilities to use ICT appropriately and for work purposes and to promote safe and responsible use of ICT facilities. Staff are expected to incorporate appropriate cybersafety education into their teaching, to supervise students while using digital technology, report any incidents on the student tracker system and notify other staff when needed.

For more detail see the DET ICT acceptable use policy.
https://www.education.vic.gov.au/school/teachers/management/infrastructure/Pages/acceptableuse.aspx

Staff participating in the School Notebook for Teachers and Principals program are required to accept and understand the Terms and Conditions License Agreement and Policy.
https://www.education.vic.gov.au/school/principals/spag/infrastructure/Pages/notebooks.aspx

A critical part of the Outdoor School experience is to connect students to the natural complexities of the environment without complicating or distracting this by the use of ICT.

Outdoor School staff endeavour to find an appropriate balance between the use of ICT in the field and the developing of a connection with the Natural Environment.

ICT facilities are provided primarily for the educational benefit of students, administrative procedures and personal development of staff. ICT facilities are expensive and fragile and must be treated with particular care.

Any behaviour that interferes with these primary objectives will be considered an infringement of the Responsible Use Policy.

Hardware

Interactive whiteboards/Touchscreens:

-Are reserved for classroom use only.

-Students will be supervised by a teacher when using interactive whiteboards and touchscreens.

Digital Cameras-iPods/GoPros/motion cameras:

-Students will be supervised by a teacher when using digital cameras

-Staff are responsible for removing images captured after upload to the photo server using the Foldr app or other means. This is best done at the end of each day.

-Following use digital cameras will be placed on charge in the appropriate space

Portable devices (Laptops/ iPads/ Testing equipment/ GPS):

-Portable devices will be used for specific educational purposes only.

-Students will be supervised by a teacher when using portable devices.

-Following use, portable devices will be place on charge back in the appropriate space.

Personal ICT hardware (mobile phones, cameras, music devices etc):

Outdoor School Bogong educates students in a unique residential setting with specific learning objectives. The use of personal ICT devices is not consistent with the aims of our program and it is unachievable for staff to ensure the safe, responsible use of personal ICT devices in a residential school environment. For this reason personal ICT devices will not be brought to Outdoor School. Students will be provided with appropriate ICT for educational purposes when required.

Parents wishing to contact their children should do so by contacting Outdoor School or the visiting teacher in charge.

Visiting schools are responsible for ensuring students do not possess personal ICT devices while attending Outdoor School Bogong and will be supported with educational resourcing by Outdoor School.

Any breaches to the above would be considered an infringement of the ICT acceptable use agreement.

Infringements

List of actions that would be considered as an infringement:

- Any ICT device being used for the purpose of bullying, attacking, or intimidating any other person.
- People being photograph or filmed by any individuals without their knowledge or permission.
- Students removing photos or images from cameras, other than those captured by their personal cameras.

- Loading or download unauthorised programs, including games to the school and running them on the school computers.
- Students deleting, adding or altering any files.
- Copying of any copyrighted software to or from any computer, or duplicate such software.
- Deliberately introducing any virus or program that reduces system security or effectiveness.
- Cause damage to and equipment, wether deliberately or carelessly
- Mark or deface any equipment
- Interfere with networking equipment in any way unless specifically instructed by a school leader or ICT technician. This includes moving equipment, unplugging cables or equipment, attempting to repair equipment, disable the operation of any equipment.

Consequences

Possible consequences for a breach of Responsible Use of Information and Communications Technology (ICT) Policy:

Bogong will use a restorative approach. Penalties applied will be deliberated on a situational basis and agreed upon by the students, visiting teachers and Bogong Staff. Penalties may include:
- Temporary confiscation of mobile devices
- Loss of privileges using ICT facilities
- Compensating the school for the replacement of damaged equipment
- Criminal charges laid with the police

Policy status and review

The Principal is responsible for reviewing and updating the eSmart ICT Acceptable Use Agreement Policy at least every four years. The review will include input from student community.

Approval

Created date	14/05/2022
Consultation	Staff and Students
Endorsed by	Principal
Endorsed on	11/08/2022
Next review date	31st of July 2024