

# POLICY – February 2021



LILYDALE HEIGHTS  
COLLEGE

## ACCEPTABLE USE FOR INTERNET EMAIL & OTHER ELECTRONIC COMMUNICATIONS

Review: 2021

### Child Safe Standards

Victorian government schools are child safe environments. Lilydale Heights College actively promote the safety and wellbeing of all students, and all school staff are committed to protecting students from abuse or harm in the school environment, in accordance with their legal obligations including child safe standards. All schools have a Child Safety Code of Conduct consistent with the Department's exemplar available at

<http://www.education.vic.gov.au/about/programs/health/protect/Pages/childsafestandards.aspx>

### Rationale:

The use of electronic communication is a privilege and, like other privileges, carries with it, responsibilities. Publishing, accessing and communicating electronically can provide unprecedented opportunities and be very efficient. It must only be used in an appropriate manner and not in any way which could risk breach of copyright, illegal and/or offensive material, discrimination, or privacy violations.

Discriminate and effective use of the internet and other electronic communication provides students with unprecedented opportunities to obtain information, engage in discussion, and liaise with individuals, organisation, and groups world-wide so as to increase skills, knowledge and abilities.

### Aims:

- To improve student learning outcomes by increasing access to local and global information and contacts.
- To develop skills in and appropriate electronic communication usage.

### Implementation:

- Our College actively supports access by students to the widest variety of information resources available, accompanied by the development of the skills necessary to filter, analyse, interpret and evaluate information encountered.
- Signed parent and student consent is required to be completed in order to gain access to the internet, or to publish work on the internet.
- Student behaviour when using school computers and networks, when using the internet and e-mail, and when engaging in any activity with school computers must be consistent with the Student Code of Conduct.
- All students will have filtered internet, email access and access to the Compass Management system. All will have their own password protected account to log on. Such access is a privilege and the individual is responsible for all activity in that account. Passwords are to be kept secure and confidential.
- The College will provide support to the student in order to facilitate student access online resources.
- Obtaining unauthorised access to electronic files or emails of others is not permitted.
- Large downloads or transmissions should be minimised to ensure the performance of other communications are not adversely affected.
- Offensive material must not be accessed or distributed. Students and staff are responsible for notifying any inappropriate material so that access can be blocked.
- Privacy of students, parents, staff and other users must be recognised and respected at all times.
- All users will be responsible for clearing their files regularly.
- Non-compliance with this policy will be regarded as a serious matter and appropriate action will be taken by the relevant to whole school approach.

### **Personal Mobile Devices:**

In accordance with the Department's Mobile Phone Policy (see Mobile Phone Policy).

- Students should have their Personal mobile devices switched off.
- Phones visible in classrooms will be confiscated.
- Action will be taken against any student who uses a mobile device to impact health, safety and wellbeing of others in accordance with Department Guidelines.
- Any mobile devices that are brought to school are at the owner's risk.

### **Evaluation:**

This policy will be reviewed as part of the 3 year review cycle or as required by DET and / or statutory authority.

This policy was last ratified by Policy & Planning in....

Feb 2021

This policy was last ratified by School Council in....

Mar 2021



# Lilydale Heights College Consent & Authorisation Form

Dear Parents/Guardians and Students,

Please **read** thoroughly the attached **Appendix A** and **clearly indicate below** your consent *as applicable* for each Section which will apply *for the duration of the student's enrolment at Lilydale Heights College.*

Please then sign & date this document and return intact to the General Office immediately, thank you.

## COMPULSORY

### SECTION A - PARENT & STUDENT CONSENT

- College Rules and Student Behaviour
- Internet, Email & Electronic Devices [*including Mobile Phone*] Agreements

## OPTIONAL

### SECTION B - PARENT & STUDENT CONSENT

- Recording Authorisation and Student Copyright Use Permission

## STUDENT - I agree to and/or authorise: (*delete as applicable*)

- Section A** – College Rules and Student Behaviour & Internet, Email & Electronic Devices [*including Mobile Phone*]
- Section B** – Recording Authorisation and Copyright Use Permission

Student's Name

D.O.B.

Home Group

Student Signature \_\_\_\_\_ Date \_\_\_\_\_

## PARENT - I agree to and/or authorise: (*delete as applicable*)

- Section A** – College Rules and Student Behaviour & Internet, Email & Electronic Devices [*including Mobile Phone*]
- Section B** – Recording Authorisation and Copyright Use Permission

Parent/Legal Guardian Name

Postal Address

Phone

Parent Signature \_\_\_\_\_ Date \_\_\_\_\_

**COMPULSORY****SECTION A - PARENT & STUDENT CONSENT****College Rules and Student Behaviour Agreement****Parent Agreement**

- I understand that positive behaviour will lead to positive rewards so that students and teachers cooperate in a positive learning environment.
- I acknowledge my responsibilities in supporting my student to learn and abide by College rules.
- I understand that the rules will be applied appropriately within the Whole School Approach to Welfare and Discipline as practised at Lilydale Heights College.
- I agree to ensure my son/daughter is appropriately dressed in the College Uniform as a part of the rules and of the Whole School Approach.
- I understand that inappropriate behaviour may lead to consequences as outlined in the Student Code of Conduct: Whole School Approach to Welfare and Discipline (available on request).

**Student Agreement**

- I understand that College Rules are set down to ensure proper behaviour in this College.
- I understand that positive behaviour leads to positive attitudes so that students and teachers cooperate in a positive learning environment.
- I have read and understood the College School Wide Rules and I will accept responsibility for my actions.
- I will follow the College Uniform rules and ensure I am always in correct uniform as set out in the uniform schedule. I understand that not wearing correct uniform may incur a consequence.
- I will follow the rules to ensure that I behave appropriately to maximise my opportunities to learn.
- I will follow the rules to ensure that I behave appropriately to maximise the learning opportunities of others.
- As requested in College Rules, I will be courteous and use appropriate language in all situations.
- I will complete set work and homework by due dates and work in class to ensure the teacher can assess the way I learn.
- I will respect the College property and the property of other students.
- I will use the bus system only if allocated a bus pass and will always willingly show my pass to the bus driver on request.

**Internet & Email & Electronic Devices [including Mobile Phone] Agreement****Parent Agreement**

- I have read the College Internet/Email/Electronic Devices Access information.
- I have read this agreement and I understand that the use of the internet is for educational purposes only.
- I do consent to my student using the internet at school for educational purposes in accordance with the Student Agreement.
- I do consent to my student having their first name (last initial) published on the school's internet site.
- I do consent to my student having their picture published on the school's internet site.
- I do consent to my student corresponding with others, using email through the school's internet access.
- I understand the school will undertake to provide adequate supervision and that steps have been taken to minimise risk of exposure to unsuitable material.
- I recognise that given these precautions, it is not possible for Lilydale Heights College to restrict all controversial material.
- I will not hold teachers and/or Lilydale Heights College responsible for and/or legally liable for materials my student inappropriately acquires.
- I understand that inappropriate behaviour may lead to penalties including suspension of internet privileges, disciplinary and/or legal action.

Signature: \_\_\_\_\_

**Student Agreement**

- I will not use the internet or networks at school to access web pages, computer files, newsgroups, chat groups or other materials that would be considered offensive in the judgement of the College or infringe the Student Code of Conduct.
- I will be courteous, respect privacy and use appropriate language when using any electronic communication and will report to the teachers any instances of inappropriate communication to me.
- I will accept responsibility in regard to copyright protected material and plagiarism. I will not download and redistribute software, games, music, graphics, videos, or text unless authorised to do so by the copyright owner and will not attempt to present somebody else's work as my own.
- I will not reveal personal information including my internet password/s to others, and will not distribute names, addresses, credit card details or telephone numbers of myself or others via any electronic means unless required by the College to do so.
- Consistent with the Student Code of Conduct, I will be denied all access to school computers and/or the internet for a time to be determined by the College, my mobile phone may be temporarily confiscated and I may face further disciplinary action consistent with the Student Code of Conduct, if I violate any of the terms of this agreement.

Signature: \_\_\_\_\_

**OPTIONAL****SECTION B - PARENT & STUDENT CONSENT****Recording Authorisation – Student & Parent/Guardian** WHERE STUDENT IS UNDER 18 YEARS OF AGE

- I agree to and provide permission for the photographic, video, audio or any other form of electronic recording of the named student to be used for and on behalf of Lilydale Heights College Department of Education and Early Childhood Development – LHC\_DET.
- I acknowledge and agree that ownership of any photographic, video, audio or any other form of electronic recording will be retained by LHC\_DET.
- I authorise the use or reproduction of any recording referred to above for any reasonable purpose within the discretion of LHC\_DET without acknowledgment and without being entitled to remuneration or compensation.
- I understand and agree that if I wish to withdraw this authorisation, it will be my responsibility to inform LHC\_DET via the school principal.
- The schoolwork of the named student may be selected for publication on the Internet at [www.lilydaleheights.vic.edu.au](http://www.lilydaleheights.vic.edu.au). *\*Please note that student work published on web pages can be accessed by a global audience.*

From:	<b>Mrs Rosina Fotia</b>	Position:	<b>PRINCIPAL</b>
Class/subject area:	<b>All Subjects, College Activities &amp; Programs</b>	School name:	<b>Lilydale Heights College</b>
		Phone no:	<b>9735 1133</b>
Name of works:	<b><i>May be many and varied</i></b>		
Reason for publication:	<b><i>Celebration of quality and information sharing</i></b>		

**Copyright Use Permission from Student**

I, **the named student on the authorisation form**, give permission to the State of Victoria (Lilydale Heights College Department of Education and Early Childhood Development) to publish my work:

Entitled: ***as per each individual piece of student work (photographic, video, audio or any other form of electronic recording)***

Produced by me on or about: ***anytime during my enrolment***

The State of Victoria (Department of Education and Early Childhood Development) may publish this work in any official publication and make it available online or electronically transmit it as per the following:

- **NATIONAL EDUCATION ACCESS LICENCE FOR SCHOOLS (NEALS)**  
I grant permission for the State of Victoria (Department of Education and Early Childhood Development) to allow my work to be made available to other government and not for profit, non-government schools in Australia which are members of the National Education Access Licence for Schools (NEALS). This means that other schools may reproduce and communicate my work.
- **STUDENT IDENTIFICATION**  
If published I understand that for privacy purposes my work will be identified using the title of the work, my first name only, my year level and school. No other personal information will be published.
- **PARENTS PLEASE NOTE**  
by countersigning this form, you are agreeing that you are the parent or legal guardian of the above-named student and that you grant permission for State of Victoria (Department of Education and Early Childhood Development) to publish your child's work under the conditions described above.