DIGITAL TECHNOLOGIES – STUDENT INTERNET /SOCIAL MEDIA	Charles La Trobe College — In partnership with LA TROBE UNIVERSITY

*Charles La Trobe P-12 College takes a zero-tolerance approach to child abuse and is fully committed to ensuring that its strategies, policies, procedures and practices meet all **Child Safety Standards as specified in Ministerial Order No. 870 (2015).***

RATIONALE
- Discriminate and effective use of the internet provides students with opportunities to obtain information, engage in discussion and liaise with individuals, organisations and groups world-wide so as to increase skills, knowledge, abilities and improve student learning outcomes.
- Students will use computers, mobile devices and the Internet in class related activities.
- Parents/carers should understand that although student's use of the Internet will be supervised and there are access controls in place, use of the Internet in an appropriate way is the student's responsibility at all times.
- Cyber safety is a major concern that affects students. DET employees in schools are also at risk of misusing social media or being targeted by a disgruntled member of the school community.
- There are legal consequences for misuse of social media.
- In line with the Child Safe Standards (College policies and Code of Conduct) all staff have a responsibility to take reasonable steps to protect students from risks of injury, including those that may be encountered within the online learning environment.

PURPOSE
- To provide a practical guide to support staff and meet the obligations and recommended standards of behaviours (set out within existing instruments, policies and guidelines) when using social media tools for personal or professional purposes.
- To ensure the College discharges its duty of care towards students.
- To ensure the College has in place strategies to ensure compliance with Child Safe Standards 2 and 6, and that the College complies with DET policy and legislation in regard to social media.
- To build a culture of cyber safety and provide information about responding to cyber-bullying.

DEFINITION
In the context of DET's *Using Social Media Guide*, social media is the term used for internet based tools for sharing and discussing information among people. Additional social media tools may include (although are not limited to):
- Social networking sites (e.g. Facebook, LinkedIn, Myspace)
- Video and photo sharing web sites (e.g. Flickr, YouTube, Instagram)
- Blogs, including corporate blogs and personal blogs
- Micro-blogs (e.g. Twitter)
- Forums, discussion boards and groups (e.g. Google groups, Whirlpool)
- Wikis (e.g. Wikipedia)
- Vod and podcasts

- Video conferences and web conferences
- e-mail and instant messaging

Social media also includes all other emerging electronic/digital communication applications.

IMPLEMENTATION
- Charles La Trobe College has zero tolerance of bullying in any form.
- The wellbeing of every young person at the school is our highest priority.
- This policy applies to all students and staff who are part of the Charles La Trobe College community.
- The policy applies to staff, teaching and non-teaching, all volunteers, visitors and contractors engaged by the school and the School Council.
- Our school actively supports student access to the widest variety of information resources available, accompanied by the development of the skills necessary to filter, analyse, interpret and evaluate information encountered.
- All students and staff at our school will have censorship filtered network account and logon.
- All students and staff will have their own password protected network account and log on.
- When using school computers and networks, the internet and e-mail, sharing data electronically, and when engaging in any activity with school computers, student behaviour must be consistent with the Student Code of Conduct.
- The school uses Using Social Media: Guide for DET Employees in Schools as the reference for internet use by staff at the school.
- The school also will use DET's Step by Step Guide: Online Incidents of Inappropriate Behaviour Affecting Students in dealing with inappropriate incidents.
- In consultation with staff, parents and students, the school will determine what is appropriate and what is not appropriate use of social media.
- All students will be responsible for notifying their teacher of any inappropriate material so that access can be blocked.
- All staff will be responsible for notifying the coordinator of any inappropriate material so that access can be blocked.
- The school will assist parents to support their students in the digital world by providing them with useful information about existing and emerging technologies, engaging them in the development and review of policies and inviting them to information sessions or distributing handouts on school expectations of acceptable use.
- In the school social media profiles, considerations will include privacy options, site terms and conditions, sharing images and digital content and subscribing to groups. Parents will be informed of privacy and data storage by social media sites used for school purposes.
- Parents, teachers, students and the community will be made aware of types of cyber bullying and its legal and hurtful ramifications. Teachers will be regularly reminded of their duty of care regarding protection of students from all forms of bullying.
- The school will develop an Acceptable Use Agreement for students (appendix 1).
- Signed parent and student consent is required to be completed in order to gain access to the internet, or to publish work, photos or videos on the internet.

- If/when parents/carers do not provide permission at enrolment for student information to be published on social media sites, the administration staff member processing the enrolment must 'pin' this information on Compass. Staff are to ensure that no multimedia (photo, video etc.) or posted content is to involve these students.
- The school undertakes to ensure that information published on the Internet by students or the school is of a high standard and meets legal requirements and standards of general practice within the community in relation to copyright, safety and decency.
- Consequences of publishing, accessing or failing to notify the coordinator of inappropriate material shall include the removal of access rights.
- Guidelines on access rights will be defined for different user levels. Restricted access shall be available to guest users for specific purposes only.
- The privacy of students, parents, staff and other users must be recognised and respected at all times. Students will only identify themselves on the internet by their first name and last initial, aside from services as listed in the user agreement
- Staff are expected to utilise and integrate technologies, including on-line learning opportunities, into their programs for all students.
- The school will provide appropriate professional development and support for all staff.

EVALUATION
This policy will be reviewed **annually**.

RATIFICATION
This policy was first ratified on 24.2.15.
This update was ratified by College Council on 14.11.2017 and 15.2.18.
This policy does not require school council ratification.

REFERENCES
www.education.vic.gov.au/about/programs/bullystoppers/Pages/socialmedia.aspx

Please refer also to the school's *Child Safe Policies*, the *Student Engagement Policy, Duty of Care Policy, Mobile Phones - Student Use Policy, Photographing & Filming Students Policy,* the *Bullying & Harassment Policy, Personal Devices – Parent Payments & Access Policy* and the *Responding to Student Sexual Offending Policy, Staff Social Media Policy, Parent and Student Acceptable Use of IT Agreement.*