

## **ICT & MOBILE DEVICE POLICY**

### **Policy Statement**

Kurnai College acknowledges the use of Information and Communication Technology through the College and its departments as a major part of the administration and curriculum activities.

The College is committed to the provision of a safe and reliable communications network. When used effectively, the power of a communications network lies in its ability to create global communities and global learners for both teachers and students. It can provide access to a huge library of knowledge, promote collaboration, and allows students and teachers to investigate, search, create, present and discuss.

We recognise that learning potential is maximised through the provision of flexible environments that encourage the development of learners who are self-motivated, problem solvers, independent, collaborative and literate in a digital world

Effective use of the internet provides students with unprecedented opportunities to obtain information, engage in discussion, and liaise with individuals, organisation and groups world-wide to increase skills, knowledge and abilities.

The direction and implementation of Information and Communication Technologies at Kurnai College will provide the framework for the student to use their personal device to assist with their learning.

### **Our College will:**

Provide a safe and secure communications network that includes:

- Internet access- Intranet- Online library – Communication technology - Storage space to save work.
- Printing - Provide within reasonable effort the availability for print/copy capabilities for all students including BYOD (Bring Your Own Device).
- Create life-long learners who discriminate and synthesise data from multiple sources that are able to manage and use information effectively.
- Provide a safe, secure learning and teaching environment that maximises student potential and lifelong learning through the use of Information Communications Technology.
- Develop an environment where the use of ICT is regarded as an integral part of our teaching and learning practices and administration.
- Encourage the College community to assume greater responsibility for their own learning.
- Provide a College network for staff and students to promote educational excellence by facilitating resource sharing, innovation, and communication.

- Provide students with opportunities to access schoolwork outside of normal classroom activities. Provide students with access to a greater range of educational opportunities through a greater range of personal application selection.
- Allow a student to work on devices they are more familiar with. Enforce proper use of personal devices.
- Provide an understanding of responsibility when a personal device is brought to school.

## **Implementation:**

### ***Network***

- To provide every user a 'username' for login and a password protected account with sufficient space for safe storage of individual's documents.
- To maintain the student 'Acceptable Use for the Kurnai College Network' agreement including guidelines for safe internet usage.
- To provide skill development for all users in how to access and use the network's various communication technologies effectively.

### ***Digital Learning***

- Digital Learning will be overseen by the IT Manager, principal representative, and implementation advice to be sought from the campus IT technicians.
- The IT Manager will work in collaboration with College Leadership, including the Business Manager, to develop and maintain a strategic plan for maintaining and upgrading ICT resources and infrastructure.
- Digital learning will be included in all KLD areas to ensure quality learning for 21<sup>st</sup> century education.

### ***Print and Photocopy Use***

- Printing and Photocopying must be used in accordance with the Acceptable Use section of the ICT Policy.
- Students will be provided with a 'reasonable use' credit for printing throughout the school year.

### ***Internet Use***

- Our school 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.
- All students and staff at our College will have appropriately applied censorship filtered internet and email access. All students and staff will have their own password protected internet account and log on. Such access is a privilege that infers responsibility, and not simply a right to be expected.
- Student behaviour when using College computers and networks, when using the internet and e-mail, and when engaging in any activity with school or personal computers and devices must be consistent with the College's expected standards of behaviour.
- The ICT coordinator will liaise with staff and the technical support technician to manage all e-mail access, maintenance of the school's web site, web filters, and all other issues related to internet access by students.

*This policy was last ratified by School Council in March 2024*

**Ver. 9**

*Department of Education and Training Victoria  
CRICOS Provider Code 00861K*

- The College will 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.
- Guidelines on access rights will be defined for different user levels. Restricted access shall be available to guest users for specific purposes only.
- Consequences of publishing, accessing or failing to notify the ICT coordinator of inappropriate material shall include the removal of access rights.
- Signed parent and student consent (see below) is required to be completed in order to gain access to the internet, or to publish work, photos or videos on the internet.

Privacy of students, parents, staff and other users must always be recognised and respected.

### ***Bring Your Own Device – BYOD (does not include mobile phones)***

- Our College will provide internet access, some software (such as Office365) and printing to personal devices through a school assigned login including student email username and password. Parents have the option to opt-out of access to Cloud services, however this may have an impact.
- The maintenance (including backups) and care of the device is completely the responsibility of the student.
- The device must only be used in accordance with the 'ICT Agreement'.
- Any misuse of the device as stated in the 'ICT Agreement' may result in the confiscation of the device by any staff member at the College.
- The device must comply with the 'Device Compliance standards' before it will be connected and will be disconnected should it not meet the requirements once connected.
- Only one device per student will be registered on the College Wi-Fi network.
- Any device on College grounds that is found to have anything deemed unnecessary or inappropriate by any staff may be confiscated for a period of up to 48 hours.
- Students are not allowed to provide 3<sup>rd</sup> party internet service, such as a Hot Spot on capable devices.
- Devices should not be used to take, share, print or publish photographs or video footage in any situation without the specific permission of the subjects (student, staff member or visitor to the college).
- Devices (excluding Mobile Phones) must be available for students to use at all times but, kept on mute throughout class time unless an instruction by the teacher has specified otherwise.

### ***Mobile phones – Student Use***

#### **PURPOSE**

To explain to our school community the Department's and Kurnai College's policy requirements and expectations relating to students using mobile phones during school hours. This policy applies to:

1. All students at Kurnai College and Latrobe Valley FLO,
2. Students' personal mobile phones brought onto school premises during school hours, *including* recess and lunchtime.

## DEFINITIONS

**A mobile phone** is an electronic device with access to a cellular (telecommunication) system, with or without a physical connection to a network: “For the purpose of this policy, “mobile phone” refers to mobile phones and any device that may connect to or have a similar functionality to a mobile phone such as smart watches or cellular equipped Laptop/Tablet devices.”

## POLICY

Kurnai College understands that students may bring a personal mobile phone to school, particularly if they are travelling independently to and from school. At Kurnai College

Students who choose to bring mobile phones to school must have them switched off and securely stored during school hours

Exceptions to this policy may be applied if certain conditions are met (see below for further information)

When emergencies occur, parents or carers should reach their child by calling the school’s office.

### Personal mobile phone use

In accordance with the Department’s [Mobile Phones Policy](#) issued by the Minister for Education, personal mobile phones must not be used at Kurnai College during school hours, including lunchtime and recess, unless an exception has been granted.

Where a student has been granted an exception, the student must use their mobile phone for the purpose for which the exception was granted, and in a safe, ethical and responsible manner.

### Secure storage

Mobile phones owned by students at Kurnai College are considered valuable items and are brought to school at the owner’s (student’s or parent/carer’s) risk. Students are encouraged not to bring a mobile phone to school unless there is a compelling reason to do so. Please note that Kurnai College does not have accident insurance for accidental property damage or theft. Students and their parents/carers are encouraged to obtain appropriate insurance for valuable items.

Where students bring a mobile phone to school, Kurnai College will provide secure storage. Secure storage is storage that cannot be readily accessed by those without permission to do so. At Kurnai College students are required to store their phones in the locker provided by the school. Phones must have cellular data turned off, this includes hotspots. Senior campus students can keep their devices in their bags but must not use them during school hours.

### Enforcement

Students who use their personal mobile phones inappropriately at Kurnai College may be issued with consequences consistent with our school’s existing student engagement policies including Kurnai College *Student Wellbeing and Engagement* and/or *Code of Conduct* or *Bullying* policies.

At Kurnai College inappropriate use of mobile phones is **any use during school hours**, unless an exception has been granted, and particularly use of a mobile phone:

- In any way that disrupts the learning of others to send inappropriate, harassing or threatening messages or phone calls to engage in inappropriate media use including cyber bullying to capture video or images of people, including students, teachers and members of the school community without their permission to capture video or images in the school toilets, changing rooms, swimming pools and gyms during exams and assessments.

## Exceptions

Exceptions to the policy:

may be applied during school hours if certain conditions are met, specifically,

- Health and wellbeing-related exceptions; and
- Exceptions related to managing risk when students are offsite.

can be granted by the principal, (College and /or Campus) in accordance with the Department's [Mobile Phones Policy](#).

The three categories of exceptions allowed under the Department's [Mobile Phones Policy](#) are:

### 1. Learning-related exceptions

Specific exception	Documentation
For specific learning activities (class-based exception)	Unit of work, learning sequence
For students for whom a reasonable adjustment to a learning program is needed because of a disability or learning difficulty	Individual Learning Plan, Individual Education Plan

### 2. Health and wellbeing-related exceptions

Specific exception	Documentation
Students with a health condition	Student Health Support Plan
Students who are Young Carers	A localised student record

### 3. Exceptions related to managing risk when students are offsite

Specific exception	Documentation
Travelling to and from excursions	Risk assessment planning documentation
Students on excursions and camps	Risk assessment planning documentation
When students are offsite (not on school grounds) and unsupervised with parental permission	Risk assessment planning documentation
Students with a dual enrolment or who need to undertake intercampus travel	Risk assessment planning documentation

Where an exception is granted, the student can only use the mobile phone for the purpose for which it was granted.

## Camps, excursions and extracurricular activities

Kurnai College will provide students and their parents and carers with information about items that can or cannot be brought to camps, excursions, special activities and events, including personal mobile phones.

## Exclusions

This policy does not apply to

- Out-of-School-Hours Care (OSHC)
- Out-of-school-hours events

Travelling to and from school

- Students undertaking workplace learning activities, e.g. work experience
- Students who are undertaking VET

## RELATED POLICIES AND RESOURCES

[Mobile Phones – Department Policy](#)

[Ban, Search and Seize Harmful Items](#)

[Personal Goods – Department policy](#)

### *Acceptable Use*

Devices should not be used in any manner or place that is disruptive to the normal routine of the College.

The College acknowledges that Devices can have educational application as well as personal communication uses; as such they may be used in class at the teacher’s discretion.

It is important that students display courtesy, consideration and respect for others whenever they are using a Device.

### *Theft or Damage*

The College accepts no responsibility for students who lose or have their Device stolen or damaged while travelling to or from school, or during school hours; if a Device is stolen it will be the responsibility of the student to contact the police.

### *Inappropriate Conduct*

Inappropriate use of a Device will result in disciplinary action as deemed necessary by the College. This may include, but is not limited to:


- Temporary confiscation
- Confiscation and a parent meeting
- Detention or Suspension
- Referral to police in extreme instances

## **Appendices**

APPENDIX A: ICT Agreement

## Evaluation

This policy will be reviewed as part of the College's regular four-year review cycle or as required to keep up to date with current trends and technologies.

<b>Date Implemented</b>	Week 3 – Term 2 – 2014 V1
<b>Approval Authority (Signature and date)</b>	 19/3/2024
<b>Dates Reviewed</b>	Week 7 – Term 4 – 2014 V2 Week 7 – Term 3 – 2015 V3 Week 3 – Term 2 – 2016 V4 Week 7 – Term 2 – 2018 V5 Week 7 – Term 3 – 2019 V6 Week 7 – Term 4 – 2019 V7 Week 7 – Term 4 - 2020 V8
<b>Responsible for Review</b>	College ICT Team
<b>Next Review Date</b>	Week 7 – Term 3 - 2028
<b>References</b>	DET

## APPENDIX A: ICT Agreement

### **Definition**

Internet access includes related communications systems through school or personal devices. Connection and use of personal devices must adhere to these terms and conditions.

### **Conditions**

For users to gain use of and access to Kurnai College's Internet facilities or have a Bring you own Device connected they must read and accept the following rules and sign the agreement. The agreement must also be signed by a parent if the student is under 18 years of age.

### **Purpose**

The purpose of this document is to establish a policy for acceptable use of the Internet at Kurnai College and BYOD. It is particularly designed to protect students from accessing inappropriate material and to teach them responsible use of online materials and to ensure that students and parents know their responsibilities when bringing and using a personal device at school.

### **ICT Agreement**

1. Because Kurnai College's Internet accounts exist to provide access to curriculum related material, I shall not use the school account to search for non-curriculum related material unless given direct permission by College staff.
2. I shall not use the Internet to access unacceptable material. This includes sites dealing with illegal activities, pornography, or extreme violence.
3. I accept that information published on the Internet may be inaccurate or may misrepresent a person or situation and shall take care in the use of this material.
4. I will abide by copyright laws. I shall not copy or redistribute work or use other people's work without correctly acknowledging them.
5. I shall respect the rights and privacy of others. I will not disclose usernames and passwords to anyone, read other people's electronic mail or reveal personal addresses or phone numbers.
6. In accordance with Section 85ZE of the *Commonwealth Crimes Act*, I shall not use the Internet or any telecommunication service to menace or harass others. Similarly, I will not use such a service to use disrespectful, inaccurate or inappropriate language.
7. I shall treat all College computer equipment with care and respect.
8. I understand and accept that inappropriate behaviour whilst accessing the Internet shall incur penalties. Kurnai College reserves the right to terminate or suspend Internet access and/or other penalties as deemed appropriate.
9. Students who bring their own devices must not use these devices in any manner illegal, harmful or against the school's internet policy.
10. I shall not use these personal devices for anything deemed to be un-educational by any member of Kurnai College's staff.
11. I accept that the use of a personal devices in connection with Kurnai College carries specific risks for which I as the owner/user, assume full responsibility. These risks include but are not limited to, partial or complete loss of data, errors, bugs, viruses, downloaded malware, and/or other software or hardware failures, or programming errors which could render devices inoperable.
12. Kurnai College accepts no responsibility for inappropriate use, damage obtained on or off school grounds, misuse by those other than the intended owner/user, loss or malfunction.
13. I agree that Kurnai College and its staff will not be responsible or held responsible for the maintenance or upkeep of the device.
14. It is always my responsibility to keep any personal device in a safe and secure situation



15. If devices are deemed to be conflicting with any Kurnai College policy or agreement whether agreed to or not, the devices may be taken by any member of Kurnai College’s staff under the responsibility of the owner/user and not that of the staff member, with any damage incurred the responsibility of the Owner/user.
16. I agree that any device may be taken at any time to be checked by a Kurnai College staff member should that staff member identify that the personal device contain inappropriate data or be used in an inappropriate manner as deemed by that staff member.
17. I agree that any personal devices will have up to date programs, operating systems, virus protection, browsers and plugins.
18. In the event of loss, theft or damage, you must inform Kurnai College within 2 working days.
19. I agree that the device meets the ‘BYOD approved device list’ which may change at any time.
20. I agree that no more than 2 devices will be connected to the school network, and that further connections will not be permitted.
21. I agree that connection is not guaranteed and may be disconnected at any time without warning.

Student Name: \_\_\_\_\_

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

Date: \_\_\_\_\_

As a parent/guardian of the above-named student I have read the agreement and accept the conditions outlined.

Parent/Guardian Name \_\_\_\_\_ Signature: \_\_\_\_\_

**BYOD approved device list**

The below list may change at any time and is the responsibility of the owner/user to keep their device up to date.

**MINIMUM SPECIFICATIONS REQUIRED:**

Operating System:	Windows 10 ( <b>Not</b> Windows 10 S or Windows 10X)
Wireless:	Devices supporting wireless 802.11 n/ac
Battery:	At least 8 hours
Screen Size:	A screen size of at least 10 inches (13+ inches recommended if in Art/Media electives)
Storage:	At least 120 GB Solid-State SSD (240GB+ recommended if in Art/Media electives)

**Please Note:** Our operating environment is based around the x86 Windows 10 platform, applications, support, and instructions will be limited for other platforms such as Chromebooks, Android, MacOS.

**Updated list can be found on the college website or from here.:** <https://ict.kurnai.co/byod>