NOSSAL
High School

2014

Cyber-ethics and e-Learning

ICT-Student Hardware and

Internet User Agreement Policy

NOSSAL HIGH SCHOOL
e-Learning Profile

ICT Vision

Nossal High School aims to develop ethical and respectful student behaviours, consistent across the online world and within everyday life. Our students are encouraged to approach the use of ICT in a disciplined manner, to challenge data, and judiciously synthesize their findings. When using ICT to interact at local, regional, national and global levels, a Nossal High School student knowingly adopts a principled and considerate approach.

Implementation

The application of ICT to teaching and learning at Nossal High School is designed to enrich student learning through our Virtual Learning Environment, internally housed resources and the effective utilisation of wider online resources. Our digital tools are used to develop students' thinking skills, creativity, problem solving, collaboration and the ability to synthesise information.

ICT has a critical role in enhancing the learning process at all levels and across a broad range of activities in each of the learning domains. Through the use of ICT, we are helping our students become conversant with the nature of information, comfortable with the application of new technology for effective learning, and able to recognise the relevance and potential of ICT in the modern world.

> **Ethical Behaviour in an Online Environment**
> *The values, beliefs and behaviours needed to ensure safe, responsible and respectful use of digital technology should be an extension of the application of the principles one uses in day-to-day life.*
> *Such principles take into consideration all online users' moral and legal rights in terms of*
> *- feeling comfortable, safe and free from bullying behaviour*
> *- Intellectual Property, including copyright*
> *- online privacy.*

Nossal High School ICT Aims to:

ENGAGE	EXPLORE	EXPLAIN	ELABORATE	EVALUATE
UTILISE ICT AT APPROPRIATE STAGES OF EACH TOPIC TO ENGAGE STUDENTS IN SUBJECT AREA. EXAMPLES COULD INCLUDE: • *Accessing NEO (Nossal Education Online) for teacher resources* • *Online Mind Maps* • *Internet based research* • *Directed online media* • *Use of Analysis and Design Tools*	*USE e-LEARNING ACTIVITIES TO FOSTER STUDENTS' EXPLORATION OF SET TOPICS. THIS INCLUDES DEVELOPING THEIR OWN LINES OF QUESTIONING AND SUPPORTING THIS THROUGH CLEAR DOCUMENTATION USING ICT TOOLS SUCH AS:* • *Locally Housed software* • *NEO (Nossal Education Online)* • *www meta-crawlers* • *creative commons* • *manipulation of digital devices to undertake research*	*USE 1-1 DEVICES FOR STUDENTS TO PRESENT THEIR GAINED KNOWLEDGE USING A VARIETY OF ENGAGING AND INNOVATIVE METHODS. THESE COULD INCLUDE:* • *Microphones* • *Flip cameras* • *Blogs* • *Cloud computing- Google docs, Office 365.* • *Podcasts/ Vodcasts* • *Laptops* • *iPads*	*USE ICT TO GENERATE NEW FORMS OF COMMUNICATION BETWEEN STUDENTS AND STAFF ON BOTH A PEER-PEER AND ASSESSMENT LEVEL. THIS WOULD INCLUDE:* • *Use of Skydrive for collaboration* • *Use of forums and subject based Web Pages* • *Use of the NEO (Nossal Education Online) to communicate via, discussion boards, wiki and blog entries and comments, email and use of chat* • *Use of other social online tools and commenting features to provide feedback.*	*DEVELOP METHODS OF REFLECTION FOR ALL STUDENTS TO RECORD THEIR OWN PROGRESS AND IDENTIFY STRENGTHS, AREAS FOR IMPROVEMENT, AND FUTURE LEARNING GOALS, THAT ARE SUPPORTED BY ACCESS TO 1-1 ICT DEVICES. THIS INCLUDES:* • *Use of the NEO (Nossal Education Online)* • *Develop a portfolio of online work* • *Podcasts/Vodcasts* • *Creating Movies* • *Online Journal entries* • *Development and completion of Personal Learning Rubrics* • *Use of Blogging and Journals as a form of peer assessment*

Part A– This agreement is to be signed by the student and parent on the Student Enrolment Form.

See part C for support information.

When using the internet, I agree to:

- Participate in the online environment in a disciplined, respectful, and ethical manner with consideration to the privacy rights of others
- behave according to my school's Code of Conduct
- protect my privacy rights and those of other students by not giving out personal details including full names, telephone numbers, addresses and images
- use appropriate language when talking to and working with others online and never participate in hate mail or acts of harassment or online bullying
- use the internet at school for educational purposes and use the school's equipment properly
- use social networking sites for educational purposes and only as directed by teachers
- not deliberately enter or remain in any site that has obscene language or offensive content (e.g. racist material or violent images)
- abide by copyright procedures when using content on websites (ask permission to use images, text, audio and video and cite references where necessary)
- consider carefully how I use content posted on the internet and not simply copy and paste information from websites
- not interfere with network security, the data of another user or attempt to log into the network with a user name or password of another student
- not reveal my password to anyone except the system administrator or classroom teachers
- not bring or download unauthorised programs, including games, to the school or run them on school computers
- talk to my teacher or another adult if:
  - I need help online
  - I feel that the welfare of other students at the school is being threatened
  - I come across sites which are not suitable for our school
  - Someone writes something I don't like, or makes me and my friends feel uncomfortable or asks me to provide information that I know is private.

When I use my mobile phone, iPod or other mobile device I agree to:

- use it for learning purposes as directed by my teacher
- act responsibly and not use the device to find, create or send information that might be harmful, inappropriate or hurtful to me or anyone else.

To this end, when using my mobile device as a phone I will:

- keep my phone on silent during class times and only make or answer calls and messages outside of lesson times – except for specified learning purposes
- protect the privacy of others and never post private information about another person using SMS messages.

When using my mobile device as a camera I will:

- only take photos and record sound or video when it is a permitted activity of a class or lesson
- seek permission from individuals involved **before** taking photos, recording sound or videoing them (including teachers)
- seek specific permission from individuals involved **before** publishing or sending photos, recorded sound or video to anyone else or to any online space
- respect others when I talk to and work with them online and never write or participate in online bullying
- seek teacher permission before uploading any content to websites (e.g. blogs).

This Acceptable Use Policy for Mobile Devices also applies to students during school excursions, camps and extra-curricular activities. I acknowledge and agree to follow these rules. I understand that my access to the internet and mobile technology at school will be renegotiated if I do not act responsibly.

Part B –The school will promote responsible and ethical use of technology.

At Nossal High School we:
- provide a systematically filtered service for students
- provide supervision and direction in internet activities
- have a school intranet and Virtual Learning Environment which is accessed by school community members and is only accessible by password
- have an Information Literacy program focused on effective use of internet sources/sites
- adopt programs that promote safe and ethical behaviours about digital rights and privacy information
- set tasks that require students to problem solve through challenging and open questions requiring more than copied and pasted responses from the Internet
- reinforce the importance of safe, disciplined, ethical, responsible and respectful use of the internet in all curriculum areas
- provide support to parents to understand this agreement (e.g. language support)
- may allow student access to social networking sites for educational purposes – this will be under teacher direction with clear protocols established.

The posting and sharing of information online (or in any other way) requires consent. This consent must be fully informed, freely given, current and specific in how the information will be presented and who it will be presented to. Nossal HS will require signed authority for any work, images or information posted online (You will find the authority form in your enrolment package).

We also recommend that you read and follow the 'Bridging the gap between home and school' information to help you understand how your child may be using the internet at home or sometime in the future.

Part C - Advice for Parents.
Please keep this as a resource to use at home.

About the agreement
Nossal High School believes the teaching of safe and ethical online behaviour is essential in the lives of students and is best taught in partnership between home and school. 21st Century students spend significant amounts of time online for the purposes of learning and socialising. Online communities need a citizenry who do the right thing by themselves and others online, particularly when no one is watching. Safe and ethical behaviour online is explicitly taught at our school and support at home is requested. It is important to note that some online activities are illegal and as such will be reported to police. This includes harassment of others and publishing of inappropriate images.

Bridging the Gap between Home and School
At school the internet is mostly used to support teaching and learning. At home, however, it is often used differently. Not only is it an excellent study resource for students, but it needs to be recognised that it is also a social & community space. If you have the internet access at home, encourage your child to show you what they are doing online.
At home we recommend you:
- find out how your child uses the internet and who else is involved in any online activities
- have the computer with internet access in a shared place in the house – not your child's bedroom
- ask questions when your child shows you what they are doing, such as:
  - how does it work and how do you set it up?
  - who else is sharing this space or game? (do you know them or did you 'meet' them online?)
  - can you see any risks or dangers in the activity - what would you say to warn/inform a younger child?

- what are you doing to protect yourself or your friends from these potential dangers?
- when would you inform an adult about an incident that has happened online that concerns you? (Discuss why your child might keep it to themselves.)

Statistics show that students will not approach an adult for help because:
- they might get the blame for any incident
- they don't think adults "get" their online stuff
- they might put at risk their own access to technology by either:
  - admitting to a mistake or
  - highlighting a situation that might lead a parent to ban their access.

Protecting Personal Privacy Rights and Those of Other Students
Students like to publish information about themselves and their friends in spaces like Facebook and blogs, but in doing so they can make themselves more vulnerable to being approached, groomed or bullied online. To avoid this we recommend they:
- don't use their own name, but develop an online name and use avatars
- don't share personal details including images of themselves or their friends online
- password protect any spaces or accounts they have
- don't allow anyone they don't know to join their chat or collaborative space
- are reminded that any image or comment they put on the internet is now public (anyone can see, change or use it) so no full names should appear in reference to individuals in any image, movie or sound recording

Using the Internet in line with School's Student Code of Conduct

Using appropriate language when talking to and working with others online and never write or participate in hate mail.
Being online can make students feel that they are anonymous and sometimes students may say things online that they would never say to someone's face. Often very few adults visit this online environment. The online space or chat environment that they use in leisure time might also have explicit language and they may feel they have to be part of it. Students need to be reminded then that their behaviour online must fall in line with the school's code of conduct and acceptable behaviour in day-to-day life.

Using Equipment and Resources Properly for Educational Purposes as Directed by Teachers
It is important to realise that there is a time for fun and a time for work even on the internet. Students may often see the internet as "free" but just looking at a page on the internet incurs a download cost. By just taking care with the equipment, and thinking carefully about printing and downloading from the internet students can save time, money and the environment.

Using Social Networking Sites for Educational Purposes and only as directed by teachers
New internet tools and social networking spaces allow students to be contributors to the web and allows them to work collaboratively online with other students. Creating or contributing to blogs, wikis, digital stories and podcasts can all be legitimate educational activities which allow students to publish, share and inform others and be active contributors to the web.

The task, online space and responsibilities should be clearly outlined by the school and reinforced throughout the task. The educational purpose should be clearly understood by the student and the online space defined by the school. When publishing, students should be aware that they are posting to the web and should follow safe practices which protect both their privacy and other members of the school community and post/create in an appropriate way for the school project.

Keeping Away From Inappropriate or Offensive Sites
In school settings, internet service providers set up filters to block out a lot of inappropriate content, but these filters are not always foolproof. Students, who deliberately seek out inappropriate content or use technology that bypasses filters, will have their internet access reviewed and their parents will be immediately informed.

Following Copyright Procedures and Downloading Software
Generally, music, movies, information, images and games on the internet are owned by someone. The term, "copyright", is a legal one and there are laws to enforce it. By downloading 'free' materials you can risk bringing a virus or spyware to the computer or system. These can destroy a computer system or provide hackers with details such as passwords and bank accounts. Remember if an offer is too good to be true, the chances are it is.

Evaluating and Using Content on the Internet Carefully
Many sites on the internet contain content that is not true, accurate or unbiased. The school is working to teach information literacy skills, which enable students to locate, evaluate, and use information effectively on the internet. Copying and pasting information can help organise arguments, ideas, and information, but it is important that your child uses their own thoughts and language to express what they have learnt.

Not Interfering with Network Security, the Data of Another User or Attempting to Log into the Network with a False Username or Password
Computer facilities are for the use of all students, and as such, due care should be taken at all times when using these resources. Students are responsible for everything done using their accounts, and everything in their home directories. To this end, students need to keep their password secret and not gain access to other students' login details.

Seeking Teacher Assistance
Some internet sites have devious ways to lead users to other websites they never intended to visit. It is easy for internet users to get distracted. We would like our students to ask for help in locating the information they need, and clarifying the task they have been set. Unfocused clicking through websites can lead to timewasting and locating inappropriate content. We also want the whole school community to keep their internet environment as safe as possible, and so we ask students to turn off their screen and let a teacher know if they come across a site they think should be blocked. Open communication between parents, teachers and students is the best way to keep students safe.

Use of Mobile Phone and other Mobile Technology
Mobile phones and tablet technologies are a seamless part of our lives. The school is asking to have some say in how these technologies are used to ensure that there is the capacity for learning in a classroom. A classroom could have more than 25 mobile phones, and a similar number of tablets, operating within it at any time. Student learning and concentration could well be hampered by texting, ringing and inappropriate use of apps.

The recording of both images and sounds can breach other student's rights under the privacy act. Sometimes students feel embarrassed telling their peers that they don't want their image or voice recorded. The use of such images can be instantly transmitted by SMS and/or posted online.

The privacy act says that the posting and sharing of information online or in any other way requires consent. This consent must be fully informed, freely given, current and specific in how the information will be presented and who it will be presented to. Schools are required to obtain signed authority for any work, images or information posted online. All citizens need to respect the rights of others to privacy and students are no exception.

If you have any concerns about this agreement or Internet Safety in general contact either the school or NetAlert Australia's Internet safety advisory body on 1800 880 176 or visit http://www.netalert.gov.au/

If you have any questions please don't hesitate to ask the Director of e-Learning,
Leading Teachers or your Tutorial Teacher.