Staff, Internet, Digital Technologies, Social Networking and Sharing Policy

Carrum Downs Secondary College is committed to the safety of all children and young people. Carrum Downs Secondary College believes that it has a responsibility to remain at the forefront of cutting edge teaching and learning tools, including Web 2.0 technologies. 21st century students spend increasing amounts of time online, learning and collaborating. To be safe online and to gain the greatest benefit from the opportunities provided through an online environment, teacher and students need to do the right thing by themselves and others online, particularly when no one is watching.

When using digital technology it is expected that teachers:
- be a safe, responsible and ethical user whenever and wherever they use it
- support others by being respectful in how they communicate with them
- seek to understand the terms and conditions of websites and online communities and be aware that content they download, access, upload or post is their digital footprint
- protect their privacy rights and those of other teachers and students by not giving out personal details including full names, telephone numbers, addresses and images
- protect the privacy of students and teachers when uploading images and videos to ensure that they cannot be transferred to other sites without authorisation. This includes having appropriate knowledge of privacy and permission settings
- use the internet for educational purposes and use the equipment properly
- abide by copyright procedures when using content on websites
- do not access web pages, or produce work that would be considered offensive to students, parents, teachers or community members because of pornographic, racist, sexist, discriminatory, violent or illegal content
- ensure that images and videos are viewed prior to using them to establish their appropriateness and legitimacy.
- never search sites whilst projecting in the classroom
- Restrict the use of social networking sites such as facebook to year 11 & 12 classes, only use social networking sites for educational purposes and after permission has been granted by a principal class member, and ensure that a principal class representative is a member of the learning space
- when using social networking sites, ensure that a separate account has been established for educational purposes only and never use their personal accounts to share information with students or engage in teaching activities
- cease all online communication with students by 21:00
- 'hide' all student newsfeeds and if online live 'chatting' occurs ensure all conversations are saved.
- treat any online forum (including Skype) as a virtual classroom and therefore always act within the Victorian Teaching Professional Code of Conduct.

When I use my mobile device I agree to:
- keep the device on silent and not answer or make call or use messaging services when teaching– except for approved learning purposes
- only take photos and record sound or video when it is part of an approved lesson and never of an inappropriate nature.
- seek permission from individuals involved before taking photos, recording sound or videoing them (including fellow teachers).
- seek appropriate permission from individuals involved before publishing or sending photos, recorded sound or video to anyone else or to any online space
- be respectful in the photos they take or video they capture

This policy also applies during school excursions, camps and extra-curricula activities.

Evaluation: This policy will be reviewed as part of the College's review cycle
Related policies: School Policy Advisory Guide – http://www.education.vic.gov.au
This policy was endorsed by the College Council in June, 2016