



SYDNEY CHILDRENS HOSPITAL SCHOOL

E-Technology: Acceptable usage for School Students

This document defines the policy for school students of the Sydney Childrens Hospital School (SCHS) for the appropriate and acceptable use of e-technology. This policy encompasses e-technology either provided by SCHS or brought to SCHS under the DEC Bring Your Own Device (BYOD) policy both at school and during school service on the ward.

1. Objectives- Policy statement

The e-technology provides an opportunity to enhance students' learning experiences by providing access to vast amounts of information across the globe. E-technology and online communication links students to provide a collaborative learning environment and is intended to assist with learning outcomes. The inclusion of technology in the classroom supports the curriculum content and encourages higher order thinking. Students at Sydney Children's Hospital School are able to use both school devices in conjunction with their own devices to access content provided by both staff at SCHS and staff from their census school. This policy outlines the expectations of students when using e-technology whilst engaging with education on the ward and in the classroom at SCHS.

Responsible use of e-technology by students, with guidance from teaching staff, will provide a secure and safe learning environment. The use of the internet and online communication services provided by the NSW Department of Education and Communities (DEC) is intended for research, learning and communication between students and staff. Access to internet and online communication tools at SCHS will assist students to develop the information and communication skills necessary to use the Internet effectively and appropriately.

Students at SCHS who use e-technology must abide by the Department's conditions of acceptable usage and SCHS' acceptable use policy. Students at SCHS will be asked to sign the acceptable use policy agreement before being permitted to use e-technology both at school and during school services on the ward.

Students should be aware that a breach of this policy may result in disciplinary action in line with the SCHS discipline policy and this acceptable use of e-technology policy.

1. Audience and applicability

This policy applies to all students attending SCHS in both wards and classrooms who access e-technology either provide by SCHS, or brought to SCHS under the DEC BYOD policy.

2. Context

This policy document takes account of the following policies, guidelines, and legislations.

- DEC Code of Conduct Policy (2006, Ref. No. PD/2004/0020/V06)
- Online Communication Services: Acceptable Usage for School Students (2006, Ref. No. PD/2002/0046/V04)
- Communication Devices & Associated Services Policy (2007 Ref. NO. PD/2002/0024/V05)
- Social Media Policy (2011, Ref. No. PD/2011/0418/V01)
- Enterprise Data Policy (2009, Ref. No. PD/2009/0389/V02)
- Communication Devices and Associated Services Guidelines



- C1999-09 Use of Employer Communication Devices
- C2000-37 Monitoring of Use of Communication Devices (including internet access)
- Social media guidelines 2011
- NSW Workplace Surveillance Act 2005 NSW Privacy
- Personal information Protection Act 1998

This policy should be read as consistent with school discipline, child protection, anti-discrimination and anti-racism policies.

4. Responsibilities and delegations

Access and Security

SCHS students will:

- will report inappropriate behaviour and material to their teacher
- will use the department's Wi-Fi network for learning
- will use their BYOD device in class at the direction of the teacher
- will use their own portal/login details and will never share them with others
- will not access chat rooms, or social media networks
- will not use personal devices to knowingly access, search for, or send anything that is:
 - Offensive
 - Pornographic
 - Threatening
 - Abusive
 - Defamatory
 - Considered to be bullying
- will acknowledge that the school cannot be held responsible for any damage to or theft of personal devices
- will not text, or make or receive phone calls at school without permission from their teacher
- will not use their phone in a manner that disrupts or is likely to disrupt the learning environment
- will ask the teacher before using their phone for internet access and other educational purposes
- will not send bullying, intimidating or otherwise harassing messages text messaging or through photographic video
- will not record of conversations, including lessons, without the knowledge and permission of the teacher or those involved in the conversation.
- will not use their mobile phone in a way that is in breach of any law

Privacy and Confidentiality

Students will:

- never publish or disclose the email address of a staff member or student without that person's explicit permission



- not reveal personal information including names, addresses, photographs, credit card details and telephone numbers of themselves or others
- ensure privacy and confidentiality is maintained by not disclosing or using any information in a way that is contrary to any individual's interests
- will not record of conversations, including lessons, without the knowledge and permission of the teacher or those involved in the conversation

Intellectual Property and Copyright

Students will:

- never plagiarise information and will observe appropriate copyright clearance, including acknowledging the author or source of any information used
- ensure that permission is gained before electronically publishing users' works or drawings
- always acknowledge the creator or author of any material published
- ensure any material published on the internet or intranet has the approval of the principal or their delegate and has appropriate copyright clearance
- will not record conversations, including lessons, without the knowledge and permission of the teacher or those involved in the conversation

Misuse and Breaches of Acceptable Usage

Students must be aware that in the event of misuse or breach of this contract whilst using e-technology at school or during school ward service that they will be subject to the following consequences.

SCHS may implement the following actions when e-technology has been misused and this policy has been breached.

- revoking access to e-technology from the individual student
- banning students from using mobile phones during whilst at SCHS and/or during school service on the ward
- confiscating mobile phones from individual students
- requiring all students to hand in their mobile phones to the SAM at the beginning of session 1 and session 3, to be collected prior to lunch and the end of the school day
- informing parents and carers
- in serious breaches of the Online Communication Services: Acceptable Usage for School Students SCHS will contact police

5. Monitoring, evaluation and reporting requirements

Students will report:

- any internet site accessed that is considered inappropriate
- any suspected technical security breach involving users from other schools, TAFEs, or from outside the NSW DEC

This policy will be monitored and evaluated on a regular basis to ensure that it continues to fulfil the requirements of the DET and meets the needs of the SCHS