



## **SYDNEY CHILDRENS HOSPITAL SCHOOL**

### **E-Technology: Acceptable usage for SCHS Staff**

This document defines the policy for staff 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.

#### **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 (SCHS) are able to use both school provided 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 staff whilst engaging with education at SCHS, both on the ward and in the classroom, when using e-technology. As SCHS it is important for teachers to have access to reliable, innovative e-technology to enable to delivery of quality teaching, and lessons that provide the students with the opportunities to practice skills, gain new knowledge, and think deeply about a range of subject areas.

Responsible use of e-technology by staff will provide a secure and safe learning environment for the students of SCHS and allow staff to have access to e-technology both at school and at home. 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. At SCHS internet and e-technology devices are tools to enable great and inspired teaching practices. All staff are to use the internet and e-technology in a manner that exemplifies acceptable behaviour and usage.

Staff at SCHS who use e-technology must abide by the Department's conditions of acceptable usage (found here: [https://www.det.nsw.edu.au/policies/staff/ethical\\_behav/comm\\_dev/PD20020024.shtml](https://www.det.nsw.edu.au/policies/staff/ethical_behav/comm_dev/PD20020024.shtml)) and SCHS' acceptable use policy. Staff at SCHS will be asked to sign the acceptable use policy agreement before being permitted to use e-technology at school and SCHS provided e-technology at home.



Staff should be aware that a breach of this policy may result in disciplinary action in line with the DEC Code of Conduct and this acceptable use of e-technology policy.

## **2. Audience and applicability**

This policy applies to all staff at the SCHS who access e-technology either provide by SCHS, or brought to SCHS under the DEC BYOD policy.

## **3. 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 staff will:

- will use the department's Wi-Fi network for teaching and learning purposes
- will use their own portal/login details and will never share them with others
- will not use personal devices, or a device provided by SCHS 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 personal phone calls during times when I am on class or with a student on the ward
- will not send bullying, intimidating or otherwise harassing messages text messaging or through photographic video
- will not record conversations, including lessons, without the knowledge and permission of those involved in the conversation
- will not use e-technology phone in a way that is in breach of any law
- ensure that all e-technology provided by SCHS is looked after in a respectful manner including charging e-technology after use and locking e-technology in a secure location on weekends and during holiday periods
- ensure all care is taken when borrowing e-technology from SCHS to avoid loss or damage
- will notify principal and ICT Co-ordinator immediately if loss or damage occurs to SCHS provided e-technology

### **Privacy and Confidentiality**

Staff will:

- never publically disclose the email address of a staff member that person's explicit permission
- not reveal personal information including names, addresses, photographs, credit card details and telephone numbers of themselves or others, without explicit permission
- 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 those involved in the conversation

### **Intellectual Property and Copyright**

Staff 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 lesson without the knowledge and permission of those involved in the conversation.

### **Misuse and Breaches of Acceptable Usage**

Staff must be aware that in the event of misuse or breach of this contract whilst using e-technology at school, on the wards, or using SCHS provided e-technology at home, they will be subject to disciplinary action in line with DEC policies and the DEC code of conduct.

### **5. Monitoring, evaluation and reporting requirements**

Staff 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.**