



ACCEPTABLE USE OF DIGITAL RESOURCES POLICY

Definition

Digital resources include, but are not limited to, the following (school owned) items:

- Desktop, laptop and netbook computers, iPads, hovercams, scanners, printers and future technologies.
- School network and Internet
- Digital still and movie cameras
- Interactive whiteboards
- Sound recording and playing devices (e.g. mp3 players, digital voice recorders)

Rationale

Digital resources are essential tools for providing an enriched learning environment. Malvern Central School actively supports access by students and staff to the widest variety of information resources, but acknowledge these resources must be used responsibly.

Aims

1. To provide students and staff with a safe working environment while using digital resources.
2. To engender an awareness of the intellectual property of others and the implications of breaching intellectual property laws.
3. To ensure that digital resources are used appropriately so that all are able to take advantage of the resources.

Implementation

1. Staff and students will be given instruction on appropriate use and care of the school's digital resources prior to their use.
2. Students and parents/carers must sign the *Acceptable Use of Digital Resources Agreement* before students will be allowed to access the facilities. The agreement outlines student responsibilities and consequences for inappropriate use.
3. Parents/carers permission will be obtained before any student's photograph, video footage or work will be posted on a public site on the Internet.
4. All personal mobile devices will be stored with homeroom teachers during school hours and returned at the end of school day.

Evaluation

This policy will be reviewed as part of the school's three-year review cycle.

Review Date: 2020

Resources

DET School Policy & Advisory Guide

[http://www.education.vic.gov.au/school/teachers/management/infrastructure/Pages/acce
ptableuse.aspx](http://www.education.vic.gov.au/school/teachers/management/infrastructure/Pages/acceptableuse.aspx)

Other School Policies

This policy should be read in conjunction with other relevant school policies found on our website, such as:

- Anti-Bullying Policy
- Home School communication Policy
- Student Engagement Policy
- Video/Film/Computer Games Use Policy
- Duty of Care Policy

This policy was last ratified by School Council in: ***September 2017***