POLICIES AND PROCEDURES

Policy Name:	
Constructed/Reviewed by:	PXC/School Executive
Review / Last Review:	: 2023 : 2025

Yarra Valley Grammar supports the right of all members of the School community to access safe and inclusive learning and teaching environments, including online spaces. This document outlines the School's roles and responsibilities in supporting safe digital learning as well as the expected behaviours of students when using online spaces.

Digital Learning at Yarra Valley Grammar exists to support our educational mission to be a great school fostering excellence, concern for others and a global outlook.

- Excellence and endeavour
- Community, service and leadership
- Safety (2022-2026 YVG Teaching and Learning Plan)

with a network access account, which includes access to:

ile apps for students, staff and families

on
e 365 licensing
ears 7-12 students)
ed amount of storage
t System resources
et provision
g resources (hardware and software)
ctronic threats (for example viruses, malware and SPAM)

s electronic devices to specific year levels in the Junior School. Student
n the property of the School. Students in the Middle School and Senior
Own Device" (BYOD) program that enables

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The School has the right and the responsibility to ensure that the School is a safe place for the use of ICT on digital devices. At Yarra Valley Grammar, students and staff continue to develop their understanding and application of ethical considerations associated with the use of technology. Respecting and protecting oneself, others and intellectual property are essential parts of digital citizenship.

The continued access to digital resources is dependent on the acceptance by the student of this policy.

1. Students must follow all instructions from teachers when using digital devices at school.
2. Access is a privilege, not a right, and users are responsible for their behaviour and communications over Yarra Valley Grammar networks.
3. Each student bears full responsibility for their own device. Security of the BYOD device is at all times the responsibility of the Student. Students should not access or interfere with another student's device.
4. Students must not access, modify, or delete other users' information without permission.
5. Using another person's username and password (e.g. student or staff member) to gain access to the School's network is deemed as serious misconduct.
6. Material such as games, sound, video or picture files (unless related to schoolwork) must not be saved in the user's home directory.
7. Internet access is provided solely for educational use and school related activities only. Content filtering is used to restrict access to inappropriate material. Deliberate attempts to locate or download material that is illegal, inappropriate or offensive are not permitted. Attempts to bypass the content fi1 (w)-8.4-11.t10.9 Td[1 (t)10.g (a))-4.3 1t()10.3 (5)-9.3 1 1 (o70.g (a)24.2 (n)5.3 (i)6.3 (i)79.3 1)680 T

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4. Have regard to the impact of social media postings within the extended school community. Students should think carefully about the content they upload or post online, knowing that this is a personal reflection of who they are and can influence what people think of them.

5. Not make disparaging statements or opinions about the School, the administration of the School, members of staff or other students on any social media channels.

6. Be aware that by identifying themselves as Yarra Valley Grammar students (such as images in school uniform) immediately creates an association with the School and may affect the public image and/or reputation of the School.

7. Understand that publication of photos and tagging can reveal information about themselves and others and their location. Using images of another person, taking video of another person, or taking photos of another person is only permitted when permission is given by the person whose image is being photographed or being videoed. People have a right to privacy, and taking photos or videos of them without their consent can be seen as an invasion of that privacy. People have the right to control when and how their image is shared. In some cases, photos or videos taken without consent can be

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Students will be held responsible for their actions while using their network access account and for any breaches caused by allowing another person to use their network access account. The misuse of IT resources, including breach of the School's rules or policies contained in this IT Acceptable Use Policy and elsewhere in the School's policies may result in the withdrawal of network access and disciplinary action. Students may also be held legally liable for offences committed using their network access account.

All students agree to abide by the rules set out in this IT Acceptable Use Policy at each login on the School's computer system. This IT Acceptable Use Policy may be amended from time to time.

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