

**Rationale:**

In the current world of education various items of technology have become a commonplace amongst school children. In the increased ownership of electronic devices and mobile phones use by children at home or at school. Our school like to reinforce the safety of using electronic devices.

At Melbourne Chinese Ethnic School, we recognise, the safety aspect of mobile phones when travelling both to and from school. The school also recognises the need for every student to use their personal iPads /generic tablets or laptops as an educational aid.

**Guidelines for Implementation:**

The possession and use of mobile phones and other electronic devices present a number of challenges for the school including:

- a. mobile phones and electronic devices can be valuable items and might render a student vulnerable to theft or the item being broken;
- b. mobile phones and electronic devices can make pupils objects of envy and could have implications with regard to discipline and potential bullying.
- c. Parents and children are responsible to look after their own electronic device on school ground.

**Mobile Phones:**

Whilst recognizing that mobile phones are an aid to safety and security, they can also be, for some students, a cause for concern.

The use of a mobile phone with an integrated camera or video could lead to Child Protection and Data Protection issues with regard to inappropriate capture and use of distribution of images.

If a student needs access to a camera for school purposes, this will need to be arranged with the class teacher.

We understand that children need to have access to a mobile phone for safety reasons when going to and from school.

**Consequence of students using mobile phones and other electronic devices:**

Where a student is found to have use the mobile phone or other electronic device inappropriately at school ground, it will be confiscated for collection by the student at the end of the day, and a consent form sent home.

**Theft or Damage:**

Students are required to mark their mobile phone and/or electronic device clearly with their names. It is strongly advised that students use passwords/pin numbers to ensure that unauthorized phone calls cannot be made on their phones (e.g. by other students if stolen). Students must keep their passwords/pin numbers confidential. Mobile phones and/or passwords must not be shared. The school accepts no liability for replacing any mobile phone or electronic devices that are lost, stolen or damaged whilst on school premises.

**Evaluation:**

This policy is to be reviewed as part of the school's renewal cycle.



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MELBOURNE CHINESE ETHNIC SCHOOL

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## Information from the Department of Education and training.

### The 4 “Ws” of Privacy for Online Learning and Teaching Tools

#### INFORMATION PACK FOR SCHOOLS AND PARENTS

### WHY is privacy important for online tools?

People rely on and use online services every day to work, collaborate, communicate and learn - we share much about ourselves online. Understanding and educating students, staff, parents and guardians on privacy rights and how to protect them is a critical part of the schools' role when providing online learning and teaching tools. Teaching students about the importance of privacy can prevent identity fraud and other crimes. Through communicating the importance of privacy to students, schools can educate them on:

- 1 **APPROPRIATE USE** – ensuring that online tools are being used appropriately for learning
- 2 **LIMITING SHARING** – limiting the collection of personal and sensitive information from students
- 3 **BEING SAFE** – informing teachers of any concerns when using online tools

### WHAT are the online services used for?

Online tools used for clear learning purposes, coupled with effective teaching practice, can re-shape teaching and learning. However, there may be instances where personal or sensitive information is collected when using them.

#### WHAT IS PERSONAL INFORMATION?

- Information that can identify the individual like a name or photograph.

#### WHEN IS PERSONAL INFORMATION COLLECTED?

- To enable access to online tools provided by the Department for learning and teaching purposes.

#### WHAT IS SENSITIVE INFORMATION?

- Information, which if improperly disclosed, can have adverse consequences for an individual e.g. gender identity.

#### WHY IS SENSITIVE INFORMATION COLLECTED?

- Required as part of the school's curriculum to complete school related assessments like social studies.

### WHO is responsible for privacy?



#### DEPARTMENT

The Department is responsible for **guiding** schools on applying privacy.



#### SCHOOLS

Schools are responsible for **educating** staff and students on the importance of maintaining privacy.



#### PARENTS OR GUARDIANS

Parents or guardians are responsible for **reinforcing** the importance of privacy with their children.



#### STUDENTS

Students are responsible for **acting** on the privacy lessons they have been taught.



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## WORK together on privacy

To reinforce the importance of privacy in student's daily lives, remember to communicate the following:

- Only store information that you need for schoolwork.
- Do not give others your username or password.
- Be careful and limit what you share online.
- When posting online, think:  
"Do I really need to share this information?"
- Look after and protect your information – your privacy relies on it.
- Information created and stored on online tools can be seen by school staff and online service support staff.

School staff will assist students to get it right.  
To find out more about Privacy visit:

<http://www.education.vic.gov.au/Pages/privacy.aspx>

### Things for students to think about when using online tools:

**Students have the capacity and a requirement to control the information they post online.**

- When a student makes a video, it is a requirement that everyone in that video gives permission before it's posted online. If permission is not given or is later withdrawn, then the video needs to be taken offline.

**Systems interconnect and share information and data.**

- When signing up to a new online service it is important for students to know who is getting access to the information they provide – is it linked to another online service or social media site and is your information shared?

**Identify and manage known and unknown audiences.**

- Students need to check privacy settings on each online service, these settings control who sees their content and who can contact them.

**How to protect their own personal information and be mindful of what they share.**

- When learning online students need to be careful when publishing any personal information, such as their address or health information.

### ✓ Example information students can safely put online

- Class presentations
- Conversations about classwork/assignments
- School-related contact details
- Class-related media i.e. videos
- Whiteboard notes
- Emails between classmates on school work

### ✗ Example information students should be careful about putting online

- Health-related information
- Bank details
- Home address
- Personal mobile or home phone number
- Racial or ethnic origin
- Religious beliefs or other opinions
- Other student's private information
- Personal media i.e. photographs, video clips