

Lance Holt School Policies and Procedures



Parent/Guardian and Volunteer Technology Policy

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1. Policy Statement

Parents, guardians and volunteers must commit to the principles described below by completing and returning the Parent/Guardian and Volunteer Technology Agreement at the end of this policy, and in doing so agree to adhere to the additional guidelines described in this policy document.

At Lance Holt School we believe that everyone has the right to learn in a safe and supportive environment. Because your child's education requires a close partnership between home and school, this goal is the responsibility of all of our community members. The commitment of staff, students, parents/guardians and volunteers to foster a positive, dynamic and caring community atmosphere is vital. From a technology perspective, there are many opportunities that can support this goal, but we also recognise the potential pitfalls to avoid and the need at times for care and caution.

The ease in which we can communicate and share information using technology (e.g. internet, email, social media, mobile phones, cameras), together with its instantaneous nature, can lead to problems and issues. To avoid these issues and to complement the existing technology policies for staff and students the School requires the following:

- i. Parents and guardians must complete the *Student Technology Access Contract* for children in Years 3-6 with their child. Year 2's will complete a simpler contract.
- ii. Parents, guardians and volunteers must commit to the principles described below by completing and returning the *Parent/Guardian and Volunteer Technology Agreement* at the end of this policy, and are encouraged to follow the additional guidelines described in this policy document.

Parents, guardians and volunteers who are in breach of the content of this policy will be required to meet with the School Coordinator and/or the Chair of the School Council to resolve the issue (refer to the *School Grievance Resolution Procedure*). Such a breach by parents/guardians may impact their child/ren's enrolment in the School.

2. General Privacy

2.1 Principles

- a. Being involved in a community school puts its members in contact with potentially private information, whether through celebrations, morning meeting, working on Council, as a staff member, etc. All members of our school community, including parents, need to respect the confidentiality of private information and the privacy of individuals.
- b. Lance Holt School values the principle that classrooms should be safe and supportive spaces that enable your child to experiment and take risks. This may mean that discussions and the work that goes on within the class may deal with sensitive issues and can reflect the personal thoughts and ideas of the children. We therefore ask parents, guardians and volunteers to support this view, enjoy your classroom experiences, but consider how you share your experience with others outside the School.

2.2 Guidelines

- a. Refer to the Lance Holt School Privacy Policy for guidelines.

3. Mobile Phones

3.1 Guidelines

Be considerate of how you use your mobile phone when at school. For example:

- a. When possible go outside or use another space to receive or make calls.
- b. If you need to keep your phone on for important calls, turn it to silent, e.g. at Morning Meeting or when helping in a class.
- c. Prioritise talking to the people you are with - make the most of your time at school to interact with our community.

4. Social Media, Email and Internet

There are various forms of social media channels and there are always new forms of social media being developed. Current examples include, but are not limited to; Facebook, LinkedIn, Twitter, Blogs, Forums, Online Encyclopaedia's such as Wikipedia and Discussion Boards.

4.1 Principles

Lance Holt School recognises the breadth of potential exposure implicit in social media, and how written communication is open to interpretation. Therefore, parents, guardians and volunteers are asked to abide by the requirements below when communicating, using the above technologies, within Lance Holt School as well as within the wider community when sharing information about the school, its operations, its staff, students and parents, guardians or volunteers.

- a. Content that may seem harmless to you may in fact be offensive to someone else. Prioritise face-to-face communication as a more effective and appropriate means of communication.
- b. Take care with 'tone'. Without body language to fill in the communication 'gaps' written communication is prone to misinterpretation. Take care to ensure you communicate in a way that fills these 'gaps'.
- c. One communication style does not fit all. Consider how your communication changes depending on the person to which it is directed.
- d. Social Media is not private, even with privacy settings. Be mindful of who could receive your communication.

4.2 Guidelines

- a. Any 'damaging' communication is unacceptable and may be contrary to law. Damaging communication may include communication that is abusive, defamatory, harassing or discriminatory (by virtue of diversity, e.g. sex, race, religion, national origin).
- b. Communication must not: include obscene material, infringe intellectual property rights, or injure the reputation of the School or a member of its community.
- c. Staff are required to maintain professional boundaries with other community members, which is difficult for a school with our values. Therefore, please be mindful of actions that may make staff feel uncomfortable. For example, staff may feel awkward, yet obliged, to decline a request to be a 'friend' on social networking sites (e.g. Facebook).
- d. For appropriate, group communications via email the School has given out parent email lists. The school has requested each individual's permission for this purpose. The School will also gladly assist with broad email announcements to help with community events. We encourage you to celebrate and share with others your child's achievements and expect this may include posting photographs, videos or comments online. However, do not upload to the Internet photographs of other children, their work or achievements. Emailing and messaging relatives with your child's achievements is supported (also refer to Guideline 4a).

5. Photography (video and still, including using mobile phones)

Lance Holt School recognises the benefits of using cameras in our school environment.

5.1 Guidelines

- a. Parents, guardians and volunteers may only take photos at school or during the course of a school day with the permission of staff. School camps and public events (e.g. graduation, drama performances) are an exception to this principle, however careful judgement and common sense are essential to ensure that only appropriate images are taken. If in doubt do not put yourself at risk: always seek permission from a member of staff.
- b. Images must never be uploaded to social media or passed onto others outside the School, except immediate family members via email or private messaging (refer to Guideline 3d).

6. The Student Technology Access Contract

6.1 Principle

- a. The School recognises each family's right to set the boundaries on technology usage outside of School. The Student Technology Access Contract is intended to govern technology usage at School.

6.2 Guideline

- a. Parents/guardians of children in Year 2 and Years 3-6 must offer guidance to their child/children to ensure that they do not breach the *Student Technology Access Contract*.

6. Effective Date: Created 2015

7. Next Review Date: 2017

Parent/Guardian and Volunteer Technology Agreement

As a parent/guardian or volunteer at Lance Holt School I have read the School's *Parent/Guardian and Volunteer Technology Policy* and accept its value and contents. To foster a safe, supportive and caring School environment I agree to commit to the principles and safeguards as laid out therein for the duration of my involvement at Lance Holt School.

----- (1) Parent/Guardian or Volunteer's Name	----- Signature	----- Date
----- (2) Parent/Guardian or Volunteer's Name	----- Signature	----- Date

