



VCAL STUDENT INTERNET USE AND SOCIAL MEDIA POLICY

PURPOSE

Skillinvest supports the right of all VCAL students to access and use the internet and social media through digital devices (including mobile phones) for educational purposes. This policy outlines VCAL students' rights and obligations in accessing and using the internet and social media on digital devices while undertaking their VCAL course at Skillinvest.

DEFINITIONS

Digital device - any digital device (whether Skillinvest or student owned) used at Skillinvest for the express purpose of supporting and enhancing the educational experience under the explicit instruction of the classroom Educator. Such devices include, but are not limited to:

- Laptop
- iPad/Tablet
- Cameras/Video Recorders
- Desktop computers
- Mobile phone

Personal Digital Device – any digital device (including a mobile phone) that is not provided by Skillinvest but provided by a student and used for educational purposes.

Social Media – is a broad definition of web-based and mobile media that allow many different forms of social interaction through the combination of technology and communication. Social media applications include but may not be limited to:

- social networking sites (e.g. Facebook, LinkedIn),
- video and photo sharing websites (e.g. Instagram, YouTube, Snapchat),
- blogs, including corporate blogs and personal blogs,
- blogs hosted by media outlets (e.g. 'Your Say' feature on newspaper websites),
- micro-blogging (e.g. Twitter),
- wikis and online collaborations (e.g. Wikipedia),
- forums, discussion boards and groups (e.g. Google groups, Whirlpool),
- vod and podcasting,
- instant messaging (including SMS).

OBJECTIVES

- To ensure VCAL students understand their rights and responsibilities when it comes to accessing and using the internet on digital devices while undertaking their VCAL course with Skillinvest;
- To ensure VCAL students understand their rights and responsibilities when it comes to accessing and using social media on digital devices while undertaking their VCAL course with Skillinvest;

POLICY

Skillinvest will provide VCAL students with access to the internet and social media on digital devices (whether Skillinvest or student owned) while attending classes for the purposes of being able to complete their class work and assessments as and when required.

In relation to the internet and social media, students enrolled in a Skillinvest VCAL course must:

- refrain from accessing any web pages, images, computer files, newsgroups or other materials accessible with the internet or the Skillinvest network that are not directly related to my studies or would be considered offensive in the judgment of the Skillinvest;
- immediately notify a VCAL Educator or the VCAL Coordinator if they accidentally access unacceptable materials or an unacceptable internet site;
- not enter 'chat rooms', play internet games, download games (shareware or freeware) or engage in internet relay chat or similar unless with permission by a VCAL Educator or the VCAL Coordinator;
- only use a Skillinvest assigned email account for the purposes of educational research, not personal or private matters;
- take responsibility for all data stored or downloaded into an allocated storage space on the network and understand that Skillinvest staff are entitled to access those storage areas at any time;
- be courteous and use appropriate language in any online communication, not using obscene, harassing or abusive language and report any cases of such usage against themselves or other students to a VCAL Educator and/or the VCAL Coordinator;
- abide by Skillinvest's VCAL Student Bullying Policy (including Cyberbullying);
- not make any comment or post on Social Media that might otherwise cause damage to the reputation of Skillinvest, its employees or another student or students;
- accept responsibility in regard to copyright protected material and not download and redistribute software, games, music, graphics, videos or text unless permitted to do so by the copyright owner;
- understand that plagiarism (presenting someone else's work as my own) is unacceptable and will therefore list any downloaded material used in the preparation of assignments in a bibliography and clearly indicate where material has been directly quoted from another source;
- not reveal personal information including names, photos or images, addresses, credit card details and telephone numbers relating to themselves or others via the internet without written consent by Skillinvest and the relevant party (or their parents/guardians if they are under the age of 18);
- not reveal access password to others, nor allow others to access the internet and/or Skillinvest network using their account.

In order for students to either be provided with access to the internet and/or social media through digital devices (whether Skillinvest or student owned) for use as part of their VCAL course, students must read, understand and sign the Student Digital Device, Internet Use and Social Media Agreement prior to being given such access. This agreement must be co-signed by a parent or guardian in the event the student is under the age of 18 years.

Students must abide by the terms of this agreement. In the event a student violates this agreement, they may be denied access to Skillinvest digital devices and/or internet for a time to be determined by Skillinvest and may face further disciplinary action as determined by Skillinvest.

POLICY EVALUATION & REVIEW

This policy was last updated in Term 3 2019 and is scheduled for review in Term 3 2023.