Digital Citizenship Policy - Safety Aspects

Updated September 2020

Beliefs

1. The internet and digital technologies are valuable teaching and learning media for students.

2. Internet and digital technologies access also supports the school's management information and administration systems, and the professional work of staff.

3. A safe, respectful and caring environment includes the appropriate and responsible use of the internet and digital technologies for learning and communicating.

4. Digital citizenship is being able to think critically and make ethical choices about the content and impact on oneself, others, and one's community about what one sees, says, and produces with media, devices, and technologies in online environments.

5. Digital citizenship should be explicitly taught and reinforced across the curriculum.

Standards

All members of the school community (e.g. staff, parents, students, volunteers and external ASA providers):

1. will use school ICT equipment, such as laptops, mobile phones, tablets, cameras or other mobile devices in the school for educational purposes only;

2. will sign a Responsible Use Policy;

3. will use technology responsibly and ethically and not use any device in a manner which may be deemed harmful, objectionable, inappropriate or illegal;

4. will comply with laws of copyright, licensing agreements, moral rights or intellectual property, including copying of software, music, videos and images;

5. will not interfere with network security, the data of another user or attempt to log into the network with a user name or password of another user;

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6. will keep usernames and passwords confidential and not share them with anyone else;

7. will deny another person access to any device logged in under their own user account;

8. will avoid using an ICT device to gain advantage in any form of academic assessment unless so authorised;

9. will not identify, discuss, photograph or otherwise publish personal information or personal opinions about school employees, students or the school;

10. will seek permission from affected individuals before taking photos, recording sound or videoing for educational purposes;

11. will gain written permission from affected individuals before publishing or transmitting photos, recorded sound or video for educational purposes;

12. will not encourage, participate or otherwise knowingly support others or share in a prohibited use of school or privately-owned communication technologies on the school site or at any school related activity.

13. Where BYOD is in place, students will use their own device and at no point use another students device

Procedures

1. This policy will be communicated to all school community members, including parents.

2. This policy applies to students during all school-related activities, including off campus studies, school excursions, field trips, camps and extra-curricular activities.

3. Any student in contravention of this policy will be subject to appropriate disciplinary procedures, including being denied access to the ICT system.

4. Mobile phones or devices being used by students in contravention of school policy may be confiscated and returned to a parent or guardian at a mutually agreed appointment time.

5. The school has the right to check work or data on the school's computer network, email, internet, computers and other school ICT equipment or devices, without obtaining prior consent from a user.

6. The school monitors traffic and content sent and received using the school's ICT infrastructures and, from time to time, this will be analysed and monitored to help maintain an optimal learning environment.

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7. Mobile phones or devices are brought to school at their owner's risk. The school does not hold insurance for personal property brought to school and will not pay for any loss or damage to such property.

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