
Responsible Digital Citizenship Policy and Guidelines - eSmart



Rationale

Scoresby Secondary College aims to embed a digital learning culture with clear policies and guidelines, in line with our Vision and Values statement, which provides guidance to staff, students, parents and others about what constitutes a safe, respectful and caring environment where technologies are used smartly, safely and responsibly for learning and communicating. This is in keeping with the College's Vision and Values, our legislative and professional obligations, and the community's expectation. Within this context, the objective of this Policy and Guidelines statement is to ensure the smart, safe, responsible and ethical use of technology within the College community.

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

At Scoresby Secondary College we:

- Recognise that the internet and digital technologies are valuable teaching and learning devices which need to be used responsibly and sensibly
- Have clear policies in place around expected behaviours when students are using digital technology and the internet
- Support students to develop digital literacy skills within an educational environment
- Have a digital citizenship program in the College which is reinforced across the curriculum
- Use an array of technologies for educational purposes
- Provide a filtered internet service for computers logged into the school's network. Parents may need to provide additional filtering and supervision of use on the student's home network.

Obligations and Requirements Regarding Appropriate Use of ICT in the College Learning Environment:

1. Members of the College Community:

- Need to use technology responsibly and ethically and not use any device in a manner which may be deemed objectionable or inappropriate
- Must adhere to copyright laws and licensing agreements, and sources must be appropriately acknowledged. Laws of copyright, moral right or intellectual property must not be breached– this includes illegal copying of software, music, videos and images
- Are to be mindful not to create and disseminate information inappropriately via the College messaging/email system
- Must use social networking sites, when required to do so for educational purposes, in accordance with the Digital Citizenship Policies outlined by the College
- Must not encourage, participate or otherwise knowingly support others in prohibited use of College, or privately owned communication technologies, on the College site or at any College related activity
- Are not to engage in any practices, which undermine the values of the College.

2. Students:

- Must use ICT equipment in the College for educational purposes only including netbooks, iPods, iPads or other mobile devices
- Must never participate, or support others to engage, in online bullying (this includes any harmful, inappropriate or hurtful online behaviour or forwarding inappropriate messages), nor transmit or share inappropriate images
- Need to understand the terms and conditions of websites and online communities and be aware that content uploaded or posted creates a digital footprint of the user
- Must 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 student
- Must not attempt to download, install or connect any unauthorised software or hardware onto College ICT equipment, or utilise such software/hardware, including games

- If found to use an ICT equipment/device to gain advantage in exams or assessments will face disciplinary actions as sanctioned by the College
- In the event of accidental access of inappropriate material, must:
 - Not show others
 - Shut down, close or minimise the window
 - Report the incident immediately to their teacher or House Leader.

3. College Staff:

- Must abide by the DET 'Using Social Media' policies and guidelines which are located at <http://www.education.vic.gov.au/about/programs/bullystoppers/Pages/socialmedia.aspx>

Procedures for Use of Mobile Phone, iPod, iPad or Other Mobile Device at School

It is the College policy that:

- Students must have their mobile phones/devices switched off and placed in locked storage during school hours, unless an exception is granted – refer to **Mobile Phone and Personal Device Policy**
- Students may only use their mobile phones outside school hours. Students who need to contact parents or guardians during school hours should consult their Year Level Coordinator or Head of School
- It is important that students display courtesy, consideration and respect for others whenever they are using a mobile phone/mobile device
- To protect the privacy of others, students must never post or forward private information (including images) about another person using electronic communication
- Students must only take photos and record sound or video when it is part of an approved lesson
- Permission must be sought from individuals involved before taking photos, recording sound or videoing students and teachers
- Written permission must be sought from individual before publishing or sending photos, recorded sound and video to anyone else or to any online space
- Any student who photographs or films other individuals without their consent, or who sends harassing or threatening messages, will be subject to appropriate disciplinary procedures. Use of an in-phone camera in any inappropriate place (such as a toilet or change room, for example) would be seen as a very serious breach of this policy
- Any student found using a mobile phone/device to cheat in an examination or assessment task will be subject to appropriate disciplinary procedures
- Mobile phones/devices are brought to school at their owner's risk. The College does not hold insurance for personal property brought to schools and will not pay for any loss or damage to such property
- Mobile phones/devices being used in contravention of school policy may be confiscated, given to relevant sub-school and returned to parent/guardian at a mutually agreed appointment time
- This policy applies to students during school excursions, camps and extra-curricular activities.

Monitoring by the College

The College:

- Has the right to check work or data on the College's computer network, email, internet, computers and other College ICT equipment/devices, without obtaining prior consent from the student
- Will restrict student access to certain sites and data for student protection from inappropriate content but due to the nature of the internet full protection can never be guaranteed despite software and education programs we put in place
- Monitors traffic and material sent and received using the College's ICT infrastructures. From time to time this may be analysed and monitored to help maintain an eSmart learning environment.

Individual Password Logons to User Accounts

- Access to the College computer network, computers, and internet requires a personal user account and password
- Students must keep usernames and passwords confidential and not share them with anyone else. A breach of this rule could lead to users being denied access to the system
- Students must not allow another person access to any equipment/device logged in under their own user account. Material accessed on a user account is the responsibility of that user
- Students must use email in a responsible manner. This includes ensuring that no email communication could cause offence to others or harass or harm them, put the owner of the user account at potential risk, contain objectionable material or in any other way be inappropriate in the college environment

- For personal safety and having regard to privacy laws, students must not reveal personal information about themselves or others. Personal information may include, but is not limited to, home or email addresses, and any telephone numbers, including mobile numbers

Privacy

- College ICT and electronic communication should never be used to disclose personal information without proper authorisation. The Privacy Act requires the College to take reasonable steps to protect the personal information that is held by the College from misuse and unauthorised access.
- While **after school use** of communication technologies by students is the responsibility of parents, College policy requires that no student attending the College may identify, discuss, photograph or otherwise publish personal information or personal opinions about College staff, fellow students or the College. The College takes a strong position to protect privacy and prevent personal information and opinion being published over technology networks including Facebook, You Tube, etc.
- Students must take responsibility for the security of their device and not allow it to be used by unauthorised persons.

The **Responsible Digital Citizenship Policy** applies during all school related activities, including school excursions, camps and extra-curricular activities both in and out of school hours.

Related Policies and Resources

- [Acceptable Use Agreement – Digital Technology Resources Policy](#)
- [Mobile Phone and Personal Device Policy](#)
- [Mobile Phones – Department Policy](#)
- [Ban, Search and Seize Harmful Items](#)
- [Personal Goods – Department policy](#)

This policy was ratified at School Council on: November 2019

To be reviewed: November 2022