



Student Digital Citizenship Policy

Policy Dates:

Initiated: May 2005
Revised: September 2009
Revised: June 2010
Revised: March 2014

Catholic Ladies' College strives to create a learning environment where all students feel safe and valued. The College acknowledges the large role technology plays in the life of the 21st century adolescent. We believe that the teaching of cybersafety and responsible online behavior is essential in the lives of students and is best taught in partnership with parents.

Catholic Ladies' College uses the Portal, internet and digital technologies as teaching and learning tools. We see the internet and digital technologies as valuable resources, but acknowledge they must be used responsibly. Some online activities are illegal and as such will be reported to police.

Your daughter has been asked to agree to use the Portal, internet and mobile technologies responsibly at school by signing the Student Digital Citizenship Agreement. Those who choose not to sign the Agreement will not be permitted access to the College ICT network infrastructure and services, such as Internet, applications and printing, nor will they be permitted to use any ICT equipment, College owned or personal. Parents should be aware that the nature of the internet is such that full protection from inappropriate content can never be guaranteed.

This policy is informed and supported by the following:

- Australian Legislation
 - Australian Human Rights and Equal Opportunity Commission Act 1986
 - Australian Racial Hatred Act 1975, plus Amendment Act 1980
 - Disability Discrimination and Other Human Rights Legislation Amendment Act 2009
 - Human Rights (Sexual Conduct) Act 1994
 - Privacy Act 1988, plus Amendment Act 1990, 2000, 2004, 2012
 - Spam ACT 2003
- Victorian Legislation
 - Charter of Human Rights and Responsibilities Act 2006
 - The Child Wellbeing and Safety Act 2005
 - Equal Opportunity Act 2010
 - Commission for Children and Young People Act 2012
 - Racial and Religious Tolerance Act 2001

Student Mobile Phone, iPod and Personal Electronic Equipment

Students should display courtesy, consideration and respect for others when using a mobile phone. Students should only use mobile phones when usage will not disrupt the normal school routine. Mobiles should be switched off and out of sight during classes. Students may use their mobile phones before or after school, during recess and lunch breaks. Parents are asked not to text or call their daughters during the school day.

Student should ensure that their phones are always stored in a safe and secure place at the College. The privacy and safety of students and staff at Catholic Ladies' College is taken very seriously. Students who are found taking photographs, recording, texting, or being disruptive due to mobile phone use during the school day will have the phone confiscated.

Any confiscated mobile phone will be given to the Year Level Team Leader. We understand that students may require a mobile phone to and from school; consequently the student will have their phone returned to them at the end of the school day after a brief meeting with the Year Level Team Leader. In exceptional circumstances the Year Level Team Leader reserves the right to hold on to the phone and make contact with parents.

Personal Electronic Equipment such as digital cameras, iPods, MP3s, and similar technologies may under specific circumstances provide enhanced opportunities for learning. Personal Electronic Equipment, other than College sanctioned PEP, must remain switched off at all times, including class time, recess and lunchtime, unless a teacher in the classroom directs students to use them as a teaching and learning tool.

The College cannot accept any responsibility for phones or personal electronic equipment that goes missing.

Students in Years 11 and 12 have the opportunity to bring an electronic device of their choosing for example an iPad or laptop to support their learning.

Student who wish to bring a personal device will need to:

- Purchase and install one of the following antivirus programs: Trend Micro or Norton.
- See a member of the IT department to have the device configured for use on the wireless network and for the antivirus software to be checked.
- Complete and return the BYOD Program Agreement form.

Internet and Email Policy

The Internet and E-mail are both powerful tools for research, teaching and learning purposes, the retrieval of information and for speed of communication. It is the responsibility of students to ensure that their behaviour does not breach the College policy and rules. When accessing the Internet, despite the use of programs that limit access to certain sites, students may encounter inappropriate material or contact undesirable people when communicating.

Use of email is a valuable tool for communication both within the school network and the Internet and must not be used inappropriately. All students at Catholic Ladies' College will be issued with a username and password that will provide access to the College ICT Network Infrastructure. These credentials are not to be given to any other person and at no stage should a student gain access to the ICT Network Infrastructure using another individual's credentials.

Students must use their College email account to communicate about school related matters. This is always to be of a respectful nature e.g. the submission of homework etc.

Failure to comply with the policy may result in disciplinary action.

If a student receives a suspicious email, she should immediately notify a supervising teacher or the ICT Manager. Do not delete it from the in-box until the ICT Manager indicates it is safe to do so, as access to the content of the email may be required by law enforcement agencies. If unsure of any mail message, do not open the message; instead, seek help from the ICT Manager.

The following are guidelines for basic email etiquette within the Catholic Ladies' College Community.

Students should:

- Use the College email account for school tasks only
- Only use email in class time with a teacher-s permission
- Communicate respectfully with others and to not have anything offensive, harassing, insulting or attacking in the messages or attachments that are sent.

Social Networking Policy

This policy deals with the appropriate use and access of internal and external digital communications via the intranet or internet, including such forms as, Social Networking Sites (SNS), Blogs (Web Logs) and Personal Web Sites (PWS): These sites are to be considered as documents that are published within the public domain. Information published on the world wide web (www), including that in SNS and blogs, should be considered to be permanently published. It can be remarkably difficult to remove information once it has appeared. This policy should be read in conjunction with the College's Email Policy.

Students must not present information or material that would be viewed as bringing the College into disrepute as this would be considered a serious breach of this policy. Students and parents must not make any reference to Catholic Ladies' College, or otherwise identify Catholic Ladies' College (including appearing in CLC uniform or with any College emblem or names visible), when using social networking sites, including but not limited to Facebook, Twitter, online gaming sites, SMS, MMS or other chat service.

School Property

All students will be allocated space on the ICT Network Infrastructure to save their work. This will be regularly backed up by the ICT Department for recovery and security purposes. However, at the end of each academic year student folders will be emptied in preparation for the following academic year, and students who leave the College during the year will have their work deleted. It is the responsibility of all students to create a backup copy of their work on their own storage media (eg USB, iCloud, eLocker) if they wish to keep their work beyond the academic year.

Inappropriate Use

The school will not tolerate use of Internet which is:

- a) illegal (including but not limited to harassment or pornography);
- b) defamatory or discriminatory;
- c) vilifying, sexist, racist, abusive, rude, annoying, insulting, threatening, causing an invasion of privacy or inconvenience, obscene or other inappropriate;
- d) causing embarrassment or loss of reputation to the school;
- e) causing disruption to workplace environment;
- f) likely to corrupt, damage or destroy data, software or hardware of the school or anyone else.

Such inappropriate uses as listed above depend on the perception of the reader and not the intentions of the sender.

Specifically, the following behaviours are not permitted on the school's network.

1. Sending or displaying offensive messages, pictures, text, or audio
2. Using obscene language
3. Harassing, insulting or attacking others
4. Engaging in practices that threaten the network (eg loading files that may introduce a virus)
5. Violating copyright laws
6. Using others' passwords
7. Trespassing in others' folders, documents, or files
8. Intentionally wasting limited resources
9. Violating regulations prescribed by the network provider
10. Playing games (with the exception of those created for teaching and learning purposes).

Monitoring / Privacy

The school reserves the right to monitor the use of its computer network to the extent allowed by relevant laws in order to ensure compliance with the school's computer policy.

- The Network Manager has the right to monitor all network communication.
- The Network manager may intercept and read messages sent and received.
- Random checks of E-mail and Internet will occur.

Confidentiality / Copyright Infringement

- Because the Internet is not a secure means of communication confidential and sensitive information about students and other employees should not be sent by E-mail.
- Parents / Clients insisting that confidential information be sent by E-mail should be informed of the risks of doing so and required to give permission in writing.
- Copyright material must not be distributed without specific authority to do so. (Refer to the College's general copyright guidelines.)

Acceptable Use Agreement - Student Agreement

When I use digital technology I agree to:

- be a safe, responsible and ethical user whenever and wherever I use it
- communicate respectfully with others and never write or participate in online bullying (this includes forwarding messages and supporting others in harmful, inappropriate or hurtful online behaviour)
- talk to a teacher if I feel uncomfortable or unsafe online or see others participating in unsafe, inappropriate or hurtful online behaviour
- seek to understand the terms and conditions of websites and online communities and be aware that content I upload or post is my digital footprint
- safeguard my privacy by keeping my password private and also by not giving out any personal details including online including full names, telephone numbers, addresses and images
- use the internet for educational and learning purposes and use the equipment properly
- use social networking sites for educational purposes and only as directed by teachers
- abide by copyright procedures when using content on websites (ask permission to use images, text, audio and video and cite references where necessary)
- think critically about other users' intellectual property and how I use content posted on the internet.
- 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
- not installing unauthorised programs, including games, to the school or run them on school computers
- not participate in chat lines or Facebook
- not deliberately search for, create or print inappropriate material
- respect other people's privacy by logging off a computer that has been left logged on by another user

When I use my College email account I agree to:

- use my College email account for school tasks only;
- only use email in class time with a teacher's permission;
- communicate respectfully with others and to not have anything offensive, harassing, insulting or attacking in the messages or attachments I send.
- the understanding that emails are monitored for effective service, and as part of school property, any email can be retrieved as a school record.

When I use my mobile phone, iPod, iPad or other personal electronic equipment I agree to:

- keep the device on silent during class times and only make or answer calls and messages outside of lesson times – except for approved learning purposes
- protect the privacy of others and never post or forward private information about another person using Short Message Service (SMS)
- only take photos and record sound or video when it is part of an approved lesson
- seek permission from individuals involved before taking photos, recording sound or videoing them (including teachers)
- seek appropriate (written) permission from individuals involved before publishing or sending photos, recorded sound or video to anyone else or to any online space
- never use the digital content to hurt anyone or as a tool for bullying
- not lend my digital device to another student and acknowledge that I will be responsible for its use
- seek the assistance of a teacher or the Administration staff in case of illness or an emergency. I will not phone or text my parent's directly.

When I use the CLC network I:

- will refrain from excessive printing and print only necessary school related work.
- will keep my network space well organised with school related files and delete files from folders when they are no longer required.

This Acceptable Use Agreement also applies during school excursions, camps and extra-curricula activities.

I have read the Acceptable Use Agreement, in conjunction with the Student Digital Citizenship Policy, carefully and understand the significance of the conditions and agree to abide by these conditions. I understand that any breach of these conditions will result in internet and mobile technology access privileges being suspended or revoked and the confiscation of a mobile device if it is used inappropriately.

Student Name:	Hrm:
Student Signature:	Date:
Parent Signature:	Date:
Homeroom Teacher signature:	