

St Patrick's Marist College believes the teaching of cybersafe and ethical online behaviour is essential in the lives of students and is best taught in partnership between home and school. 21st Century students spend increasing amounts of time with online learning and socialising. These online communities need cybercitizens who do the right thing by themselves and others online, particularly when no one is supervising them.

***Safe and ethical behaviour online is explicitly taught at our school and support at home is required.*** It is important to note that **some online activities are illegal and as such will be reported to police.** This includes harassment of others and publishing inappropriate images.

As part of these safety measures, each student will be required to sign an agreement on cyber bullying and digital citizenship. If any students breaches these agreements, further disciplinary action will be taken. Please refer to your child's diary for more detailed information on these agreements and also the correct procedures for dealing with areas that relate to student safety and the use of ICT.

# Responsible Use of ICT and Social Media for Students

**Number**  
101800

**Implementation date**  
19 June 2012

**Service area**  
Strategic Accountabilities

**Location**  
Public

**Head policy**  
Student Policy (being drafted)

## 1. What are these Guidelines about?

These guidelines support safe and responsible use of Information and Communication Technologies (ICT) and social media - see definitions in Responsible Use of ICT and Social Media Procedures.

## 2. To whom do these Guidelines apply?

These guidelines apply to all students and their parents when:

- using ICT provided by the school
- when using the school's network
- when accessing social media

They are intended to be used as a teaching tool about safe and mature digital citizenship.

## 3. What is the purpose of school-based ICT

The purpose of ICT at CEDP schools is to:

- enhance student learning opportunities
- promote student achievement
- support student - school communication

## 4. Some important 'Dos'

I have computers and other ICT tools to help them learn. I should treat ICT and the CEDP network as tools to be shared for the common good.

When I use ICT I should:

- use the computer or mobile device to for my learning
- keep my password safe
- study and research for information relevant to my subjects
- use the files, programs, internet or email shown by my teacher
- look after the technology and related area
- ask the teacher if I'm not sure how to use ICT
- tell the teacher if I learn something interesting
- ask for permission if I'm unsure about sharing information with people over the internet
- complete tasks and assignments set by my teacher
- use my CEDP provided username, password and email account when accessing the CEDP network



Respect others:

- share the computers and resources so everyone can learn
- write the author's name when I use information and pictures from the internet
- treat others the way I'd like to be treated

Keep safe online:

- keep my password safe and secret - even from friends
- tell the teacher if I see something that I think is naughty or makes me feel unsafe
- tell the teacher if I come across something inappropriate
- use the files, programs, internet or email as shown by my teacher
- ask the teacher for permission to use my own USBs or storage devices



### 5. Some important 'Don'ts'

I should never use ICT or the CEDP network disrespectfully, dishonestly or unlawfully. For example I should never:

- say or do things that I wouldn't like others to do or say to me
- use social networking (like Facebook, Beebo, Twitter, YouTube) unless guided by my teacher
- use social networking until I am 13 years old or have the teacher's permission
- access sites meant for people in older age groups than me
- give my password to anyone except their parents or teacher

- use the network to download pictures, movies or music for personal use
- copy other people's work and pretend that it's my own
- say anything untrue about others
- bring computer software from home without permission
- share my full name or send their photo without permission
- share other people's full name or send their photo without permission
- change any computer or network security settings
- grant access to unauthorised users
- bully, harass, make derogatory or untrue remarks that embarrass others
- spam or mass mail
- inspect, modify, distribute or copy any data, files or software (apps) that is owned by the CEO or school
- use the network to download images, movies, music or applications for personal use
- use other peoples accounts to access ICT services
- upload information to the internet that I do not have permission to use (eg music in videos)
- permit apps or sites to gather information about me (eg contact details, location information) without teacher approval

### 6. Monitoring

The classroom teacher can usually see how students use ICT to help us with our learning. Authorised CEDP staff may also monitor use of ICT, the network and social media by members of CEDP. They do this to make sure that:

- students' learning is supported by relevant, engaging, accessible, challenging and holistic practices
- CEDP's responsibilities towards students and others are fulfilled in accordance with law and Church teaching



## 7. Consequences

If I break these rules:

- I may not be allowed to use the computer or ICT
- my teacher may tell the principal or my parents
- school code of behaviour and Student Wellbeing Procedures may apply
- In some cases the Suspension, Transfer, Expulsion and Exclusion Guidelines may apply.

## 8. Relevant documents

- Student Policy (in progress)
- Communications Policy (in progress)
- Responsible Use of ICT and Social Media - Procedures
- Responsible Use of ICT and Social Media Staff - Guidelines
- Anti-bullying Policy
- Suspension Transfer Expulsion and Exclusion Procedures
- Complaint Handling Policy and Procedures
- Countering Discrimination Harassment and Bullying Procedures and Guidelines
- Procedural Fairness - Guidelines
- Privacy Procedures
- Privacy Guidelines
- Work Health and Safety

## 8. Agreement

### Student

I have read and understand the rules for using the school's ICT

Student name:

Student signature:

Date: \_\_\_\_\_

(If you are under the age of 18, a parent or guardian must also read and sign this agreement.)

### Parent

As the parent/carer of this student, I have read the Responsible Use of ICT and Social Media Procedures and these Guidelines. I understand that school supplied ICT are educational resources provided to enhance the education of all children at [name of school]. I recognise that the school will use its best efforts to supervise children in their use of educational resources. I also recognise that it is impossible to completely restrict access to controversial materials. I hereby give permission for my child to be given access to ICT by the school, including access to email and the internet.

Parent name:

Signature:

Date: \_\_\_\_\_



# DISCIPLINE PROCEDURES FOR TECHNOLOGY OFFENCES

STUDENT COMMITS AN OFFENCE:

MINOR OFFENCE

MAJOR OFFENCE

- Using your device for something other than what you are instructed to use it for.

Example:

- Messaging
- Social Media
- Games
- Using other apps

- Filming or photographing anyone without permission.
- Sending, transmitting, accessing, uploading, downloading or distributing obscene/offensive, threatening, pornographic material.
- Gaining access to another student's accounts, files or data.
- Giving access or permission to personal account details such as passwords.
- Transmission of materials intended to harass or demean another student.
- Vandalism to another student's device.

## Teacher Action

Process to follow:

**1<sup>st</sup> Offence:** Warning and Note in diary. Teacher to take a record and complete a white slip for Leader of Learning Pastoral.

**2<sup>nd</sup> Offence:** Lunch detention, note in diary and white slip.

**3<sup>rd</sup> Offence:** Afternoon detention- issued by Leader of Learning Curriculum. Leader of Learning Pastoral to receive a copy via Google Form.

## Teacher Action

Steps:

1. Teacher confiscates device and gives it to Assistant Principal- Pastoral. Teacher is to send the student to the office immediately.

2. Teacher emails details to both Leader of Learning-Pastoral & Assistant Principal-Pastoral.

3. Leader of Learning Pastoral & Assistant Principal- Pastoral to investigate.

Possible Outcomes:

1. Saturday Detention
2. Parent Interview/Meeting
3. Suspension
4. Report to Police.

Repeated offences will escalate consequences.

# St Pat's iPad Oath



1. I will follow the 'iPad Use Policy' & 'Information Technology Acceptable User Policy'.
2. I will follow classroom rules for the iPad, as defined by my classroom teacher.
3. I will exclusively use apps and programs during class that are appropriate to the class activities.
4. I will bring a fully charged iPad to school every day.
5. I will handle my iPad carefully and respectfully.
6. I will ask permission prior to recording audio and/or taking photos/videos of my fellow peers.
7. I understand that my iPad may be inspected at any time without notice.
8. I will use my iPad as a learning device.
  - a. I will not text, use social media or play games during school time.
  - b. I will have all notifications turned off during class.
  - c. I will delete media (e.g. apps, photos, music, videos, etc.) that impedes the device being used for educational use.
9. I will not interfere with another student's iPad.
10. I will report loss or damage immediately to my class teacher.