**Protecting personal privacy rights and those of other students**

Students like to publish information about themselves and their friends in spaces like Facebook, YouTube and blogs, but in doing so they can make themselves more vulnerable to being approached, groomed or bullied online. When posting online, the golden rule students should keep in mind is *always assume that anyone or everyone will see what is posted.*

In deciding whether or not to post something, students should run through the following mental checklist:

• How will I feel if it is seen by my mother, father, grandparent, or other relative?

• How will I feel if it is seen by my teacher, or the Principal?

• How will I feel if it is seen by my friends and the other students of the school?

• If what I am posting is about a person, how will I feel if it is seen by that person?

• How will I feel if it is seen by an unwanted stranger who may want to find me in real life?

This checklist applies even where the posting or upload is set to private. Students should appreciate that as soon as something is posted, *they lose control of the material* and that any of the people who do have access to it could re-share it to a wider audience.


**Using the Internet in line with College's student Code of Conduct**

When using the Internet for any school related purpose (or that could in any way be linked back to the College) students should use appropriate language when talking to and working with others online. Being online can make students feel that they are anonymous and sometimes students may say things online that they would never say to someone's face. Often very few adults visit this online environment. The web space or online chat environment that they use in leisure time might also have explicit language and they may feel they have to be part of it. Students need to be reminded that their behaviour online must fall in line with the College's Code of Conduct.

**Privacy implications of recording images, videos and sounds**

The recording of both images and sounds can breach other student's rights under the Privacy Act. Sometimes students feel embarrassed telling their peers that they don't want their image or voice recorded. The use of such images can be instantly transmitted by SMS and/or posted online. The Privacy Act says that the posting and sharing information online or in any other way requires consent. This consent must be fully informed, freely given, current and specific in how the information will be presented and who it will be presented to.

It is for this reason the College obtains a signed authority from parents to use student images for promotional and other purposes. The same requirement for consent applies to images captured by other students. Students who distribute recordings of other students without consent shall face disciplinary action. All citizens need to respect the rights of others to privacy and students are no exception.

**Using equipment and resources properly for educational purposes as directed by teachers**

It is important to realise that there is a time for fun and a time for work even on the Internet. Students may often see the Internet as 'free', but just looking at a page on the Internet incurs a download cost. By just taking care of the equipment, and thinking carefully about printing and downloading from the Internet, students can save time, money and the environment.

**Using social networking sites for educational purposes and only as directed by teachers**

Web tools and social networking spaces allow students to be contributors to the web and allow them to work collaboratively online with other students. Creating or contributing to blogs, wikis, digital stories and podcasts can all be legitimate educational activities which allow students to publish, share and inform others and be active contributors to the web.

These sites will typically require students to enter some information about themselves during the "sign up" process. Students must take care not to offer too much personal information. In some cases, the use of pseudonyms and 'fake' details may be recommended. This will be covered in greater depth as part of the student induction program, and the classroom teacher will issue guidance to students on a case by case basis.

When publishing, students should be aware that they are posting to the web and should follow safe practices which protect both their privacy and other members of the school community, and post/create in an appropriate way for the school project. The teacher will provide guidance as to what is acceptable and it is expected students will adhere to these guidelines.

## Keeping away from offensive sites

In school settings filters block out a lot of inappropriate content, but these filters are not always foolproof. Students who deliberately seek out inappropriate content, or use technology that bypasses filters, will invoke the College's Behaviour Management Policies and their parents will be immediately informed.

## Following copyright procedures

All music, information, images and games on the Internet are owned by someone. Copyright is a legal term and there are laws to enforce it.

By downloading copyright content through illegitimate means, students can risk bringing a virus or spyware to the computer or system. These can damage a computer system or provide hackers with details such as passwords and bank accounts.

## Evaluating and using content on the Internet carefully

Not everything on the Internet is true, accurate or unbiased. The College will work to teach information literacy skills, which enable students to locate, evaluate, and use information effectively on the Internet.

Copying and pasting information can help organise arguments, ideas, and information, but it is important that your child uses their own thoughts and language to express what they have learnt.

All information that ends up in submitted work must be attributed or the student will be charged with plagiarism. The College diary provides guidelines for students regarding this.

There must be no interfering with network security, the data of another user or an attempt to log into the network with a user name or password of another student.

Computer facilities are for the use of all students, so due care should be taken at all times when using these resources. Students are responsible for everything done using their accounts, and everything in their home directories. To this end students need to keep their password secret and not gain access to other students' login details. (adapted from DoE Vic, 2007)

 A range of resources, posts and information for parents about the use of technology can be found at Digital Education Revolution NSW: http://www.digitalcitizenship.nsw.edu.au/

# IPAD RESPONSIBILITIES

| While at school students will: | The College will: |
|---|---|
| Register their device with IT support | Maintain and provide access to registered devices. |
| Arrive with devices fully charged | Offer some support for a limited number of devices to be charged |
| Have material and all equipment well labelled | |
| Have College required software loaded and ready to be used | Provide a list of required software apps and links |
| Ensure the device brought to school has memory space available to attend to the required learning tasks in the class | |
| Remember to build in time for rest from screen time | Expect that devices are not in use more than 50% of the day |
| Use social media sites for positive communication or comment, only posting or sharing comments about the College and peers with permission | Reserve the right to ask that all offensive uploads be taken down on request |
| Report issues or concerns with IT to staff for resolution | Work to facilitate easy access for 24 hour educational experiences |
| Take care of all IT resources whether owned by the College or other students, and be held accountable for deliberate damage | Act to discipline breaches of deliberate damage |
| Take care to place the device on a stable surface and carry it with care | |
| Not share passwords or private information with others | |
| Offer the device for auditing and review when asked by the College | Support students in good choices of appropriate material by way of downloads and communication |
| Choose to use appropriate sites for learning, mindful of College values | Provide appropriate choices in apps and programs that represent good value and maximise learning and presentation experiences |