

| | |
|--|--|
| | |
| | |

Students are encouraged to understand and respect the need for staff and parents to check what they have been doing with the device. These checks will be conducted randomly throughout the whole school year.

Students are encouraged to be cybersmart and take reasonable precautions to avoid online dangers, as outlined on the eSafety Commission (www.esafety.gov.au). Specifically they are to be familiar with:

- avoiding unwanted contact;
- sexting;
- cyberbullying;
- preserving digital reputation;
- trusting online friends;
- digital footprints;
- offensive content;
- identity theft.

The Role of Parents/Guardians

Parents and Guardians are ultimately responsible for setting and conveying the standards that their children should follow. The School expects that those standards will be in accordance with School rules, this Policy and other related School Policies.

The Role of Teachers

Teachers will embrace student use of ICT in the belief that it enables students to understand

ill ana

8. Password Security

The security and protection of individual passwords is a prime responsibility of the individual owner of the password. Therefore, if something is authored from a password protected system, it will be assumed that the owner of the password is also the author. Passwords are not be stored on your device and need to be of a safe and complex nature, i.e. including words, number and or symbols.

All users must be responsible in ensuring the secrecy of their password. For example:

- A person's username and password must not be shared with any other person
- A password must not be written down and left in a place where it can be easily found
- Precautions must be taken to prevent a password being copied, observed or overheard
- A person must change his/her password if they suspect someone else knows it or if directed by IT Support Staff

9. Property and Copyright Information

Users of the School's IT Systems should respect the intellectual property rights of others. In par

Work Related

The use of online learning communities by employees for educational purposes or school related activities must be in accordance with the other relevant School policies and procedures relating to online learning.

It is expected that the main form of online communication between staff and students is via the school email system, Microsoft Teams, One Note or SWAY and Learning Management System (e.g. XUNO). Any other collaborative learning space, blog, wiki, or forum must be approved by the relevant Deputy Principal before it is established and staff may only use a professional account, not their personal account. Examples where approval may be granted by the Deputy Principal – Teaching and Learning include:

- Closed Facebook pages for VCE Units 3-4 subjects, where there are no links to a staff member's personal social media account.
- Shared WeChat groups for the welfare needs of our international students
- When groups travel on extended school tours and the use of, for example, WhatsApp or WeChat, is being used in case of emergency or a welfare need.

In these situations, connections should cease when the tour concludes, a student leaves the school or no longer enrolled in the specific subject.

All communication between staff and students must reflect a professional relationship.

ii. Students

It is recognised that students may use social media in their personal life. However, it is also recognised that such use may impact on their school – student relationship

It is important for students to recognise:

- Online behaviour should at all times demonstrate respect for others;
- The importance of protecting their privacy;
- The need to behave in an ethical manner and that any communications be consistent with the values of the School and reflect responsible citizenship;
- Social media activities may be visible to others or able to be *screenshotted* for later use;
- Comments and images may be uncontrolled once they are posted. Online material effectively lasts forever and may be replicated endlessly. Online material may also be viewed by recipients who never expected to see it or who may see it out of context. Inappropriate remarks, content and information could also damage the School's reputation.

Students must not:

- Engage in bullying, spamming, illegal behaviour or similar antisocial behaviours;
- Capture or distribute voice recordings, still images or moving footage of any person without their permission;
- Access, create or distribute offensive or illegal material;

Students who engage in antisocial, offensive or illegal behaviours in a social media site that have ramifications within the School community (such as bullying a fellow student, or posting negative comments about the School or others) may be subject to School regulations regarding such behaviour even though the infringements occurred outside the school. This may also involve the police.

Students should have the permission of other students when posting images from a school related event on their personal social media sites.

Students should not post 2 (c)-2 (hool)2.7 r)-5r:heir 2B36 (hei)2.6 -24.3 wnglyd out rmithi6 (s)-2 (i (hei)2.6 (r)4.

17. Use of the School Network

The School Network is for educational purposes. Whilst s

•