Responsible Digital Citizenship Policy

a 52 Eurobin Avenue, Manly NSW 2095 **t** +61 2 9977 5144 **f** +61 2 9976 2753 **cricos** 03290E
e administration@stellamaris.nsw.edu.au **w** www.stellamaris.nsw.edu.au **abn** 88 058 323 827

Stella Maris
COLLEGE MANLY

PREAMBLE

Stella Maris College (the College) is a school of Good Samaritan Education established in 1931 in the Benedictine tradition. The policies of the College give expression to its values and ethos and/or reflect the legal requirements of a school registered and accredited by the NSW Education Standards Authority (NESA).

PURPOSE

Stella Maris College embraces the use of Information, and Communications Technology (ICT) in the belief that it enables the community to learn in a multitude of different and powerful ways with great efficiency. ICT for the purposes of this policy is defined as all devices, networking components, application and systems that combined allow the community to interact in the digital world.

Successful lifelong learners are productive and informed users of technology and use it as a vehicle for information gathering and sharing, and are able to adapt to emerging technologies into the future. This educational aspiration is a cornerstone of the Alice Springs (Mparntwe) Education Declaration (December 2019) and competence in ICT is realised as one of the general capabilities in the Australian Curriculum (ACARA, 2011).

The College believes that for students to become good digital citizens who have empathy, understanding and moral principles, staff, parents/guardians and the wider community must provide appropriate support, education and role modelling in their usage of ICT.

We believe that our positive school culture is based on staff, students and parents/guardians forming strong relationships; a strong focus on whole school wellbeing; effective communication of the expectations of behaviour, and positive classroom practice. Responsible digital citizens uphold this culture and understand using ICT is an extension of everyday society with regard to way the members of our community treat each other.

PROCEDURE

Education
The College network, web sites, email and other electronic learning tools have been implemented with educational imperatives in mind. All students own their own portable wireless devices, however whilst at school are to adhere to College expectations in their use.
Students are explicitly taught the skills and knowledge to become responsible digital citizens. Opportunities for this education exist in classes, and during the timetabled Pastoral Care time. The College aims to educate students regarding the appropriateness of content stored on, or accessed from their devices.

The Role of Students
Students are responsible for their own behaviour and actions. They must be careful, respectful and considered when using College ICT facilities and devices.

Students understand and respect that there will be times when their parents and teachers wish for them not to make use of ICT. At school some learning will occur that does not require the use of a device and at home parents/guardians have the right to "disconnect" their child from their device.

Students understand and accept the need for staff and parents/guardians to monitor their digital footprint. These checks will be conducted randomly throughout the whole school year. At no stage should students delete their Internet history.

Students understand and accept the need to have permission or direction from staff before making use of phones or other small electronic devices In line with the Acceptable Use Protocols for Mobile Phones.

Students are 'good digital citizens' who take reasonable precautions to ensure they use ICT in a safe, legal, healthy and efficient manner as outlined in the Responsible Digital Citizenship Guidelines.

Specifically, they are familiar with concepts and issues relating to:

1.	backing up data;
2.	minimalising printing;
3.	copyright laws;
4.	preserving digital reputation;
5.	cyberbullying;
6.	sexting;
7.	online contacts;
8.	excessive use.

Unacceptable Use
When using ICT, students should be aware of the issues relating to privacy of both themselves and others. Students should take the utmost care when using ICT equipment as it is easily damaged and expensive to replace. Explicitly, students must not:

1.	capture or distribute voice recordings, still images or moving footage of any person without their permission;
2.	access, create, distribute or respond to offensive material;
3.	post personal details (eg. full name, address, or phone number) relating to themselves or others in electronic public spaces;
4.	share any usernames or passwords with others;
5.	play games, check social media or send messages in class without permission;
6.	delete their internet history;
7.	attempt to enter any area of the College network/intranet to which they do not have access rights;
8.	use proxy internet websites to access web content that has been restricted by the College;
9.	use ICT to harm the reputation and good standing of Stella Maris College or those within its community.

The Role of Parents/Guardians
Parents and guardians play a key role in educating their child to become a responsible digital citizen. The College expects parents and guardians to support the policy and guidelines by:

1.	communicating regularly with their child about how they are using ICT (both educational and personal usage);
2.	monitoring the physical condition of their child's devices;
3.	regularly checking their child's Internet history;
4.	monitoring the applications that their child has been using;
5.	monitoring and controlling the amount of time their child spends on their devices;
6.	responding appropriately, as outlined in the Responsible Digital Citizenship Guidelines, to incidents where their child is involved in bullying or unsafe behaviour on social media
7.	being mindful of their own ICT use as role models;
8.	limiting their interactions, eg contacting students via their decvices during the school day;
9.	never using ICT to harm the reputation and good standing of Stella Maris College or those within its community.

The Role of Staff
Staff are responsible for their own behaviour and actions. They are careful and respectful when using College ICT facilities and devices as important ICT role models.

Staff support and embrace student use of ICT in the belief that it enables students to become more powerful and efficient learners. The learning programs that they prepare include seamless integration of ICT.

In recognition of the great efficacy that ICT provides, teachers electronically mark rolls, provide feedback on assessment, prepare student material and communicate with the College community.

All staff will provide guidance, support and facilitate instruction to students to help them become responsible digital citizens. In Pastoral Care, staff will both role model and discuss the appropriate use of ICT, and what action to take should an issue arise on a regular basis.

When using social media, staff will take great care in ensuring that they act professionally and uphold the good standing of the College in the community. Social media sites can be monitored on the school network. Should staff spend an unhealthy amount of time on social media during work hours, it may have an impact on their ability to efficiently carry out their duties.

The Role of the College
The College undertakes a commitment to implement and uphold the Responsible Digital Citizenship Policy and to provide appropriate physical and financial resources to enable safe and educationally relevant access to ICT. The College will regularly update the Responsible Digital Citizenship Guidelines so that it is relevant and comprehensible to parents, students and staff, and distribute to the community.

Breach of this policy
The College requires that all members of the community are educated and made aware of what is considered safe and responsible use of ICT. This endeavor requires that the College proactively educates the community in this matter. Guidelines are in place to deal with breaches of this policy.

Generally, classroom and PC teachers will ensure that appropriate actions are put in place for breaches of the policy. At the heart of these actions will be processes to re-educate community members about responsibility, care and the harm they may have caused others. Ongoing and serious misuse will be dealt with by Heads of Year, Assistant Principals and the Principal.

Breaches by staff will be dealt with by the Assistant Principals and the Principal.

The Principal or Assistant Principals will deal with parental/guardian breaches on a case by case basis.

This policy supercedes the:
- *Information, Communication and Technology (ICT) Social Networking Policy (Version 1)*
- *Mobile Phone and Electronic Device Policy (Version 1)*

VERSION 2
Policy Approved: April 2021
Date for Review: April 2024