



RESPONSIBLE DIGITAL CITIZENSHIP PROTOCOL

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COMMITMENT TO CHILD PROTECTION AND DUTY OF CARE

The dignity of the human person, who is created in the image and likeness of God, is the foundation of Catholic Social Teaching at Catholic College. This Catholic anthropology leads us to afford all people, but especially children, young people and the most vulnerable, the highest respect. Within this context, Catholic College recognizes its duty of care to students and is committed to providing a safe, supportive and secure environment that promotes respect, care and values diversity.

INTENT

This document, Responsible Digital Citizenship Protocol, supports the content of the following policies:

- Information & Communication Technology
- Cyber Safety
- Mobile Phones (Student Use of)
- Social Media – Student Usage
- Bullying Prevention and Intervention

This protocol is hosted on the College website and updated regularly to ensure that it is relevant to students, parents and staff in this ever changing digital world. The purpose of these guidelines is to further clarify the ideas contained in the above policies and to provide a clear direction to students, parents and staff. The underlying message is that all members of the College Community should use ICT in such a way that fits within the values of the College.

Emails, text messages, social networks and chats can also be fully human forms of communication. It is not technology which determines whether or not communication is authentic, but rather the human heart and our capacity to use wisely the means at our disposal. The internet can help us to be better citizens. Access to digital networks entails a responsibility for our neighbour whom we do not see but who is nonetheless real and has a dignity which must be respected. The internet can be used wisely to build a society which is healthy and open to sharing.

(Pope Francis, 2016)

THE ROLE OF STUDENTS

Students are responsible for their own behaviour and actions. They are 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. At home parents have the right to “disconnect” their child from their device.

Students understand and accept the need for staff and parents to check what they have been doing with their device. 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 from staff before making use of smart phones, iPod's or other small electronic devices in the classroom and the yard.

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 this document. Specifically they are familiar with concepts and issues relating to:

- backing up data;
- minimalizing printing;
- copyright;
- preserving digital reputation;
- cyberbullying;
- sexting;
- predatory behaviour
- identity theft
- trusting online friends;
- excessive use.

THE ROLE OF PARENTS/GUARDIANS

Parents and guardians have a key role in developing their child so they become a responsible digital citizen. The College expects parents and guardians to support these guidelines by:

- communicating regularly with their child about how they are using ICT (both educational and personal usage);
- monitoring the physical condition of their child's portable wireless device;
- regularly checking their Internet history;
- monitoring the applications that their child has been using;
- monitoring and controlling the amount of time their child spends in front of their portable wireless device;
- responding appropriately, as outlined in this document, to incidents where their child is involved in bullying or unsafe behaviour on social media (i.e. Facebook, Instagram, Snapchat, Twitter, Tumblr, YouTube).

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. Teachers 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. When using social media such as Facebook, Twitter and YouTube staff will take great care in ensuring that they act professionally and uphold the good standing of the College in the community.

THE ROLE OF THE COLLEGE

The College undertakes a commitment to implement and uphold the associated policies and guidelines and to provide appropriate physical and financial resources to enable safe and educationally relevant access to ICT. The College will regularly update this protocol so that it is relevant and comprehensible to parents, students and staff. In addition the College will also regularly update members of the college community through the newsletter, website and the Parent Student ICT Forums.

PROCEDURE

1. [Dealing with Cyberbullies](#)
2. [Using Social Media](#)
3. [Use of Smart Phones](#)
4. [Sexting](#)
5. [Predatory Behaviour](#)
6. [Identity Theft](#)
7. [Excessive use of Digital Technology \(including computer games\)](#)
8. [Disconnecting from Digital Devices](#)
9. [Email Etiquette](#)
10. [Preventing Physical Damage of Digital Devices](#)
11. [Backing up Data](#)
12. [Printing](#)
13. [Internet Usage](#)
14. [Copyright & Plagiarism](#)
15. [Using Online Learning Spaces \(SIMON, PAM & Google Sites\)](#)
16. [Personal Use](#)
17. [What does all of this mean for students in the classroom](#)

1. DEALING WITH CYBERBULLIES

Cyberbullying

The rapid increase in ICT use in recent years has made it very easy for all people to bully and harass others. SMS/MMS messaging on mobile phones, email and Facebook are the most commonly used mediums used by bullies. It is essential that all members of the community; students, parents and staff are aware of the potential for cyber-bullying and the precautions that should be taken to minimise the likelihood of being cyberbullied. It is also crucial that all members of the community understand how to act when cyberbullying takes place.

Why do people use digital devices to harass others?

There are many different reasons why people bully others. Usually the bully has a need to feel more powerful than the victim. Other reasons for people to resort to this behaviour include feelings of jealousy, inadequacy, insecurity, low self esteem and the seeking of approval from peers. People who do not have the capability or maturity to deal with their feelings of anger, jealousy or other 'extreme' emotion often resort to 'online' harassment. They see it as an easy way to express their feelings in the 'safety' of their own privacy/space where they do not have to deal with the immediate repercussions. For a short time, the bully feels powerful or vindicated when they express their views to another person in this way. It helps them to feel better about themselves, even if it is short-lived. Such behaviour, however, is clearly unacceptable and is taken very seriously by the College.

What to do if you are the victim of cyberbullying

Students who experience cyberbullying should do the following.

1. Don't respond to the bully.
2. Keep a record of what has been sent as evidence.
 - Text Message: simply don't delete the message from your phone. Email: simply don't delete the message from your account.
 - MacBook: take a screenshot (hold down 'command' + 'shift' + '3' simultaneously). A copy of what is on the screen will be recorded on the desktop.
 - iPad / iPhone: take a screenshot (hold down the 'home button' and quickly click on the 'on/off switch'). A copy of the what is on the screen will be recorded in the iPad's 'camera roll'.
3. Block the bully. Don't let this keep happening to you.
4. Keep calm and tell an adult you trust (parent, Learning Mentor or teacher) as soon as possible.

Members of the College community must take action if they think another person is being bullied or harassed.

Once a situation is communicated to a staff member of the College, the perpetrator of the bullying will be managed with appropriate interventions and strategies as outlined in the College Student Management and Engagement Policy & Procedures. The identity and safety of the victim will always be of paramount importance. The aim of the intervention is to:

- stop the inappropriate behaviour;
- rehabilitate and discipline the perpetrator;
- restore the victim's dignity.

2. USING SOCIAL MEDIA

What is Social Media?

Social media refers to the use of social networking websites and phone/tablet applications including Facebook, Google+, MSN, Stumbleupon, MySpace, Pinterest, Twitter, Tumblr, LinkedIn, Instagram, Skype and YouTube.

Social Networking at Catholic College Wodonga

Within the school grounds, student use of recreational social media is discouraged, this extends to the use of personal smartphones during recess and lunch time. Consequently non educational services such as Facebook, Instagram and Snapchat are blocked from the College network. Students are encouraged to engage in 'face to face' social activities during the breaks - they should not be engrossed in their devices.

Facebook: The College Careers Facebook page provides an effective way for careers staff to communicate with current and former students. Current students are only able to interact with the page from 8.00am to

9.00am in the morning and 3.15pm and 6.00pm in the evening. The College does not permit any person or team to use Facebook on behalf of the College.

YouTube: As part of their CCW Google Apps account, all staff and students have their own YouTube account. Teachers use this account to upload educational videos they have created or put together specific playlists. Students use their account to publish videos they have made. The official CCW YouTube channel can be found . . .

Twitter: There is a plethora of excellent streams for educators. As such staff are encouraged to create professional accounts so they can follow experts in their field and network with fellow educators beyond their own school. Students who have personal Twitter accounts are welcome to follow staff. However, staff should not follow students. The official CCW Twitter account can be accessed via the @CCWodonga handle. All requests to create Twitter accounts for departments / groups within the College must be directed to the College Leadership Team.

Appropriate behaviour on Social Networking Sites

When social media sites are utilised by staff or students from the College, care must be taken when posting 'updates' (or adding any other sort of information such as posting on 'walls') that include any content that may;

1. harm their own personal reputation;
2. harm the reputation of the College.

Students & Staff are expected to ensure they:

- respect the rights and confidentiality of others;
- do not impersonate or falsely represent another person;
- do not bully, intimidate, abuse, harass or threaten others;
- do not make defamatory comments about other people or about the College;
- do not use offensive or threatening language or resort to personal abuse towards each other or members of the Catholic College Wodonga community;
- do not post content that is hateful, threatening, pornographic or incites violence against others;
- do not harm the reputation and good standing of Catholic College Wodonga or those within its community;
- do not film, photograph or record members of the school community without permission from the individual.

Posting personal information

It is always a good idea to think carefully about what is being posted on a social media site as it becomes public information, no longer 'owned' by the author and can be used at any time in the future by other people for all sorts of purposes. Images posted on social networking sites can then be immediately used and owned by the media or the Police. There is no way of predicting how these images will be used or in what circumstance (i.e. you may see your loved one's image on a news story even without giving your permission, your photo might appear on unauthorised Facebook group site that you are unaware of and may include defamatory comments putting your reputation at risk).

Posting Comments/Images/Video about Catholic College Wodonga

When considering posting information or images that implicate the College in any way, students, parents and staff must be mindful of what is being communicated. The College strictly forbids any content that is defamatory, offensive, or derogatory. As a member of the community, it is expected that all staff, students and parents voice their concerns about particular matters by directly contacting (email, phone, meeting in person) an appropriate member of staff (Learning Mentor, Learning Community Leader, Deputy Principal or Principal).

Privacy settings on personal social networking pages

The College strongly encourages all students and staff to set their social networking pages' privacy settings to 'private' or 'friends only' instead of 'public'. This way, only the people they have accepted as friends will see their content which is a much safer form of communication.

Staff/Student online relationships

Staff should not establish or maintain personal online relationships with students. Explicitly staff should not become friends with students on Facebook or follow one another on Instagram. Students are able to follow staff

professional Twitter accounts, however staff should not be following students. Staff and students are able to subscribe to one another's CCW YouTube channels.

3. USE OF SMART PHONES

A smart phone is a mobile phone that performs many of the functions of a computer, typically having a touchscreen interface, Internet access, music player, camera and an operating system capable of running downloaded apps.

In the classroom, smart phones can be a powerful learning tool. However, they can also be a distraction to learning. At the beginning of every lesson students are required to place their phones in the designated 'phone basket' at the front of the classroom. With teacher permission, students are able to record their teacher delivering content, take photos of notes written on the board, access related websites and make use of educational apps with their phone.

During recess and lunch phones should be stored in lockers. Students are able to briefly check their phone for messages at the beginning of recess and lunch. However, for the rest of their break they must have their phone on 'silent' out of sight. It is important for students to disconnect from devices and engage in 'face to face' socialisation.

In rare situations a student may have a need to make a phone call to their parent or guardian. In these situations they should seek permission from a staff member.

In summary, students can:

- use their smart phone in class to support their learning (requires teacher permission);
- check their phone for messages at start of breaks (otherwise they are in lockers, out of sight, on silent, not used);
- can call parent / guardian if they have an urgent need (requires teacher permission).

Students may connect their smart phones to the College network using their regular username and password.

Staff are encouraged to carry their smart phones at all times. They are excellent tools in cases of emergency or when it is necessary to seek extra assistance in the classroom or yard. Staff must not use their smart phones for personal reasons when they are teaching or on yard duty.

Staff should not provide students with their mobile phone numbers.

4. SEXTING

What is sexting?

Sexting refers to the sending of sexual messages, photos or videos using a portable wireless device, typically a smart phone (i.e. photo of yourself or someone else's private body parts, photos of yourself or someone else in a sexually suggestive pose, comments including sexually related content).

No member of the College Community should capture, store or distribute any content that is of a sexual nature.

Consequences of sexting

Sexting can have significant social and personal consequences. For example, if images are forwarded on from the intended recipient, which has been the case following relationship break-ups, the social ramifications can be devastating for teens. Images may end up being viewed by many people through smart phones and posting of images online. For some it may seem like harmless fun, but students must be careful - once a picture is sent electronically it becomes part of an individual's 'digital footprint' and this lasts forever, even if it has been 'deleted' from a phone or computer, once an image is sent it is 'out' and there is no way of tracking where it will go or if it will turn 'viral' (spreads to numerous recipients).

Such behaviour can easily damage future career prospects or relationships. As it is something that lasts forever, the sender needs to think carefully about what sort of reputation this will leave them with and how their

children/grandchildren, future employees/colleagues, family members will feel about this sort of content being public.

Sexting can have legal consequences if the images taken and shared are of minors (under 18 years of age). Even if all participants are willing, students are breaking the law if they take and share naked, near naked or sexual images of themselves or others who are minors. This is because sexting images may be considered child pornography. Sending or even just receiving an image of a minor is classified as partaking in the act of child pornography and is a criminal offence. It is very possible to be charged for sending a sexualised image of a minor, and it is also possible to be charged for simply receiving it.

Students should consider the feelings of others when taking photos and distributing any content by smartphone or online.

Parents, students and staff who feel that a sexting incident has taken place should make formal contact with an appropriate member of staff (Learning Mentor, Learning Community Leader, Wellbeing, Deputy Principal - Student Development or Principal).

5. PREDATORY BEHAVIOUR

Predatory behaviour is where a student is targeted by a stranger who attempts to arrange a face to face meeting, in an attempt to encourage inappropriate behaviour or contact.

Parents, students and staff who feel that a predatory incident has taken place should make formal contact with an appropriate member of staff (Learning Mentor, Learning Community Leader, Wellbeing, Deputy Principal - Student Development or Principal) or Victoria Police,

6. IDENTITY THEFT

Identity Theft is the fraudulent assumption of a person's private information for their personal gain. Students can be exposed to these risks as they are often unaware of the safety issues surrounding their digital footprint.

Parents, students and staff who feel that an identity theft incident has taken place should make formal contact with an appropriate member of staff (Learning Mentor, Learning Community Leader, Wellbeing, Deputy Principal - Student Development or Principal) or Victoria Police.

7. EXCESSIVE USE OF DIGITAL TECHNOLOGY (INCLUDING COMPUTER GAMES)

The College encourages students and staff to be mindful of a healthy balance between time spent engaging in digital technology and time spent on activities that do not involve technological devices.

It is important that all users of digital technology are not 'disconnecting' with the 'real world' by spending too much time 'connecting' with the 'digital world'. The consequences of spending too much time in front of a 'screen' can include the following¹.

Physical Disadvantages:

1. increased chance of weight gain;
2. higher cholesterol and fasting insulin;
3. lower cardiovascular fitness;
4. poor sleep habits and patterns (avoid being on a screen 30 mins before attempting to sleep);
5. increased consumption of unhealthy foods;
6. poor posture and consequential spinal problems

Adverse Mental & Social Health Issues:

1. loneliness, depression or depressive symptoms;

2. higher prevalence of withdrawal and anxiety;
3. internet addiction;
4. reduced time with family members;
5. shorter attention span and concentration problems;
6. less reading time, resulting in lower comprehension capabilities;
7. reduced creative imagination and creative play;
8. higher amounts of aggressive behavior.

8. DISCONNECTION FROM DIGITAL DEVICES

It is important for both staff and students of the College to be mindful of how much time they are connected to digital technology.

Strategies to ensure appropriate disconnection

There are strategies that the College encourage in order to alleviate the temptation of connecting to devices at every spare moment:

- leaving devices on charge overnight in living areas instead of bedrooms;
- scheduling 'online' leisure time and 'offline' leisure time every day (particularly important for younger students);
- scheduling 'online' homework time and 'offline' homework time every day
- keeping smart phones separate and out of view whilst engaging in face to face conversations;
- putting smart phones on 'silent' during meeting times, and in times where they could cause public disturbance.

The College encourages students to be 'screen free' during recess and lunch times. The reason for this is founded in our belief that students should utilise these times to be physically active, socialise with peers and participate in extra-curricula activities offered by the College.

9. EMAIL ETIQUETTE

Email, when used appropriately, is a very efficient and effective way for students, staff and parents to communicate. However, all members of the Community need to be considerate of one another by doing the following.

1. **Don't be sloppy when composing email.** Follow standard writing protocol - traditional spelling, grammar, and punctuation rules apply. Poorly composed email messages reflect poorly on the author and the College.
2. **Keep messages brief and to the point.** Keeping a message grammatically correct does not mean that it has to be long. Nothing is more frustrating than scanning through an email message that is much longer than necessary. Concentrate on one subject per message whenever possible.
3. Use a signature that includes full name and contact details.

It is important that people know who composed the email and how contact can be made.

Student signatures should include:

- full name
- year level
- LM group
- LM teacher

Staff signatures include:

- full name
- position
- LM mentor (if applicable)
- postal address
- telephone extension number

Instructions on setting up email signatures on a MacBook can be found in the user manual.

Staff and students can set up a signature for their email account through a web browser (simon.ccw.vic.edu.au > CCW Web Email > log in > options > personal information > enter information within the 'Signature' textbox).

4. **Don't use email as an excuse to avoid personal contact.** Don't forget the value of 'face to face' or even 'voice to voice' communication. Email communication is not appropriate when sending complex or emotional messages. This is particularly important when wanting to communicate a grievance or complaint to another individual. It is recommended that in such a situation, a phone call or personal visit is the preferred option.
5. **Remember that email is not private.** Any email message generated or received from a College account or device is considered to be College property and therefore should fit within the values of the College. When composing email be sure to write in such a way that if the message was forwarded to any unintended audiences you would not be embarrassed.
6. **Use group distribution lists appropriately.** Never send email messages that are relevant to a few people to a large distribution list. Take the time to individually type recipient addresses rather than sending messages to everyone. This is particularly important when the message is of a sensitive nature.
7. **Use the subject field to identify content and purpose.** This provides recipients a clearer idea what the email message is about when it arrives in their 'Inbox'. Clear subjects fields also make it easier to search for archived email.
8. Use Carbon Copy (CC:) and Blind Carbon Copy (BCC:) appropriately.
 - Carbon Copy (CC:)
 - Recipients listed in this field receive a courtesy copy of the email.
 - All recipients are aware that people listed in the 'CC:' field have received a copy.
 - Recipients are not expected to reply or perform any type of action from the email.
 - Blind Carbon Copy (BCC:)
 - Recipients listed in this field receive a courtesy copy of the email.
 - Only the author of the email is aware of which people have received a Blind Carbon Copy of the email.
 - Generally it is considered to be unethical to use 'BCC:'. However, when sending a message to a large list of people use the 'BCC:', so recipients won't have to see a huge list of names.
9. **Do not expect an immediate response.** Remember that email is not a live conversation. The recipient needs time to respond to your email. It is completely unreasonable to send an email after school hours and expect a response at the beginning of the next day. In cases where two people are using email at the same time they may engage in a series of messages back and forth in short succession. However, for health purposes, this type of communication should be avoided outside of work hours. It is important that students and staff maintain a healthy school / life balance.
10. **Do not initiate a new discussion by replying back to a received email on an unrelated subject.** When wanting to initiate a new discussion begin by generating a brand new message and type the email address of the person you want to send the message to in the 'To:' field. Nothing is more confusing than reading email messages about different unrelated topics under the one subject line.

10. PREVENTING PHYSICAL DAMAGE OF DIGITAL DEVICES

Use the protective case

When housed in the protective case provided by the College the MacBook is quite durable and can withstand some rough handling. However, if portable wireless devices are removed from their cases they are vulnerable to damage.

Staff and students have been issued with two types of cases. A slim skin type that provides minimal protection and a more heavy duty foam zip wallet type. The slim skin must be left on at all times. When in class, students may take their MacBook out of the heavy duty case. This provides students with more space to work on their table, allowing them to write by hand on paper and access their MacBook simultaneously. **The heavy duty case must be used when walking to and from class.**

Whilst travelling

When travelling back and forth between school and home students should place their device in their school bag and take great care in how they carry their bag. The heavy duty protection case must be used during this time.

Storage

Students should always keep their portable wireless device in a secure place at all times. During breaks at school they should place them in their locker and ensure that it is padlocked.

Around food/drink

When around food or drink items, or any other fluid sources such as taps, students and staff must be mindful of keeping these substances well away from their MacBook. Eating and drinking whilst working on these devices is unacceptable.

11. BACKING UP DATA

It is absolutely essential that staff and students back up their data regularly. The College takes no responsibility for any lost data.

How to backup

The easiest way to backup the data from a MacBook is to copy data from the internal hard drive to an external hard drive through the USB port. Additionally staff and students may decide to make use of the inbuilt tool Time Machine. Full details and procedures about backing up data can be found in the MacBook user manuals.

12. PRINTING

To help save costs and reduce the impact on the environment all members of the College Community should attempt to reduce the amount of printing.

- Staff and students must minimise printing at all times by print previewing, editing on screen rather than on printouts, selecting double sided and spell checking before printing.
- Staff and students must ensure that they only print information that is College related.

13. INTERNET USAGE**Accessing inappropriate online content**

Staff and students must never deliberately access content that does not fit within the values of the College (i.e. access and storage of illegal, sexually explicit, violent and other socially offensive material is not permitted).

At school

When at school inappropriate material will be filtered. However, at home greater care will need to be taken when searching for material on the Internet because the internet service provider (e.g. Telstra) will provide only a limited amount of protection from inappropriate content. If staff or students stumble across inappropriate material they should close their web browser straight away. All portable wireless devices will be monitored and audited randomly by ICT Services to ensure they have been used appropriately.

At home

At home parents should insist that their children use their portable wireless devices in commonly shared spaces such as the kitchen table or lounge room. This will enable parents to 'shoulder surf' what their child is doing with the device. Parents are also encouraged to apply a parental control device on their network at home in order to filter out any undesirable websites that their children might visit.

Data consumption at school

Students and staff must minimise the amount of data they download from the Internet when at school. Excessive data consumption leads to greater running costs and a significant reduction in network performance. Students and staff should:

- never stream music videos to play in the background whilst they work/study (students may stream audio versions through spotify);
- choose to watch video in standard definition as opposed to high definition;
- rarely use the Internet for personal reasons when at school.

14. COPYRIGHT & PLAGIARISM

The purpose of copyright law is to give the author of creative work their reward for content they create. The reward may come in the form of remuneration or just acknowledgement. Plagiarism refers to the stealing of ideas from an individual or entity. All members of the College Community should be mindful of the issues associated with copyright and plagiarism when using ICT.

Laws regarding copyright

It is illegal to copy, download or share copyrighted files including audio, text, video, images, software and games without permission. Permission is usually granted when the author of the material has received payment.

No member of the College Community should capture or store copyright material illegally. This includes pirated music, movies, software and games. This also includes the downloading of free 'Apps' that offer free downloads of music. It is possible to be fined tens of thousands of dollars for downloading illegal music and people who use these 'Apps' can be easily tracked. Any such material discovered by the College will be deleted immediately.

Plagiarism at Catholic College Wodonga

Often staff and students will partially use the ideas of others in their work. It is essential to acknowledge the author of the original ideas by citing the source from which the idea was expressed. Increasingly websites are used as a source of information. Generally, website references should be expressed in the following way (common/general name of the web page, date visited, URL). Full details about proper referencing can be found within the Library section of the SIMON (simon.ccw.vic.edu.au).

15. USING ONLINE LEARNING SPACES (SIMON, PAM & GOOGLE SITES)

SIMON is the overarching online learning management system that is used at Catholic College Wodonga. In SIMON students are able to find information about:

- timetable;
- daily notices;
- attendance records;
- performance on assessment tasks.

In SIMON staff and students are able to find general information including the daily notices, timetable, class lists, home contact details, student commendations, student absences, student incidents and results from assessment tasks.

PAM is a module of SIMON specifically built for parents allowing them to access child's timetable, daily notices, attendance records and results from assessment tasks.

In addition to SIMON, many teachers have built class websites using Google Sites. These websites allow teachers to share basic information about the class, student instructions for various lessons, folders of electronic files, collaborative areas for students to share ideas, embedded YouTube clips and links to external sites. Through these websites students are able to keep up to date whenever they are absent and easily work both independently and in groups during class time. Students have access to important content from anywhere at any time.

When using online learning spaces the following should be remembered:

- Online learning spaces are an extension to the regular classroom and therefore the same classroom expectations apply.
- Members of online spaces should not engage in live conversations during the evening. For health reasons it is important for staff and students to disconnect from school life. Examples of live conversations include discussion that takes place in live chat rooms and posting/replying to posts in quick succession.
- All behaviour on online learning spaces must fit within the values of the College (i.e. access and storage of illegal, sexually explicit, violent and other socially offensive material is not permitted).

For purposes of consistency for students and staff, the College only endorses the use of SIMON and Google Sites. Other tools such as Google Classrooms, Weebly, Wix, Edmodo and Evernote should be avoided.

16. PERSONAL USE

The only reason the College issues staff and students with personal portable wireless devices is to enhance learning and teaching. The College allows staff and students to use their devices for personal reasons so long as usage fits within the values of the College (i.e. access and storage of illegal, sexually explicit, violent and other socially offensive material is not permitted).

Personal use should never interfere with learning and teaching.

17. WHAT DOES ALL OF THIS MEAN FOR STUDENTS IN THE CLASSROOM?

The Responsible Digital Citizenship Policy and Guidelines are purposefully comprehensive, so there are no 'grey' areas for students, staff and parents.

The student expectations that follow summarise the ideas explained in detail within the policy and guidelines.

Responsible Digital Citizenship Student Expectations:

- At the start of each class wait until your teacher gives instructions before using your device.
- Carry your device in its protective case at all times.
- Ensure that your device has enough charge so it can be used for the whole day at school.
- Change your password regularly and keep it secure.
- Back up your data regularly.
- Respect yourself and others' privacy by never revealing personal information online.
- Respect the feelings of others by being thoughtful before posting online.
- Ensure your work is your own and/or acknowledge others when using their ideas.
- Personal use is OK but never let it interfere with your learning. This means that the following should not take place during class time:
 - playing games;
 - listening to music (unless permission has been given by the teacher);
 - watching unrelated videos;
 - surfing the web.
- Take a break from your device during recess and lunchtime (screen free breaks).

BREACH OF THIS PROTOCOL

The College requires that all members of the College Community are educated and made aware of what is considered the safe and responsible use of ICT. This endeavor requires that the College educates the community in this matter. In doing so we are being preventative. Alongside this approach we also recognize that we need to have actions to deal with individuals who who breach this protocol

Generally, classroom teachers and learning mentors will ensure that appropriate actions are put in place for inappropriate student behaviour. At the heart of these will be processes to re-educate community members about responsibility, care and the harm they have caused others. Ongoing and serious misuse will be dealt with by Learning Community Leaders, Deputy Principal Student Development and the Principal and so would be supported by our Behaviour Management policy.

Breaches by staff will be dealt with by the Deputy Principal Staff and the Principal.

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

ESSENTIAL SUPPORTING INFORMATION

- Bullying Prevention and Intervention Policy
- Cyber Safety Policy
- Information & Communication Technology Policy
- Mobile Phones (Student Use of) Policy
- Social Media – Student Usage Policy
- Learning & Teaching Policy
- Student Management and Engagement Policy & Procedures
- Victorian Institute of Teachers Code of Conduct

REFERENCES

1. Martin K. (2011). Electronic Overload: The Impact of Excessive Screen Use on Child and Adolescent Health and Wellbeing. Department of Sport and Recreation. Perth, Western Australia. Retrieved January 29, 2013 from [http://www.natureplaywa.org.au/assets/files/K%20Martin%202011%20Electronic%20Overload%20DSR%20\(2\).pdf](http://www.natureplaywa.org.au/assets/files/K%20Martin%202011%20Electronic%20Overload%20DSR%20(2).pdf)