



# Mercedes College

## DIGITAL CITIZENSHIP POLICY

### Includes: Permission to use Parent-Funded Mobile Devices

#### 1. Rationale

Mercedes College, as a Catholic College, aims to help students to integrate culture, faith and life. In accordance with the teachings of the Catholic Church and the values of Mercedes College, the practice of communication must reflect the highest standard of accountability and sensitivity to human rights and relationships.

The availability of Information and Communication Technology (ICT) resources provides the opportunity for Mercedes College to help students develop their full potential. The College believes the teaching of cybersafe and responsible online behavior is essential in the lives of students and is best taught in partnership between home and College.

Mobile technologies are an integral part of our lives in the 21<sup>st</sup> century and can provide significant educational value. Mobile technology has the potential to be incorporated appropriately into lessons, opening new and exciting approaches to learning. The increased ownership and use of such devices requires that the whole Mercedes College community takes steps to ensure that they are used responsibly and appropriately.

#### 2. Definitions

Information and Communication Technology (ICT) means all computer hardware, software, systems and technology (including the internet and email) and telecommunications devices in facilities that may be used or accessed from a College campus or connected to a College's communication network. This includes all parent-funded and personal devices whilst in use during the College day, including on excursions, camps and co-curricular activities. Mobile telephones are NOT related to ICT and will not be used or accessed during College hours.

#### 3. Principles

- 3.1 At Mercedes College the use of ICT is encouraged for educational purposes only.
- 3.2 Using ICT at Mercedes College is a privilege and this privilege will be removed if the Student Agreement is broken. Students using ICT must not break State or Federal laws (a summary of these laws are in Appendix 1 of this Policy and form part of this Policy).
- 3.3 The decision to provide a parent-funded iPad for a student shall be made with full knowledge of this Policy and the contents of the Student Agreement.

- 3.4 Permission to have an iPad at College while under the College's supervision is contingent on parent/guardian permission in the form of a signed Parent Permission Form (Digital Citizenship Contract). Students must also sign the Form, indicating they have full knowledge of the Digital Citizenship Policy and agree to the points outlined in the Student Agreement (see Appendix 2 of this Policy).
- 3.5 Mobile devices that can be used on campus at the College are restricted to iPads.
- 3.6 iPads that have the capacity to access an external network (3G for example) are not permitted.
- 3.7 Students shall be made aware that access to ICT and, in particular, email and the internet can expose them to inappropriate material or potential harm.
- 3.8 The College has the right to check all written, graphic, audio and other materials created, produced, communicated, stored or accessed on ICT by students during the College day.
- 3.9 Students who bring an iPad to College do so at their own risk. The student must take full responsibility for her own device. The iPad should be clearly labelled with the name of the owner. The College or staff will not be responsible for loss, theft or damage.
- 3.10 This policy prohibits the tethering or sharing of network connections. Tethering or sharing of network connections is not permitted.

#### **4 Procedures**

- 4.1 Mercedes College is committed to ensuring all students are aware of standards for the use of ICT within the College environment.
- 4.2 Mercedes College shall identify acceptable and unacceptable use of ICT and is committed to regularly updating this policy.
  - 4.2.1 Acceptable use includes:
    - researching information for educational purposes;
    - gathering specific information about subjects/topics;
    - emailing a teacher or friend for assistance with College related work; and,
    - other teacher directed activities
    - Closing iPads and keeping them out of sight during classroom lessons unless expressly directed to make use of the device to support learning and teaching activities by the supervising teacher.

- 4.2.2 Unacceptable use includes but is not limited to:
- accessing networks without College authorization
  - communicating information concerning any password, identifying code or other confidential information or violating the security of the system in any way
  - using a device to cheat in exams or assessments
  - using ICT to bully another person. It is a criminal offence to use a College owned device or parent provided iPad to menace, bully, harass or offend another person. Students must not engage in personal attacks, harass another person, or post personal or private information using emails or SMS messages. Nor should they take/send photos or objectionable images.
  - taking, storing or displaying inappropriate images, videos or audio or sending such material to other devices
  - posting photographs on Youtube or social networking sites of class or College events without the College's permission or photographs of students or staff members without their knowledge and permission
  - having iPads disrupt classroom lessons with ringtones or beeping
  - texting messages which are not educational and not teacher approved to other students during the College day
  - playing games during class time on College owned or parent provided iPad, unless directed by the teacher
  - using iPads in change rooms or toilets or in any situation that may cause embarrassment or discomfort to fellow students, staff or visitors to the College.
- 4.3 When using parent-funded mobile devices, the College will only provide ICT support for network connection. All other issues are the responsibility of the parent.
- 4.4 Students who bring parent provided mobile devices to College should place them in their locker during the day, unless it is being used for educational purposes.
- 4.5 iPads are not to be used out of designated learning areas at the College during recess or lunch time, unless teacher permission has been recorded in the Student Diary.
- 4.6 Parents needing to contact their daughter/s during the College day must do so through Student Services. iPads must not be used during the College day for parent-child contact purposes (between 8.20am and 3.20pm).
- 4.7 Students who use another student's password will be deemed to be in breach of the College's Digital Citizenship Policy.
- 4.8 The policy takes into account the requirements of the Privacy Act. Keep in mind that personal information may be collected, used, disclosed and transferred overseas through the use of email and Internet facilities.

- 4.9 Students will be required to register parent-funded iPads at the College. The signed parent/guardian Digital Citizenship Contract will need to be returned to the College.

## **5 Monitoring**

- 5.1 The contents and usage of email may be examined by the College or by a third party on the College's behalf. This will include electronic communications which are sent to you or by you, both internally and externally. You should expect this monitoring to be continuous and ongoing whilst they are enrolled at the College.
- 5.2 Students should structure their email in recognition of the fact that the College may need to examine its contents.
- 5.3 The College's computer network is an educational tool to be used primarily for educational purposes. Students therefore have a responsibility to use these resources in an appropriate, professional and lawful manner.
- 5.4 All messages on the College's system will be treated as education related messages, which may be monitored. Accordingly, students should not expect that any information or document transmitted or stored on the College's computer network will be private.
- 5.5 Students should also be aware that the College is able to monitor their use of the Internet whilst on College premises. This includes the sites and content that students visit and the length of time they spend using the Internet/on each site.
- 5.6 The College may block access to certain websites and/or delivery of certain emails as it considers appropriate.
- 5.7 Emails will be archived by the College as it considers appropriate.
- 5.8 The College may copy, access or disclose any information or files that are stored on the College's network.

## APPENDIX 1

### IMPORTANT STATUTES THAT ARE APPLICABLE TO STUDENTS:

#### ***Copyright Act 1968 (Cth)***

Students may copy or otherwise deal with copyright material for the purpose of study or education. However, generally only the author of original material has the right to reproduce, copy, publish, perform, communicate to the public and make an adaptation of the copyright material.

#### ***Equal Opportunity Act 1984 (WA)***

This Act precludes:

- Discrimination against persons on grounds of sex, marital status or pregnancy, family responsibility or family status, sexual orientation, race, religious or political conviction, impairment or age in education
- Sexual harassment and racial harassment in the workplace and in educational institutions, and
- Promotes community recognition and acceptance of the equality of all persons regardless of their race, sexual orientation, religious or political convictions, impairments or ages.

#### ***Censorship Act 1996 (WA)***

Students must not use a computer service to transmit, obtain or request an article knowing that it contains objectionable and restricted material. It is an offence to possess or copy indecent or obscene articles or child pornography. Students should be aware for their own protection that people who deal with such material commit an offence.

#### ***Criminal Code (WA)***

Students should be aware that it is illegal to show offensive material to children under 16, and that if someone does show them offensive material that person is committing an offence. Racist harassment and incitement to racial hatred are also criminal offences.

#### ***Cybercrime Act 2001 (Cth)***

Unauthorized access to or modification of data held in a computer and unauthorized impairment or electronic communication eg 'hacking' or infecting computer systems with a virus, are illegal.

#### ***Privacy Act 1988 (Cth)***

Students should respect that the personal information of others is private. This Act covers the collection, use and disclosure, quality and security of personal information.

## APPENDIX 2

### STUDENT AGREEMENT FOR ACCEPTABLE USE OF INFORMATION AND COMMUNICATION TECHNOLOGY (ICT)

#### When I use digital technology I agree to:

- Always use ICT in a manner befitting a Catholic College and the living of the values of Mercedes College,
- Be a safe, responsible and ethical user whenever and wherever I use ICT,
- Support others by being respectful in how I communicate with them and never write or participate in online bullying (this includes forwarding messages and supporting others in harmful, inappropriate or hurtful online behaviour),
- Talk to a teacher if I feel uncomfortable or unsafe online or see others participating in unsafe, inappropriate or hurtful online behaviour,
- Protect my privacy rights and those of other students by not giving out personal details including full names, telephone numbers, addresses and images,
- Use the internet for educational purposes and use the equipment appropriately,
- Use social networking sites for educational purposes and only as directed by teachers,
- Abide by copyright procedures when using content on websites (ask permission to use images, text, audio and video and cite references where necessary),
- Not interfere with the security of the network nor access the network with a user name or password of another student,
- Not bring or download unauthorised programs, including games, to the College or run them on College computers.

#### When using my iPad to record images, videos or audio, I will:

- Seek permission from individuals involved **before** taking photos, recording sound or videoing them (including teachers),
- Seek written permission from individuals involved **before** publishing or sending photos, recorded sound or video to anyone else or to any online space,
- Only take photos and record sound or video when being supervised during a class or lesson,
- Respect others when I talk to and work with them online and never write or participate in online bullying,
- Seek teacher permission before uploading any content to websites (eg blogs).

#### When using my iPad I will:

- Only do so if given direct permission from the teacher,
- Do so discreetly, use earphones if relevant (to be provided by the student) and keep the volume at a level that does not disturb or distract others,
- Remove my earphones when asked or instructed to do so and during teacher instructions or class discussions.

I acknowledge and agree to follow these rules. I understand that my access to mobile technology at College will be renegotiated if I do not act responsibly and courteously

I understand that if my iPad is confiscated for any breach of the Digital Citizenship Policy it will be stored in the Front Office until my parent/guardian collects the item personally. I will not be permitted to collect the device.



# Mercedes College

## DIGITAL CITIZENSHIP CONTRACT 2014

### PARENT'S/GUARDIAN'S PERMISSION FORM

I have read and understand the information contained in the Digital Citizenship Policy. I understand that this form will be kept on file at the College and may be used (and shared with a third party, if necessary) to assist with the identification of a mobile device should the need arise (eg if lost, or if it is being used inappropriately).

I give my daughter permission to have an iPad at School:

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I understand that my daughter will be responsible for ensuring that the iPad is stored safely and used appropriately according to the *Digital Citizenship Policy* while under the College's supervision.

**Parent's/Guardian's name (Print)** .....

Parent's/Guardian's Signature .....

Date:.....

**Student's name (Print)** .....**Homeroom**.....

Student's Mobile Phone Number .....

I acknowledge and agree to follow the rules as outlined in the *Digital Citizenship Policy*.

Student's Signature .....

Date .....

**College Verification (Signature)**.....**Date:**.....