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Responsible Use of ICT and Social Media Guidelines for Students

Dear Parents and Carers,

As parents and educators we have a joint responsibility to instruct our children to be appropriate, responsible and safe digital citizens whilst using digital technologies and when communicating with others online.

By educating, monitoring and modelling appropriate digital citizenship with our children they will be able to develop an understanding of the following areas of online behaviour:

- digital and information literacy
- internet safety
- privacy and security
- cyberbullying, relationships, etiquette and communication
- creative credit and copyright
- digital footprint.

We invite you to take the time to read through the attached CEDP Guidelines with your child in an appropriate child-friendly way. Please sign and return the agreement (on page 3 of the guidelines) to your child's **class teacher by 18/02/2022.**

We thank you for your support in helping to educate our students into being respectful, responsible and safe digital citizens.

For further information regarding this area please go to:
https://www.esafety.gov.au/parents

Yours sincerely

Sergio Rosato
Principal

Responsible Use of ICT and Social Media for Students

1. What are these Guidelines about?

These guidelines support safe and responsible use of Information and Communication Technologies (ICT) and social media - see definitions in Responsible Use of ICT and Social Media Procedures.

2. To whom do these Guidelines apply?

These guidelines apply to all students and their parents when:

- using ICT provided by the school

- when using the school's network

- when accessing social media

They are intended to be used as a teaching tool about safe and mature digital citizenship.

3. What is the purpose of school-based ICT

The purpose of ICT at CEDP schools is to:

- enhance student learning opportunities

- promote student achievement

- support student - school communication

4. Some important 'Dos'

I have computers and other ICT tools to help them learn. I should treat ICT and the CEDP network as tools to be shared for the common good.

When I use ICT I should:

- use the computer or mobile device to for my learning

- keep my password safe

- study and research for information relevant to my subjects

- use the files, programs, internet or email shown by my teacher

- look after the technology and related area

- ask the teacher if I'm not sure how to use ICT

- tell the teacher if I learn something interesting

- ask for permission if I'm unsure about sharing information with people over the internet

- complete tasks and assignments set by my teacher

- use my CEDP provided username, password and email account when accessing the CEDP network

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Respect others:

- share the computers and resources so everyone can learn

- write the author's name when I use information and pictures from the internet

- treat others the way I'd like to be treated

Keep safe online:

- keep my password safe and secret - even from friends

- tell the teacher if I see something that I think is naughty or makes me feel unsafe

- tell the teacher if I come across something inappropriate

- use the files, programs, internet or email as shown by my teacher

- ask the teacher for permission to use my own USBs or storage devices

5. Some important 'Don'ts'

I should never use ICT or the CEDP network disrespectfully, dishonestly or unlawfully. For example I should never:

- say or do things that I wouldn't like others to do or say to me

- use social networking (like Facebook, Beebo, Twitter, YouTube) unless guided by my teacher

- use social networking until I am 13 years old or have the teacher's permission

- access sites meant for people in older age groups than me

- give my password to anyone except their parents or teacher

- use the network to download pictures, movies or music for personal use

- copy other people's work and pretend that it's my own

- say anything untrue about others

- bring computer software from home without permission

- share my full name or send their photo without permission

- share other people's full name or send their photo without permission

- change any computer or network security settings

- grant access to unauthorised users

- bully, harass, make derogatory or untrue remarks that embarrass others

- spam or mass mail

- inspect, modify, distribute or copy any data, files or software (apps) that is owned by the CEO or school

- use the network to download images, movies, music or applications for personal use

- use other peoples accounts to access ICT services

- upload information to the internet that I do not have permission to use (eg music in videos)

- permit apps or sites to gather information about me (eg contact details, location information) without teacher approval

6. Monitoring

The classroom teacher can usually see how students use ICT to help us with our learning. Authorised CEDP staff may also monitor use of ICT, the network and social media by members of CEDP. They do this to make sure that:

- students' learning is supported by relevant, engaging, accessible, challenging and holistic practices

- CEDP's responsibilities towards students and others are fulfilled in accordance with law and Church teaching

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7. Consequences

If I break these rules:

- I may not be allowed to use the computer or ICT

- my teacher may tell the principal or my parents

- school code of behaviour and Student Wellbeing Procedures may apply

- In some cases the Suspension, Transfer, Expulsion and Exclusion Guidelines may apply.

8. Relevant documents

- Student Policy (in progress)
- Communications Policy (in progress)
- Responsible Use of ICT and Social Media - Procedures
- Responsible Use of ICT and Social Media Staff - Guidelines
- Anti-bullying Policy
- Suspension Transfer Expulsion and Exclusion Procedures
- Complaint Handling Policy and Procedures
- Countering Discrimination Harassment and Bullying Procedures and Guidelines
- Procedural Fairness - Guidelines
- Privacy Procedures
- Privacy Guidelines
- Work Health and Safety

8. Agreement

Student

I have read and understand the rules for using the school's ICT

Student name:

Student signature:

Date: _____

(If you are under the age of 18, a parent or guardian must also read and sign this agreement.)

Parent

As the parent/carer of this student, I have read the Responsible Use of ICT and Social Media Procedures and these Guidelines. I understand that school supplied ICT are educational resources provided to enhance the education of all children at [name of school]. I recognise that the school will use its best efforts to supervise children in their use of educational resources. I also recognise that it is impossible to completely restrict access to controversial materials. I hereby give permission for my child to be given access to ICT by the school, including access to email and the internet.

Parent name:

Signature:

Date: _____

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