

Student ICT Responsible Use Policy

1. Statement of Commitment to Child Safety

The Geelong College is a Child Safe School. We have a zero-tolerance stance on child abuse and are committed to the protection of all children from all forms of abuse. The Geelong College recognises that in order to achieve a child safe environment at the College which meets students' intellectual, physical, social, emotional and moral needs, students need to be involved in the creation and maintenance of such an environment.

We are committed to taking a preventative and proactive approach to providing a child safe environment where children and young people are safe and feel safe; they are empowered to use their voices when decisions are being made that affect their safety. We are also committed to providing simple and accessible processes to assist all children to identify and communicate when they do not feel safe. Particularly, this includes those who are Aboriginal and Torres Strait Islander, from culturally diverse backgrounds and those with a disability.

We are clear about our behavioural expectations of every person in our community and are committed to having a shared understanding of and responsibility for child safety. All staff are expected to uphold a culture that protects children from all forms of harm.

2. Scope

This policy applies to all Day Students- Domestic and International Boarding at The Geelong College.

3. Purpose

Access to Information and Communication Technologies (ICT) are provided to enrich the process of learning and to develop responsible digital citizens who understand how to make technology work for them.

When accessing information, it is important for students to be able to discern accurate information from inaccurate information, misinformation, and disinformation. At the College we support students in this quest by providing education programs, age-appropriate Internet filtering mechanisms, cyber safety education and Internet monitoring. However, in encouraging students to take greater responsibility for their own learning, ultimately it is the student's responsibility to ensure they are using ICT responsibly, ethically and morally.

Parents/caregivers play a critical role in developing knowledge and understanding around their child's safety and responsibilities regardless of the time of day. We invite you to discuss with your child the following strategies when using ICT.

4. Student Responsibilities

4.1 Junior School

When I use ICT:

- a. I will always use kind words and be respectful of others.
- b. When I talk to others online, I will always use words that are polite and respectful of others.
- c. Before I share or post online, I will stop and think about how others might feel about my words.
- d. I will never send unkind messages or comments to other people.
- e. When I am creating my work from something I find online, I will always copy and share the website address to say thank-you to the person who made it first.
- f. I will make sure I am safe and I will look after myself and others.

- g. I will always ask a trusted adult before I go into online spaces.
- h. If I am ever asked for any information about me, I will tell a trusted adult.
- i. If something makes me feel upset or if I need help because of something that has happened online, I will tell my parents, a teacher, or a trusted adult.
- j. I will keep information about me private. I will never share my name, where I live, my birthday, or photos of me online.
- k. I will never share my password to anybody online.
- l. I will never share information about my friends to others online.

4.2 Middle School

- a. I understand that my College device is designed to enhance my learning in a personal and meaningful way
- b. I acknowledge that my College device allows me to extend my learning outside of the classroom
- c. I will use College devices, networks, internet, and other technologies in a responsible manner, to enhance my learning experience
- d. I understand that my College device should only hold software that benefits my learning
- e. I agree that any software not supported or encouraged by the College will be removed from my device
- f. I agree to take full responsibility for my College device, ensuring I take precautions to avoid causing damage or theft of the device
- g. I will ensure that my device is fully charged before the beginning of each school day
- h. I will seek assistance from my teachers and the ICT helpdesk if I am experiencing an ongoing problem
- i. I will not share any personal information, such as my name, address, password, log on credentials, phone number, or other private information in an online space
- j. I acknowledge that I still represent the College when engaging in social media or other online spaces, and therefore will conduct myself accordingly
- k. I will not allow anyone else to access or use my account
- l. I am responsible for making sure I have a backup of all my work
- m. I will report any suspicious or inappropriate online activity to a teacher straight away
- n. I know that I must be aware of copyright protected material, and not share any illegal music, videos, or software
- o. If I choose to bring another device to school (such as a smartphone or tablet), this is to remain safely locked in my College locker unless specific teacher permission is given

4.3 All Students

- a. I will use the College devices, network, internet, and other ICT equipment responsibly, purposefully, and only in a way that furthers or enhances my learning.
- b. I understand that my College device allows me to participate in the community beyond the classroom, and that it is my responsibility to do so positively.
- c. I understand that my College device allows me to extend my learning beyond the boundaries and timetable of the school day.
- d. I understand that my College device supports and amplifies my learning inside and outside of the classroom.
- e. I understand that on my individual College device I should only install software that I need to enhance my learning. If my teacher deems a particular game, resource, or film to have educational value I may also have these on my laptop.
- f. If I take my College device home, I will ensure to bring the laptop fully charged to College every day. I will transport the device using the protective bag or case and will take full responsibility to ensure the laptop is not lost, stolen, or damaged.
- g. If there is something I'm not sure about, I will first ask my peers and then my teacher. If I am still unable to find a solution to a problem I have relating to technology, then I will ask the ICT helpdesk.

- h. If I am using social media or online spaces, I know that I am representing the College and that I should conduct myself accordingly. I also know that I should never share personal information about myself such as my full name, my address, my phone number or any other personal or private information.
- i. For privacy reasons, I will never share my password and will log on only with my own username. I will not allow anyone else to access and use my account. I also know that I am responsible for making sure I have a backup of all important work.
- j. If I find anything that upsets me, or I see any bullying or inappropriate behaviour, I will notify my teacher straight away.
- k. I know that I need to be aware of copyright protected material and that by sharing illegal music, video or software I am personally liable under current Copyright laws.
- l. I understand that as part of the College's "Bring Your Own [Optional] Other Device" (BYOOOD) program, under the direction of my teachers, I am able to bring a secondary mobile device (such as smartphone, iPad or Android device) to enhance the existing 1:1 College device program. The College device remains the primary academic device and is required for all lessons and therefore students should not bring secondary laptops to school. I understand that using my BYOOOD can only be done under the direct guidance of my class teachers.
- m. I will never use someone else's password.

5. Parent/Caregiver Responsibilities

5.1 I understand that The Geelong College will:

- a. Encourage the students to subscribe to online services that are not managed by the College but will enhance their learning experiences. Students will be reminded of the skills they have learnt through our online cyber safety programs.
- b. Enhance learning through the safe and effective use of Information & Communication Technologies.
- c. Work with children and their families to develop their understanding of the importance of being technologically literate in an increasingly digital world.
- d. Work with children and their families to encourage and develop an understanding of the importance of cyber safety through education designed to complement and support this Use Agreement. This includes providing children with strategies to keep themselves safe in a connected online world
- e. Respond to any breaches in an appropriate manner
- f. Welcome enquiries at any time from parents/caregivers/legal guardians or children about technology use or cyber safety issues.

5.2 I understand that my responsibilities include:

- a. Discussing the information in this ICT Responsible Use Agreement with my child and explaining why it is important
- b. Acknowledging that all internet use is monitored at the College only, and usage reports are made available to teachers and mentors upon request. Internet monitoring at home is my responsibility and if I need support regarding the use of technology, online subscriptions and services or general internet use at home, I will contact the College and seek advice.
- c. Supporting the College's education programs by emphasising to my child the need to follow the cyber safety strategies at College and at home
- d. Understanding that if my child violates this ICT Responsible Use Agreement it may result in disciplinary actions.
- e. Attending any education, induction or information evenings conducted at the College
- f. Contacting the Director of ICT to discuss any questions I may have about the use of technology at the College or at Home