Responsible Digital Citizenship Policy

Digital citizenship is being able to think critically and make ethical choices about the content and impact on oneself, others, and one's community of what one sees, says, and produces with media, devices and technologies in online environments.

The following is a guide to the rules covered by the '**Responsible Digital Citizenship Policy**' Agreement.
All students of Glen Waverley Secondary College are required to accept the rules of the following 'Responsible Digital Citizenship Policy'.

1. I can use personal and College ICT devices at school for educational purposes only.

2. If I am unsure whether I am allowed to do something involving ICT, I will ask the teacher first.

3. I will follow the 'Responsible Digital Citizenship Policy', and will not join in if others are being irresponsible. If I become aware of others being irresponsible I will tell the teacher straight away.

4. If I accidentally come across inappropriate material I will tell the teacher straight away, without showing any other students.

5. I will log on with only my own username and password. I will not share my log on details with any other person. I will log off computers or shut down computers when I have finished using them or before letting someone else use the computer.

6. If I am sharing a college computer which is logged on under my name, I am responsible for how it is used. If there is a problem, I will tell the teacher immediately.

7. I will not be careless, try to damage, or steal any College ICT equipment. If this happens, the College will need to inform my parents about what has happened. My parents may have responsibility for the cost of repairs or replacement.

8. I will consider and understand my rights and responsibilities as a consumer and creator of digital content. I will not breach laws of copyright, moral right or intellectual property.

9. I will have no involvement with making or sending viruses, or other malicious software, on purpose.

10. I will not bring software or games from outside the College to use on the College network.

11. I will check with the teacher before using College equipment to copy software, music, videos or other files in case they breach copyright laws.

12. I will not use College ICT equipment, devices or network to be mean, rude, offensive, or to harass any member of the College community while at school or any school related activity. The same rule applies when using ICT at any time, WHETHER AT SCHOOL OR NOT.

13. I will not share personal information about myself or others when using College ICT – this includes home and email addresses and phone numbers.

14. If I am not feeling safe at any time while using the College's ICT equipment, I will tell the teacher immediately.

15. If I do not comply with the college expectations, the College may need to talk to my parents about what has happened. In very serious cases, the College may take disciplinary action including suspending me or withdrawing my enrolment from the College.

16. I must abide by the rules of the College in relation to communication technologies while on College premises, or College related activities.

These rules provide guidance for students about what constitutes a safe, respectful and caring environment, where technologies are used smartly, safely and responsibly for learning and communicating.

Review:
- This Policy will be reviewed every three years.
- Ratified by School Council in February 2018.
- Next review February 2021