



## Our Lady of the Angels'

### ***RESPONSIBLE DIGITAL CITIZENSHIP PROTOCOL***

#### **RATIONALE**

At Our Lady of the Angels' we endeavour to inspire our students to create, communicate and collaborate within a contemporary digital learning environment. This protocol will provide guidance to staff, students, and parents/caregivers about what constitutes a secure, respectful and caring environment where technologies are used smartly, safely and responsibly for learning and communicating.

Our aim is to empower students 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 digital devices, while using online and social media environments. The internet as part of digital technologies, is a vast electronic highway, which enables our learners to explore thousands of libraries, databases and other information sources.

There are both benefits and challenges in the use of the digital technologies. It is important to remember therefore, that access to digital devices and people all over the world may also expose students to material that is not appropriate to view. The school's internet /digital connection is currently protected by a filter system which is supplied by Brisbane Catholic Education. However, even this filter cannot offer a full guarantee that all offensive sites are blocked, due to the nature of the internet.

- not interfere with the network security, the data of other users, or attempt to log into the network with a username or password of another student or staff member;
- only download, use, install or connect authorised software or hardware onto school ICT equipment;
- keep their username and password details private and not share this information or any personal information (such as my full name, my address, my email address, my phone number, or photos of myself/or people close to me) with another person;
- refrain from buying or selling items or services over the internet or enter chat rooms;
- look after the school's digital equipment and immediately report any damage or faulty equipment to a teacher;
- students will turn off the computer screen, not show others and report immediately to a teacher anything that upsets them, is inappropriate or is mean or rude.
- students will hand in any mobile phone devices to the School Office upon arrival and retrieve the device at the end of the school day; and
- school staff will also abide by the BCE Code of Conduct and Acceptable Use Agreement.

Each student and his/her Parent/Caregiver must sign

#### **ACCEPTABLE USE OF DIGITAL RESOURCES AND INTERNET**

At the beginning of each year to confirm that they understand the requirements of acceptable use and are aware of the potential consequences of a breach of this protocol.

Whilst our aim for internet use is to support educational goals, students may find ways to access other materials as well. We believe that students must take responsibility for ensuring that what they access via the digital technologies is consistent with our school's Positive Behaviour Support Plan.

***At OLA we:***

- recognize that the internet and digital technologies are valuable teaching and learning devices which need to be used responsibly and sensibly;
- have a clear code in place around expected behaviours when students are using digital technology and the internet in classrooms and OLA social events;
- support students to develop digital literacy skills within an educational environment;
- use an array of technologies for educational purposes; and
- provide a filtered internet service for computers logged into the school's network. (Parents/Caregivers may need to provide additional filtering and supervision of use on the student's home network).

***Obligations and Requirements Regarding Appropriate Use of ICT @ OLA***

The Responsible Digital Citizenship Protocols applies during all school related activities, including school excursions, camps and extra-curricular activities both in and out of school hours.

***Therefore, the OLA community (students, staff, parents and caregivers) will:***

- use technology responsibly and ethically and not use any device in a manner, which may be deemed objectionable or inappropriate;
- adhere to copyright laws and licencing agreements and sources to be appropriately acknowledged;
- only create and disseminate appropriate information via BCE messaging, email, or portal communication methods;
- engage in practices which promote the values of the school only;
- use ICT equipment for educational purposes only;
- refrain from participating in, or supporting others to engage in, online bullying such as harmful or hurtful online behaviour, the forwarding of inappropriate messages, or the transmitting or sharing of inappropriate images in school learning and social environments;
- follow the terms and conditions of websites and online communities and be aware that content uploaded or posted creates a digital footprint of the user.