



# Nazareth College Student Digital Learning User Agreement

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This document outlines the principles and practice of responsible use of digital devices for learning at Nazareth College (including, but not limited to: phones, iPads, tablets, laptops, computers, and social networks) and explains what we expect at Nazareth College.



There are **three** sections

**Section 1** Responsible Use Explained

**Section 2** Digital Citizenship Explained

**Section 3** Responsible Use Agreement

## Section 1 Responsible Use Explained

As a Nazareth College student, I have responsibilities for

1. My own safety
2. My learning
3. Acting in a safe way toward others
4. Acting in an ethical way toward others
5. My own actions
6. My own equipment

### Code of conduct for Responsible Use of Electronic Devices in a school context

This code is to establish the responsibilities a student has in a rapidly changing technological world, particularly in a school sanctioned 1:1 computing environment. This code recognises electronic equipment as part of the everyday learning and living process rather than an exception and seeks to see these devices in the school context.

In this document electronic devices refer to any device that is capable of the transfer of information or documents, including, but not limited to, computers, mobile devices and phones.

This document replaces current policies relating to mobile phones and acceptable use of computers and the network.

Each of these responsibilities is explained below in principle and practice.

## **1. Responsibility for my own Safety**

To be a successful learner at Nazareth College I need to make sure that I do not compromise my safety, or act in any way that might risk my safety. This includes the way I use online resources and the way I keep my equipment secure.

### ***In practice***

I must use the learning management software and systems to ensure that I learn and not for other purposes that might be distracting or damaging.

I use the Internet at Nazareth College for learning and communication about learning. I use the Internet in other places in a way that protects my identity and reputation.

At school I use my phone only in exceptional circumstances (by going to Student Services).

In public places I ensure that I do not draw undue attention to my electronic devices as this could endanger my safety.

## **2. Responsibility for my own learning**

### ***Principle***

To be a successful learner at Nazareth College, I need to become independent. This means that I must take responsibility for what I have to do and ensure that I do it when it needs to be done.

### ***In practice***

I bring the right items for class, both technological and otherwise. My device is charged, I have the right uniform, resources and homework.

I understand the apps / programs and books on my device are my responsibility.

I come to class to learn. While there may be a range of electronic devices in any class, I will focus on them for learning.

I understand that it is my responsibility to back-up all my own work and that technology related excuses will not be accepted for late submission or non-submission of work.

### **3. Responsibility for acting in a safe way toward others**

I understand that Nazareth College is a community of people and I need to consider others' safety when I act. This includes their physical and emotional safety.

### ***In practice***

I will respect the privacy of others. This includes students, parents and members of

Nazareth College staff. I will not use their work or post photos, videos, audio or information about them without their express written consent.

I understand that cyber bullying is the same as bullying and that it is emotionally harmful. I will not engage in cyberbullying. (More information about cyberbullying and how to respond to it is contained later in this document).

I recognise Nazareth College is determined to be a safe school. Any action that physically or emotionally threatens or humiliates another student is not acceptable, damages the learning the environment and will not be tolerated.

#### **4. Responsibility for acting in an ethical way towards others**

##### ***Principle***

I understand that Nazareth College is a community of people and I need to consider others in the way I act, especially to ensure that I do not infringe on their rights in the pursuit of mine.

##### ***In practice***

Work that I present as mine should be mine. This includes work that might be downloaded or copied. Gaining academic credit for work I have not done is not an acceptable practice and it damages my learning. This is called plagiarism and it is not acceptable.

School resources in the library, sports field, network, and classroom are for everyone's use. I should not monopolise these resources nor should I damage them. This includes physical and virtual damage.

#### **5. Responsibility for my own actions**

At Nazareth College I must take responsibility for the things I do.

##### ***In practice***

If I am logged on to the network, then the activities conducted under that log on are my responsibility. It is important that I protect my identity including my password, my email address and my home drives. (At the end of this document is information on identity theft but in most cases at school this comes from sharing passwords rather than theft of them).

I understand that school is a social place where people interact. I realise that it is bad manners to talk on the phone or listen on my headphones when a friend or a member of staff is speaking to me.

## 6. Responsibility for my own equipment

### ***Principle***

At Nazareth College it is my responsibility to maintain and protect my own equipment.

### ***In practice***

I recognise that my device should be brought to school fully charged each day and that it may not be charged in a classroom due to Occupational health and Safety issues.

I understand that I must back up my work in my College Google Drive and at home.

I understand that technical failure is no excuse for work not being finished or not submitted.

I understand that all costs and repairs to my personal device are my personal responsibility. I will keep a sturdy cover on my device at all times and ensure my name is clearly labelled on both the cover and on the device.

I will keep the operating system and College-required Apps current as updates become available. I will not remove, disable, or replace the apps installed by the college.

## Section 2 Digital Citizenship Explained

This section deals with issues arising from new technology

1. My Digital Reputation
2. Cyberbullying
3. Identity theft

Knowing about some of the pitfalls of new technology and what to do when you encounter them is very important. This section uses the Australian Government's Cybersafety website to help define some issues and then tell you what to do if you meet them. All references are acknowledged and more information can be gained by clicking the links.

### Digital reputation

#### *What is my digital reputation?*

Your digital reputation is defined by your behaviour in the online environment and by the content that you post about yourself and others.

Tagged photos, blog posts and social networking interactions will all shape how you are perceived by others online and offline.

A poor digital reputation can affect your friendships and relationships as well as your future job prospects.

What happens online can permanently affect you in the real world—so protect your digital reputation.

<https://www.esafety.gov.au/esafety-information/esafety-issues/digital-reputation>



## How do I protect my digital reputation?

- Think before you post!
- Set your profile to private – and check every now and then to make sure the settings haven't changed.
- Keep an eye on photos tagged by your friends.

Remember, online information could be there forever. Your personal information may end up being seen by people you don't know, including potential employers.



## Cyberbullying

### What is it?

Cyberbullying is using technology to deliberately and repeatedly bully someone else. It can happen to anyone, anytime, and can leave you feeling unsafe and alone.



Cyberbullying can include:

- abusive texts and emails
- posting unkind messages or images
- imitating others online
- excluding others online
- inappropriate image tagging

Remember, treat others as you would like to be treated when communicating online.



### ***How is cyberbullying different to face-to-face bullying?***

While cyberbullying is similar to face-to-face bullying it also differs in the following ways:

- it can give the person doing the bullying a sense of being anonymous
- it can occur 24/7 and be difficult to escape
- it is invasive and you can be targeted while at home
- it can have a large audience sent to groups or posted on a public forum
- it can be permanent

### ***How do I deal with it?***

- Don't retaliate or respond.
- Block the person doing the bullying and change your privacy settings.
- Report it: click the 'report abuse' button.
- Collect the evidence keep mobile phone messages and print emails or social networking conversations.
- Talk to someone you trust, like a family member or friend.

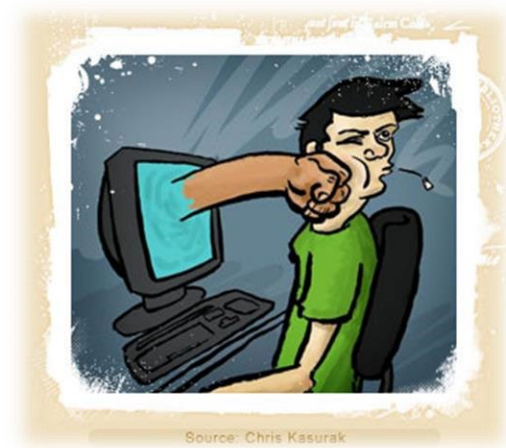
Talking to your teachers or parents can make a difference.

### ***What do you do if your friend is being bullied online?***

While it can be hard to know if your friends are being cyberbullied; if you see or know about cyberbullying happening to a friend:

- Don't forward messages or pictures. Though you may not have started it, you will become part of the cyberbullying cycle.
- Stand up and speak out tell a trusted adult.
- Support your friend and report the bullying.

<https://esafety.gov.au/esafety-information/esafety-issues/cyberbullying>



## Identity theft

### ***What is identity theft?***

Identity theft is when your personal information is used without your knowledge or permission.

Personal information can be accessed from your computer or at a public computer terminal.

With sufficient information, criminals can use your information to:

- open bank accounts in your name
- apply for credit cards or loans in your name
- transfer money directly from your bank accounts
- impersonate you online on social networking sites

Identity theft can damage your chances of applying for loans and credit cards when you are older.

### ***How do I avoid it?***

- Monitor your content if your profile has been hacked shut it down asap
- Use secure websites for online shopping and banking.
- Don't post personal information – small pieces of personal data can be used to build a much bigger picture
- Change passwords – password should be:
  - eight or more characters in length, preferably a mix of symbols, letters and numbers

- changed regularly ○ never shared.
- Don't get phished: don't respond to calls or emails from banks asking for passwords or other details. If the email asks you to click on a link, chances are it's a scam. If you receive a call from someone saying they're from the bank, hang up and call back on their publicly listed number to see if it's real.

<https://esafety.gov.au/esafety-information/esafety-issues/protecting-personal-information>

## Section 3 Responsible Use Agreement

### THE AGREEMENT

This part of the document explains what

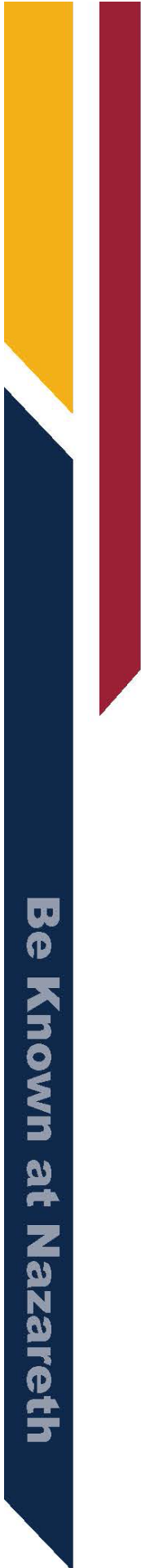
1. Nazareth College recognises as unacceptable use.
2. If a student takes any of the actions listed, Nazareth College reserves the right to issue a sanction as part of the College Discipline Policy.
3. Agreement to this document is a condition of using the network and resources at Nazareth College.
4. These commitments have been developed with reference to social media terms of service, in particular Facebook, and so reflect community standards for network and internet access.

### Use of Nazareth College resources: Emphasising Safety

We do our best to keep the Nazareth College Network safe and functional, but we cannot guarantee it. We need your help to keep the Nazareth College network safe, which includes the following commitments by you. You need to agree to the following:

1. I will always bring my device fully charged and use both my personal device and any Nazareth College ICT equipment and resources for educational purposes only, and only under teacher supervision. I will not charge my device at school.

2. I will not post unauthorised commercial communications (such as spam) on any Nazareth College resources.
3. I will not collect users' content or information, or otherwise access the Nazareth College network, using automated means (such as harvesting bots, robots, spiders, or scrapers).
4. I will not upload viruses or other malicious code. I will not "jailbreak" my device.
5. I will not solicit login information or access an account belonging to someone else.
6. I will not compromise the privacy of another user by posting comments, photographs, video, audio, recording or text that is about that user without express consent from the user.
7. I will not bully, intimidate, or harass any user.
8. I will not post content that: is rude, profane, hate speech, threatening, or pornographic; incites violence; or contains nudity or graphic or gratuitous violence.
9. I will observe copyright rules by respecting the information, ideas and artistic works of others. I will acknowledge the author or publisher of information from the Internet and I will not claim the work as my own.
10. I will not develop or operate a third-party application containing alcohol-related, dating or other mature content (including advertisements).
11. I will not use the Nazareth College network to do anything unlawful, misleading, malicious, or discriminatory.

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12. I will not do anything that could disable, overburden, damage or impair the proper working or appearance of the Nazareth College network or ICT equipment.
  13. In any situation where I am directed to use or stop using or hand to a teacher any electronic equipment, I will follow the direction.

To access the Nazareth College Network, both the student and their parent(s)/guardian(s) must sign to indicate agreement to the statements on the next page and return this page to the College.