

MATTHEW FLINDERS GIRLS SECONDARY COLLEGE

Digital Citizenship Guidelines Policy

PURPOSE:

To ensure Matthew Flinders Girls Secondary College provides clear advice to students on becoming responsible digital citizens.

This policy looks at student online behaviour and the use of mobile devices.

Mobile devices can be, but not limited to:

Mobile Phones

Tablets

iPod

Ereaders

iPads

Laptops

Matthew Flinders Girls Secondary College is a girls only Government Secondary College with the Trademarks of being Innovative, Supportive and Inclusive. The behaviours of these Trademarks in digital citizenship are demonstrated by the following:

Innovation:

- The students will use the available technology as an integral part of their learning.
- Teachers will support students by using the technologies as part of their teaching practice.
- Students will work together to develop the skills, protocols and practices that they will use in classes.
- Students will learn how to use technology in a responsible manner.
- Students will ask questions and find out how to use new software appropriately for their learning. They help each other by giving appropriate feedback.
- Students will continue to learn about the responsible use of new technology. They will ask themselves the questions: 'Is this the best technology or software that I can use to do the best that I can do?'

Supportive:

- Students will work cooperatively to find the best technology or software available for their learning.
- The students will work together in a cooperative manner to find solutions to problems that arise in their use of technology for their learning. No student will be knowingly excluded from this knowledge.
- Students will help each other by giving respectful feedback. No 'put downs.'

Inclusive:

- As digital citizens students must ensure that they take full responsibility for all of their actions. Therefore, when online, students must ensure that they do not bully, harass, abuse, or tell lies about each other or others in the College community.
- Students must respect the right of others to their privacy. Therefore, students will not tell stories about each other.
- Students must respect the rights of others and listen to the voice of others; for instance, students must remember that everyone has a right to an opinion that is different to theirs. There should be no 'put downs'

This Digital Citizenship Guidelines Policy applies to all Matthew Flinders Girls Secondary College students and any other students attending our College during the course of the normal school day, on excursions, camps or when representing the College at sporting events and when travelling to and from the College. Students will sign an Acceptable Use Agreement.

STUDENT GUIDELINES FOR DIGITAL CITIZENSHIP IN THE COLLEGE CLASSROOM AND GROUNDS

- Students must have their mobile devices switched off during classes, unless for curriculum purposes, they are given specific permission or invited to use the device by their teacher.
- Teachers can invite/encourage students to use their devices at any time.
- Students must display courtesy, consideration and respect for others when using a mobile device in the classroom and grounds. ie the volume of the mobile device should only be heard by the listener.
- Students are encouraged to use recess and lunch breaks for non-ICT based activities/discussion.
- Sending and replying to messages during class time is not permitted.
- Students must take responsibility for the security of their mobile devices. The College does not take responsibility for theft, loss or damage of these devices.
- For health reasons, the sharing of ear buds is discouraged.
- Students must follow the **guidelines of the College and VCAA** in all assessment tasks and exams.
- Students are advised not to share passwords as they are putting their Network accounts and data at risk.
- Students will take responsibility for any and all actions carried out under their User name.
- Students have the responsibility to check that virus protection software is up to date and report to the Technicians if it is not up to date.
- Mobile chargers for any device will not be used during the day. Student mobile devices must be fully charged before they are brought to the College each day.

CONSEQUENCES FOR NOT FOLLOWING THESE GUIDELINES

1. Students who fail to follow the above guidelines will not be allowed to continue using their Mobile devices at the College until further notice.
2. Students in the Later years who do not follow the guidelines concerning technology and assessment will have to work through a Breach of Rules process as outlined by the VCAA.

ON-LINE GUIDELINES FOR DIGITAL CITIZENSHIP:

- Students must treat others online in the same way as they would treat them in real life. Students must keep in mind that once they place information online, it cannot be removed easily.
- Students must always think about the responses that they are giving in text messaging, social networking sites, bloggs, twitter etc, **Inappropriate responses will be followed up by the College.**
- Students must not engage in any bullying and harassment or respond to any of the same.
- Students must report any cyber bullying to their Student Group Leader, Assistant Principal or Principal and of course their parents.
- Students are asked to save any evidence of bullying.
- Inappropriate content accidentally accessed must be immediately reported to parents, Student Group Leader, Assistant Principal or Principal.

CONSEQUENCES FOR NOT FOLLOWING THESE GUIDELINES

Students who fail to follow the above guidelines will not be allowed to continue using their Mobile devices at the College until further notice.

Cyberbullying is against the law.

Email:

The College official email account is matthew.flinders.girls.sc@edumail.vic.gov.au
This is the address for correspondence with the College Administration or teachers, unless the teacher gives out their own College email address. Students can direct the email to a particular person with the phrase in the subject line: Attention to: _____

Website

The College official Website is www.mfgsc.vic.edu.au. This policy will be placed on the Website for informing students, parents and the wider community.

The College uses the Website as the key communication tool of the College with the wider Community on all aspects of the College including , Principal Welcome, Newsletters, Curriculum, important events and dates, Contact details and more....

PARENT GUIDELINES

- ✓ Parents are encouraged to use available filters and APPs to guard against inappropriate use of technology as they see appropriate.

- ✓ Parents are asked to support the College Student Guidelines on Digital Citizenship as we work towards the lifelong learning of the responsible use of technology.
- ✓ Parents are asked to communicate any concerns of the use of the technology to the Assistant Principals.
- ✓ Parents are asked to support the consequences that are given to their daughters for any breach of the Student Guidelines or On-Line Guidelines for Digital Citizenship.

COMMUNICATION STRATEGY FOR THE IMPLEMENTATION OF THESE GUIDELINES.

The Digital Citizenship Guidelines Policy will be approved by College Council before it is implemented.

Students will be informed of the Policy via:

- Student Year Level assemblies
- Student Planner
- Daily Bulletin
- Student Representative Council

Parents will be informed of the Policy via:

- ✓ Newsletter
- ✓ Website

Staff will be informed of the Policy via:

- ❖ Staff Briefing
- ❖ Staff Handbook the following year
- ❖ Orientation Briefing
- ❖ Website

A poster is to be developed for Classrooms outlining the important points for usage.

EVALUATION

This policy will be reviewed early 2014 and changes made as thought necessary.