

Acceptable Communication (online) Policy (Students)

Rationale

This policy outlines appropriate and acceptable student use of internet and online communication services provided by Nowra Christian School. This policy applies to all students who access the internet and online communication services within our school's network and from an external location.

Details

Context

The internet provides an opportunity to enhance students' learning experiences by providing access to vast amounts of information across the globe. Online communication links students to a collaborative learning environment and is intended to assist with learning outcomes. Today's students are exposed to online communication tools and the internet in their community. They have the right to expect secure access to these services as part of their learning experiences.

Use of the internet and online communication services provided by NCS is intended for research and learning and communication between students and staff. Access to the internet and online communication tools at school will assist students to develop the information and communication skills necessary to use the internet effectively and appropriately.

Responsible use of the services by students, with guidance from teaching staff, will provide a secure and safe learning environment:

- Students using the internet and online communication services have the responsibility to report inappropriate behaviour and material to their teachers.
- Students who use the internet and online communication services provided by our school must abide by the conditions of acceptable usage. They should be made aware of the Acceptable Usage Policy each time they log on.
- Students should be aware that a breach of this policy may result in disciplinary action, in line with the school's Secondary Discipline Policy.

Responsibilities and Delegations

- Students will not disable settings for virus protection, spam and filtering that have been applied as our school standard. This is to ensure that all communication through the internet and online communication services is directly related to learning.
- Students are to keep passwords confidential and change them when prompted, or when known by another user. These passwords should not be obvious or easily guessed.
- Students should never allow others to use their personal and school account. Students must log off at the end of each session to ensure that nobody else can use their account.
- Students must promptly tell their supervising teacher if they suspect they have received a computer virus or spam (ie. unsolicited email) or if they receive a message that is inappropriate or makes them feel

uncomfortable.

- Students are to seek advice if another user requests excessive personal information, asks to be telephoned, offers gifts by email or wants to meet a student.
- Students should never knowingly initiate or forward emails or other messages containing:
 - a message that was sent to them in confidence
 - a computer virus or attachment that is capable of damaging recipients' computers
 - chain letters and hoax emails
 - spam, eg. unsolicited advertising material.
 - never send or publish unacceptable or unlawful material or remarks, including offensive, abusive or discriminatory comments
 - threatening, bullying or harassing another person or making excessive or unreasonable demands of another person
 - sexually explicit or sexually suggestive material or correspondence
 - false or defamatory information about a person or organisation.
- Students are to ensure that personal use is kept to a minimum and internet and online communication services are used for genuine curriculum and educational activities.
- Use of unauthorised programs and intentionally downloading unauthorised software, graphics or music that is not associated with learning, is not permitted.
- Students must be aware that all use of the internet and online communication services can be audited and traced to specific users.

Privacy and Confidentiality

Students will:

- never publish or disclose the email address of a staff member or student without that person's explicit permission
- not reveal personal information including names, addresses, photographs, credit card details and telephone numbers of themselves or others
- ensure privacy and confidentiality is maintained by not disclosing or using any information in a way that is contrary to any individual's best interests.

Intellectual Property and Copyright

Students will:

- never plagiarise information and will observe appropriate copyright clearance, including acknowledging the author or source of any information used
- ensure that permission is gained before electronically publishing users' works or drawings by always acknowledge the creator or author of any material published
- ensure any material published on the internet or intranet has the approval of the Principal or their delegate and has appropriate copyright clearance.

Misuse and Breaches of Acceptable Usage

Students will be aware that:

- they are held responsible for their actions whilst using the internet and online communication services
- they are held responsible for any breaches caused as a consequence of allowing any other person to use their e-learning account to access the internet and online communication services

- the misuse of internet and online communication services may result in disciplinary action which includes, but is not limited to, the withdrawal of access to services.

Monitoring, evaluation and reporting requirements

Students will report:

- any internet site accessed that is considered inappropriate
- any suspected technical security breach involving users from other schools or from NCS

Students should be aware that:

- their emails are archived and their web browsing is logged. (These records are to be kept for two years.)
- the email archive and web browsing logs are considered official documents
- they need to be careful about putting their personal or sensitive information in emails or on websites
- these records may be used in investigations, court proceedings or for other legal reasons.

Related Documents

Cyber Safety Policy

Secondary Discipline Policy

Excellent Digital Citizenship

Excellent Digital Citizenship Contract

BYOD Policy

BYOD Equity Policy