

student electronic communication policy

introduction

Ballarat Clarendon College is implementing this policy to ensure that student use of all electronic devices with communications functions (including but not limited to smartphones, tablet devices and wearable technologies) and all related communication applications is appropriate and respectful.

Clarendon recognises the prevalence of mobile technology in contemporary society and seeks to ensure that students are educated in a way which recognises that technology will have a high profile in their lives beyond school, and hence that there is a need to prepare students for this. ICT should be used as an enhancement to and not a distraction from the school's core business of teaching and learning.

Clarendon will act according to the Respectful Behaviour Policy to ensure that the rights of all community members are not breached through the use of technology. Whether a device is owned by a student, the school, or any other person, or whether it is connected to the school network or an external network is irrelevant, if the device is being used inappropriately.

The Staff Electronic Communication and Database Policy outlines the arrangements, requirements and responsibilities involved in staff technology use.

policy

bringing technology to school

- Students in Years 5 to 9 participate in the Notebook Computer Program. Students in Years 10-12 may bring their own machine for use on the school network in and out of class time. The Notebook Computer Protocol details these arrangements.
- It is not a requirement that students bring a mobile phone or other electronic communication device to school. The decision to do so rests with the parents and family of each student. In cases of emergency the school office is the necessary point of contact and can ensure students are reached quickly and assisted as necessary.
- Students remain responsible for all of their personal effects whilst at school. Clarendon accepts no responsibility for replacing lost, stolen or damaged mobile phones or electronic communication devices, which are brought to school entirely at the owner's risk.
- Mobile phones, ipods or similar electronic communication devices should not be used in classrooms, unless with the explicit permission of the class teacher. Devices with headphones should not be worn around the school campus.

use of technology at school

Clarendon will through authorised personnel, monitor any and all aspects of its computer system and users devices including, but not limited to, monitoring any internet sites visited or accessed

by users, monitoring social media, chat groups and news groups, reviewing material downloaded or uploaded by users and reviewing email messages sent and received. Subject to any applicable telecommunications and privacy laws, users waive any rights to privacy which they may have in respect of anything which they create, store, send, or receive on or through the Clarendon computer system or within Clarendon grounds.

Clarendon will not be responsible for any damage to electronic data, including the loss of data resulting from events such as delays or non-delivery, suffered by any user of the electronic communication facilities.

Any information obtained through the Clarendon network or whilst on Clarendon property is done so at the users own risk with responsibility for the accuracy or quality of information. Students are responsible for:

- ensuring that their passwords are not shared with anyone
- ensuring that their passwords are regularly changed
- taking appropriate precautions to prevent unauthorised access by logging off whenever the accessed terminal or notebook is unattended

inappropriate use of technology

Clarendon will act according to the Respectful Behaviour Policy when managing incidents of unacceptable use, and will act according to the law, referring criminal behaviour to the Police. Devices of any kind may be confiscated from a student if there is a suspicion of inappropriate use.

Generally, a device will be used inappropriately if it:

- disrupts or is likely to disrupt the learning environment or interfere with the operation of the school; or
- threatens or is likely to threaten the safety or wellbeing of any person; or
- is in breach of any law.

Inappropriate use includes, but is not limited to sending, receiving, displaying, printing, forwarding or otherwise disseminating material which:

- violates or infringes the rights of any other person, including the right to privacy;
- may appear humorous and innocent but which can be unlawful and infringe the rights of others
- contains real or potentially defamatory, false, inaccurate, abusive, obscene, violent, pornographic, sexually-explicit, sexually-oriented, homophobic, threatening, racially-offensive or otherwise biased, discriminatory or illegal or any other inappropriate material;
- has instructions on the manufacture and/or use of illegal and/or dangerous products, substances or materials or any other illegal or subversive activity;
- violates any other College policy, including prohibitions against harassment of any kind;
- violates copyright;
- attempts or succeeds in obtaining unauthorised access to electronic communication systems, attempts to breach any security measures on any such system, attempts to intercept any electronic transmissions without proper authorisation, or unauthorised use of a password/mailbox, including constructing electronic communication so that the communication appears to be from another person/organisation;
- broadcasts unsolicited and non-factual views on any matter;
- fails to use the system as prescribed, thus permitting infection by computer virus or deliberate infection by computer virus;
- involves the establishment or conduct of personal or private commercial or business transactions, including share trading, advertising and political lobbying;
- forwards messages to groups or lists with or without the consent of the user;

- subscribes to ongoing list servers and/or mailing lists outside of the College community without proper authorisation;
- results in unauthorised external access to the College electronic communication system;
- interferes with the ability of others to conduct the business of the College;
- offends or potentially offends the ethos, principles and/or foundations of the College;

Supporting Documentation: Privacy Policy
 Respectful Behaviour Policy
 Communication Policy
 Staff Electronic Communication and Database Policy
 Notebook Computer Protocol

Point of Contact: Director of School Operations

Responsibility of: Board

Created: August 2004

Date of last review: May 2015

Date of next review: December 2016