



Digital Citizenship Policy

Elanora SHS is committed to providing a safe and supportive learning environment for students and staff. This commitment includes working in partnership with parents and students to support the emotional and physical safety of students and staff in the cyber world. Given the change in technology students need to learn the skills necessary to safely navigate and behave responsibly in the cyber world. To help achieve this, students need to take responsibility for their behaviour including, on-line behaviour in-and- out of school. The *Elanora SHS Digital Citizenship Policy* combines with the *Elanora SHS Responsible Behaviour Plan for Students* and the *Information and Communication (ICT) Use Agreement* to ensure students achieve maximum learning outcomes enabling them to mature into responsible and active global citizens. Students who breach the rights of others to be safe will face consequences in accordance with the *Elanora SHS Responsible Behaviour Plan For Students*.

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| Digital Literacy | Staff incorporate how to learn and operate in a digital society within the curriculum and personal development program. Student learning is designed to improve all forms of literacy, including digital literacy. |
| Use the internet as an effective research tool | Students should: <ul style="list-style-type: none"> • Develop effective search skills • Identify credible sources • Use research time wisely • Ensure appropriate referencing in submitted work |
| Practice 'netiquette' – 'leaving a digital footprint' | Netiquette is behaving responsibly and ethically on-line to ensure there are positive consequences for all digital users in the present and future. Students should not post anything on line they would not like anyone in the world to see or access during their lifetime or beyond. Once an item is posted a trace is permanently in cyberspace even if the user double deletes the information. |
| Digital rights and responsibilities | Everyone (students and staff) will operate responsibly, safely, legally and ethically in the digital world. Everyone is responsible for their on-line actions both in- and-out of school. Everyone has a choice about a) how they behave and say when they access social networks or web sites and b) which sites they access. Any form of digital communication must use respectful language. |
| Digital security | To ensure their digital security, students must never give their user names and passwords to others. If students do provide others with their log on details they can be held responsible for any misuse of their account |
| Digital law | Students must be aware of and take responsibility for behaving in a lawful manner when using digital technology. If a student feels they are being cyber bullied a student is to a) inform staff and parents immediately b) print a copy of the information to present to the appropriate authorities, c) not respond or reply to the material and d) block the offender. Students are to be aware that using telecommunications to menace, harass or cause offence is an offence under the Commonwealth's Criminal Code Act 1995, section 4.7.4.17. Likewise the Commonwealth's Criminal Code Act 1995, section 4.7.4.15 notes that it is an offence for a person to use 'a carriage service to make a threat.' Further the sending of images is also covered by various State and Commonwealth laws that prevent the publication of material that is objectionable, unclassified or unsuitable for minors. The above legal consequences can apply to students who engage in this behaviour. Students need to be aware when sexting involves someone under the age of 18 they can be prosecuted under child pornography laws. A consequence can result in the offender i.e. the sender, being placed on the sex offender register amongst other consequences. |
| Digital health and wellness | In an age where we are becoming time poor, students need to learn to manage their time wisely. Students are encouraged to balance on-line time with face-to-face socialisation and exercise. |