Digital Citizenship Policy

At Blackwood High School, we believe for students to develop as successful digital citizens, a structure is needed to learn the values, skills and behaviours required to contribute and manage the challenges of our global digital world. Our Personal Learning and Acceptable Use Agreement is to be read in conjunction with this policy to underpin our expectations of students and staff learning in our ever-increasing digital environment.

It is the responsibility of every student and staff member of Blackwood High School to ensure our Information Communication and Technology (ICT) resources are used appropriately and never used to abuse, vilify, defame, harass, degrade or discriminate against others. All personal devices must be utilised responsibly, ethically and securely to safeguard the rights of others and the security of all school data, ICT Systems and infrastructure. This is in line with our school expectation for students to use devices appropriately for learning.

Purpose

The Digital Citizenship Policy is founded on the belief that students will be using online technologies as part of learning to prepare for life in a globalised and connected society. Digital citizenship is being able to think critically and make ethical choices about the content and impact on oneself, others, and community (including the digital community). When posting on social media platforms, regardless of personal settings, students should act on the assumption that all postings are in the public domain. In microblogging (i.e. Instagram, TikTok, etc.), comments made using these platforms are not protected by privacy settings. To this end, all comments posted on any form of social media must be considered as open to public viewing and to public response. All members of the staff should be aware of the benefits and risks associated with digital interactions to allow for responsible choices and decisions to be made in our digital environment.

Definitions

- Digital Citizenship – The norms of appropriate, responsible, and healthy behaviour related to technology use, including digital literacy, ethics, etiquette, and security.
- Digital Citizenship Education – The empowerment of students through education or the acquisition of competencies for learning and active participation in a digital society.

Roles and Responsibilities

Principal:

Make sure:

- this policy is clearly communicated and accessible to all students, staff and families
- there is a process for regular review of the policy
- processes are in place for monitoring internet and school network use by all members of the school community.

Enforce the school's policy and responses to instances of non-compliance.

Report and respond to incidents of inappropriate use of personal devices in line with department policy and procedures and any legislative requirements.

Model being a responsible digital citizen

School staff

- Must abide by all Department for Education policies and standards surrounding Information, Communication Technology (ICT) and child safety located on the Department for Education's Intranet.
- Help students learn how to act when working online with others.

Students

Respect and Protect Themselves:

Users must:

- Make no direct or indirect comments that could reflect negatively on the school or its community.
- Show respect for themselves through their actions. Select online names that are appropriate and consider the suitability of information and images they post online.
- Consider what personal information about their lives they post and any associated risk.
- Ensure that the information, images and materials posted online will not put them at risk. Users will not publish personal details, contact details or a schedule of their activities.
- Report any attacks or inappropriate behaviour directed at them, and seek support from a trusted adult or organisation(s).
- Protect passwords, accounts and resources.
- Ensure any profiles and related consent is consistent with how they wish to present themselves to their parents/caregivers, peers and wider community.

Respect and Protect Others:

Users must:

- Ensure that the information, images and materials posted online will not put others at risk. Users will not publish personal details, contact details or a schedule of other people's activities without express consent.
- Show respect to others and not use electronic mediums to bully, harass or stalk other people.
- Show respect for other people in the choice of websites visited and not visit sites that are degrading, pornographic, racist or inappropriate.
- Not abuse their rights of access and not enter other people's private spaces or areas
- Respect the privacy of staff members and their preferences regarding social networks.
- Protect others by reporting abuse, not forwarding inappropriate materials or communications; and not visiting sites that are degrading, pornographic, racist or inappropriate.
- Moderate unacceptable materials and conversations, and report conversations that are inappropriate or unacceptable.

Respect and Protect Intellectual Property

Users must:

- Request permission to use resources and suitably cite any and all use of websites, books, media etc.
- Acknowledge all primary and secondary sources.
- Validate information.
- Use and abide by the fair use rules.
- Request to use the software and media produced by others.
- Use free and open source alternatives rather than pirating software.
- Purchase, license and register all software.
- Purchase music and media and refrain from distributing these in a manner that violates their licences.
- Report vandalism and damage and act with integrity.

Parents/Caregivers

- Encourage your child to act responsibly and support them to understand our school's policies.
- Keep track of your child/ren's online use when they are not in school – including mobile apps, online games and other social media.
- Talk to your child/ren about what is and is not acceptable online behaviour.

Blackwood High School
- Blackwood High School has the right to check work or data on the school's computer network, email, internet, computers and other school ICT equipment/devices, without obtaining prior consent from the student.
- Blackwood High School will restrict student access to certain sites and data for student protection from inappropriate content. However, due to the nature of the internet, full protection can never be guaranteed despite software and education programs we put in place.
- Blackwood High school will monitor traffic and material sent and received using the school's ICT infrastructures. From time to time this may be analysed and monitored to help maintain an eSmart learning environment.

Access and Security
Users must never interfere with the network security by disabling settings for virus protection, spam and filtering that has been applied.

Communication and review
This policy has been developed in consultation with all staff at Blackwood High School. The policy has been submitted for review by Governing Council, as a representative group of parents/caregivers and the wider community, for input and feedback, with an annual review date to be set from the date of publication.

This policy can be accessed via the Blackwood High School website - https://www.bhs.sa.edu.au/about-bhs/policies/

Supporting information
This policy is to be read in conjunction with the following policies and agreements:
- Behaviour Support Policy
- Bullying Prevention Policy
- Secondary Student Use of Mobile Phones and Personal Devices
- School Expectations Agreement which includes:
    - Harassment and Bullying Agreement
    - Personal Learning and Acceptable Use Agreement
    - Mobile Phones and Personal Devices Agreement