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ELECTRONIC COMMUNICATION GUIDELINES - STUDENTS

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PURPOSE

INFORMATION & COMMUNICATION TECHNOLOGY (ICT)

Technology has reached the point that I.T. devices are no longer a skill to be learnt in school, but a tool to be used in every strand of education and the work place. I.T. provides an opportunity to enhance students' learning by providing access to vast amounts of information across the globe. Today's students are exposed to email and the Internet in their community. They have the right to expect secure access to these services as part of their learning experiences with Geneva Christian College. All students attending Geneva Christian College are required to comply with the school's Code of Conduct when using the Internet, devices and electronic services. This code defines the standards of behaviour that are expected of all students.

Devices will be made available as quickly as funding allows so that students have access in every classroom. The school aims to supply I.T. devices to the Students of the school on an ongoing basis in order to keep up to date with I.T. development. These guidelines are revised regularly with a view to keeping abreast of the changing needs of the school, keeping in mind the financial situation at the time.

MOBILE PHONES/PERSONAL DEVICES

Geneva Christian College recognizes that a student may need to have a mobile phone or personal device at school for safety and/or security reasons (such as travel arrangements before and after school) as long as it doesn't interfere with the normal operation of the school.

A student may bring a mobile phone or personal device to school as long as they adhere to the rules contained in these guidelines.

- Mobile phone/device calls or texts by students should only be by permission in cases of emergency.
- When students arrive at school they are to have their device(s), including earphones of any kind/brand, in their bag before leaving the bus or other mode of transport. After school, students must have their devices, including earphones of any kind/brand, in their bag until they board the bus or other mode of transport.
- Students are to hand mobile phones and any personal devices into class teacher each morning on arrival and collect them at the end of each day. If a mobile phone or personal device is not handed in and is **seen or heard**, it will be confiscated and a return slip will be issued for a parent/guardian signature before the device will be returned. If a return slip is issued multiple times in a term parents will be required to collect the device from the School office.
- Students must report to the class teacher or office if they are sick and need to go home. Students are not to make their own arrangements by using their mobile phone or personal device during school hours.
- In no way and at no time must a mobile phone or personal device be used to harass, bully, abuse or distract another student. It should be noted that it is a criminal offence to use a mobile phone or personal device to menace, harass or offend another person. This includes taking images of another person without consent, sending them to others or placing on social media.
- Mobile phones and personal devices are used entirely at owner's risk. The school does not accept any responsibility for theft, loss or damage.

Disciplinary action may be given to any student who disobeys the rules contained in these guidelines. Repeated or serious offences may result in the student being banned for a period of time from bringing a mobile phone or personal device to school, and/or being expelled and legal action taken.

Before students are given any access to the school internet, devices and electronic equipment, it is essential that all students be aware of the following basic requirements:

DEVICE CARE

School issued devices must be always kept in their case when not in use, they must be correctly seated in their case with the zip/flap closed before taking it to another class, room, or home. School issued devices must not be used on buses.

If a personal or school issued device is lost or damaged accidentally or on purpose, in any way, the cost of repair or replacement will be borne by the user according to the current market price. This will be determined on a case by case basis by IT Management.

INTERNET ACCESS & SECURITY

- Staff have the ability to remotely '*take control*' of a student's device. Staff have authority to '*shutdown, lock and take screen shots*' of a student's computer when seen as necessary.
- Students must not disable settings for virus protection or security, profile management, spam and filtering that have been applied as a school standard.
- Students must never allow others to use their personal account/device or share their password unless authorised by IT Management.
- Students must promptly tell their teacher if they suspect that they have received a computer virus or spam or if they receive a message that is inappropriate or makes them feel uncomfortable.
- Students must report, to their teacher, any internet site accessed at school that is considered inappropriate.
- Students must report any suspected technical security breach involving users from Geneva Christian College, or any other person using the schools' devices.
- Students must promptly tell their teacher if **anyone online** seeks excessive personal information, asks to be telephoned, offers gifts by email or wants to meet a student.
- Students must never damage or disable devices, computer systems or networks or electronic equipment - charges will apply for replacement.
- Students must promptly tell their teacher of any damage to devices, computer systems and networks as soon as it is discovered.
- Students must never send, share, or publish unacceptable or unlawful material or remarks, including offensive, abusive or discriminatory comments, threatening, bullying or harassing comments to another person or excessive or unreasonable demands upon another person, sexually explicit or sexually suggestive material or correspondence, false or defamatory information about a person or organization.
- Students must ask permission of their teacher before using any media brought in from home.
- The use of school devices for blockchain mining or transaction verifications of cryptocurrencies is prohibited unless authorised by IT Management.
- Students must ask permission from IT Management before installing ANY third-party applications on their school issued device.

PRIVACY AND CONFIDENTIALITY

- Students must never publish or share the email address of a student or staff member without that person's explicit permission. Students and staff must not reveal personal information including names, addresses, photographs, credit card details and telephone numbers of others without permission.

INTELLECTUAL PROPERTY & COPYRIGHT

- Students must not plagiarize and will observe appropriate copyright clearance, including acknowledging the author or source of any information used.

MISUSE & BREACHES OF ACCEPTABLE USE

- The misuse of devices, computer systems, networks, internet and email services, electronic equipment and mobile phones, as outlined above, may result in disciplinary action including, but not limited to, withdrawal of access to services. Loss of access may impact classwork being completed on time. Should a student lose access to their school device it falls upon the parent/guardian to supply them with access at home to complete assigned class time work as homework. All misuse and breaches of acceptable usage will be referred to the Principal and IT Management who will decide on the appropriate penalty.

SOCIAL MEDIA

Social Networking Sites (SNS) and apps such as Facebook, Instagram, Snapchat, Twitter, TikTok etc., Blogs (Web Logs) and World Wide Web (WWW) must be considered as documents that are published within the public domain. Such sites and apps allow the free sharing of information and opinions. While they have their place in private life, they may cause problems within a school community on several levels.

Information placed on these sites and apps may be useful, entertaining, and providing a medium for friends to share experiences, photographs, messages and generally to stay in touch. On the other hand, entries may breach privacy conventions or regulations and may be considered to be "cyber bullying"; they may be defamatory, obscene, libelous or just inappropriate.

Information published on the WWW, including that in social networking sites, apps and blogs, should be considered to be permanently published. It is almost impossible to remove information once it has appeared - even when it seems to have been taken down.

As ambassadors of the school and of God, we must take care with our written words, just as we take care with our spoken words.

Students

Student use of social networking sites and apps whilst at school is forbidden. The school's ICT resources are provided for teaching and learning and the use of frivolous sites is discouraged. Student use of social networking sites and apps outside school must be considerate of the ramifications of social networking sites and apps postings within the extended school community.

Information and opinion that refer directly or indirectly to the school, its administration, its students as students or its members of staff as members of staff must not be posted unless officially sanctioned by the Principal and the individual(s) concerned.

Cyber Bullying, Peer Pressure, Spam

Students must not engage in bullying, spamming, illegal behaviour, malicious blogging or similar antisocial behaviours. Students who engage in antisocial behaviours on a social networking or blogging site that have ramifications within the school community (such as bullying a fellow student) will be subject to school regulations regarding such behaviour, even though, the infringements occurred outside the school.

Advice to Students

Students are advised never to offer any personal information over social media, including last name, contact information, home address, phone numbers, school's name, e-mail address, last names of friends or relatives, instant messaging names, age, or birth date. Students are advised never to post provocative pictures of themselves or anyone else, and be sure any images you provide do not reveal any of the previously mentioned information. Remember to check the background of a picture also. Students are advised to use blogging provider sites with clearly stated terms of use, and make sure they can protect the actual blogs, not just the user accounts, with password protection. However, it is prudent to presume that anyone can see it.

Teacher-Student Relations

Teachers hold a particular and special position in society and are expected to uphold moral and ethical codes of behaviour, often to a greater degree than any other profession or vocation. Teachers should, as a rule, not have external friendships (i.e. personal relationships) with current students beyond that which is normal for the teacher/student relationship. A personal relationship on a social networking sites and apps would exceed the accepted bounds of a teacher/student relationship and might leave the teacher open to allegations of improper conduct. Teachers need also to be aware of interaction with the parents of students, in that, comments or opinions may be construed in ways not envisaged, which may lead to unforeseen social or legal complications (see Legal Liability below).

Friendships (personal relationships) with ex-students, either pre-adult or adult age, are a matter for the individual teacher but it is prudent to consider the ramifications of personal relationships with ex-students who have other siblings or friends still at the school, where private or personal information could be passed on to third parties.

All students are required to do the following:

1. Read and familiarize themselves with the contents of these guidelines.
2. Complete the attached I.C.T & Internet Access Contract. (This is required before they will be allowed access to school information technology.)
3. Submit the signed and dated contract to their supervisor.



I.C.T & INTERNET ACCESS CONTRACT STUDENT AGREEMENT

Print Name: _____

I have read the Electronic Communication Guidelines of Geneva Christian College. I wish to be assigned a login name and password, if my device usage requires them. These will grant me the privilege of using the device and network at Geneva Christian College.

I agree to abide by the rules and regulations of Geneva Christian College. I understand that certified staff might periodically monitor activity on my account. I also understand that failure to follow any of the above rules of the Geneva Christian College Electronic Communication Guidelines, as well as discipline policies of the school that may be violated with the use of the computer, may result in loss of computer privileges/access, removal of my account from the network and/or additional disciplinary actions, if the offence warrants. I also understand that I am subject to penalties of all state and federal laws governing the use of computers, software, copyrights, etc.

Student User Signature: _____ **Date:** _____

For all applicants less than 18 years of age, the signature of a parent/carer is required below.

PARENT / CARER AGREEMENT

As the parent or carer of the above-named student, I have read the Geneva Christian College Electronic Communication Guidelines and the contract statement above. I understand that I.T. usage is designed for educational purposes and that the Geneva Christian College has taken available precautions to eliminate controversial material. However, I also recognize that restricting access to all controversial materials is impossible for the school and I will not hold the school or its employees responsible for material found on the network and accept full responsibility for any damage, breakage or loss of equipment that occurs while used by my child. Further, I accept full responsibility for my child's use of the computer/network at school and home under the above guidelines. I hereby give my permission to issue an iPad and I.T. account for my child.

Parent/Carer (please print name): _____

Signature: _____ **Date:** _____