	SUBJECT:	Digital Citizenship Policy
King's Baptist Grammar School	CATEGORY:	Communication and IT Policies
EFFECTIVE DATE: 19/10/2021	REVIEW DATE: 01/10/2024	VERSION: 1.0

Audience: Parents, Students and Staff members

Rationale: Digital Citizenship refers to the accepted norms of appropriate and responsible behaviour in the use of technology. King's aims to help students to be safe, positive and responsible when interacting with the digital community.

An understanding of Digital Citizenship helps technology users know how to use technology appropriately and is more than a teaching tool; it an essential preparation for students who will need to participate in a rapidly changing society that utilises technology in every aspect of our daily lives.

Young people must play a key role in their own safety online. Therefore, the importance of online citizenship and media-literacy education/safety is a vital part of a child's readiness to contribute to society.

While King's recognizes its role in this, we affirm the primary role of Parents/Caregivers in ensuring children and young people develop good digital citizenship/safety skills and understandings.

Policy Position: Students will be expected to adhere to Digital Citizenship guidelines and responsibilities during their time at King's.

Three areas in particular include:

Digital Rights & Responsibilities: those freedoms extended to everyone in a digital world
Digital Health & Wellness: physical & psychological well-being in a digital technology world
Digital Security (self-protection): electronic precautions to guard safety

Operational Aspects
1. **Guidelines and Responsibilities**
   1.1. Students, *whether or not* they make use of the School's computer network, internet access facilities, computers and other ICT equipment/devices, will be issued with a user agreement.
   1.2. Families will be provided with a copy of the agreement for reference.

2. **Requirements regarding appropriate use of ICT at King's**
In order to meet the School's legislative obligation to maintain a safe learning environment, and to uphold the values of King's:

2.1. The use of King's computer network, internet access facilities, computers and ALL School equipment/devices, on or off the School site, is limited to educational purposes as appropriate to the School environment. This applies whether or not the ICT equipment is owned by the user or is owned by the School. Any exception to this requirement is solely at the discretion of the School.

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2.2. King's has the right to monitor, access, and review all the use detailed in 2.1. King's can use any means it chooses to ensure appropriate use of ICT devices and the School network. This includes personal emails sent and received on the School's computers and/or network facilities, either during or outside School hours. The School maintains the right to lock/disable/remove/modify domain/local computer accounts where deemed appropriate and at its sole discretion.

2.3. The use of any privately or School owned ICT equipment/devices on the School site, or at any School-related activity come under the same usage expectation. This includes any images or material present/stored on privately-owned ICT equipment/devices brought onto the School site, or to any School-related activity.

Any person unsure about whether or not it is appropriate to have a particular device at King's or at a School-related activity, or unsure about whether the planned use of a particular device is appropriate, should check with the King's ICT Staff.

Note that examples of a 'School-related activity' include, but are not limited to, a field trip, camp, sporting or cultural event, *wherever its location*.

2.4. Despite our best efforts, when using a global information system such as the internet, it may not always be possible for the School to filter or screen all material. This may include material which is **inappropriate** in the School environment (such as 'legal' pornography), **dangerous** (such as sites for the sale of weapons), or **illegal**. The expectation is that each individual will make responsible use of such systems. In the event of such use, students must be able to demonstrate their connection to current classroom learning.

Each and every individual is to be accountable for the responsible and appropriate use of ICT.

Definitions:
Parent: is interchangeable with "care-giver"
Social Media: includes the various online technology tools that enable people to communicate easily via the internet to share information and resources. Social media can include text, audio, video, images, podcast and other multimedia communications. It includes, but is not limited to websites such as Twitter, YouTube and Facebook.
ICT: refers to the term 'Information and Communication Technologies'.
Cybersafety: refers to the safe use of the internet and ICT equipment/devices, including mobile phones.
School ICT: refers to the School's computer network, internet access facilities, computers, and other School ICT equipment/devices. This also includes subsidiary or public organisation(s) equipment which may extend and/or be part of the School network infrastructure.
ICT equipment/devices: includes but is not limited to, computers (such as desktops, laptops, iPads), storage devices (such as USB and flash memory devices, CDs, DVDs, iPads, iPods, MP3 players),

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cameras (such as video, digital, webcams), all types of mobile phones, video and audio players/receivers (such as portable CD and DVD players), gaming devices and any other, similar, technologies as they come into use.

Users: all students that have access to the King's ICT systems with a King's user name and password

Network: all internally controlled infrastructure that connects user hardware devices to each other and to information

Security: measures put in place to protect the systems and information contained within the systems

References:
www.cybersmart.gov.au
www.bullyingnoway.gov.au
www.cybersafety.communications.gov.au/resources/ education
Australian Communications and Media Authority

Related Policies:
R-12 Responsible Behaviour Policy
Junior School Teaching Responsible Behaviour
Middle School Teaching Responsible Behaviour
Senior School Expecting Responsible Behaviour
Expecting Responsible work practices – Middle and Senior School
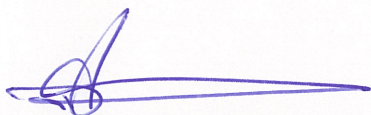Middle School Laptop Program – Participants Agreement

Review: Every 3 years
Policy approved by the Principal on: 19 October 2021
Communication: Intranet, SEQTA.
Version Control: Executive Leadership Team

Signed: _____   Date: 8 / 9 / 2022
Principal

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