RESPONSIBLE USE OF TECHNOLOGY AND SOCIAL MEDIA POLICY
MAZENOD COLLEGE, MULGRAVE   (Ver 2013-11-29)

INTRODUCTION

Mazenod College recognizes that access to technology in school gives students, teachers and ancillary staff greater opportunities to learn, engage, communicate, and develop skills that will prepare them for work, life, and citizenship. The College is committed to the development of individual 21st-century technology and communication skills.

All access to technologies provided by Mazenod College are intended for educational purposes. This Responsible Use Policy outlines the guidelines and behaviours that users are expected to follow when using school technologies or when using personally-owned devices, including mobile phones at school.

RATIONALE

The purpose of this policy is to set standards of behaviour for the use of digital technologies and social media that are consistent with the broader values and expectations of the Mazenod College community.

DEFINITION

This policy refers to all use of computer use including, internet access, desktop computers, mobile computers or devices, videoconferencing capabilities and online collaboration capabilities. It includes social media applications such as, Facebook, Twitter, SnapChat, Instagram, Google+, YouTube and MySpace.

SCOPE

As digital technologies emerge, Mazenod College reviews their suitability for application to the learning goals of the College and will attempt to provide access accordingly. The policies outlined in this document are intended to cover all available technologies, not only those specifically listed.

RIGHTS AND RESPONSIBILIES

Individual behaviour on school computer network is expected to be in accordance with the College's Discipline Policy relating to general school behaviour. While making every reasonable effort to ensure students' safety and security online, the College is aware that the nature of this resource can provide opportunities for inappropriate use. Intentional, unacceptable or irresponsible use of the Internet or computer facilities will result in disciplinary action that may result in the suspension or revoking of access privileges.

Examples of unacceptable computer network use are:
- Sharing of network passwords
- Using the account of another student, teacher or staff member
- Gaining unauthorised access to files, or vandalising the data of another user
- Accessing material that is obscene, violent or offensive
- Harassing, threatening or intentionally degrading others by means of the Internet including all forms of social networking e.g. Facebook, Twitter, Instagram, SnapChat etc
- Bypassing antivirus defences, or similar activity contrary to intended use of the network
- Intentionally damaging or disrupting equipment or software
- Using the network for illegal activity or distributing illegal digital material, including chain letters
- Using the school's computing resources for commercial or financial gain or fraud

- Violating web publishing content guidelines
- Uploading, or otherwise making available, files that contain images, software or other material protected by copyright and intellectual property laws unless you own or control the rights, or have appropriate consent from the owner.

CONTENT GUIDELINES – PUBLISHING ONLINE
Staff and students collaborating online or producing material for publication on the Internet within public or protected spaces such blogs, wikis, bulletin boards and similar, must:
- Be aware of the potential public audience for all online publication
- Refrain from publishing personal information about self or family that may impact on personal safety e.g. photographs, surname, address, telephone numbers
- Never post information, images or identification of others without their permission
- Refrain from use of profane, bullying or defaming language that will bring the College into disrepute.

EMAIL GUIDELINES
Email is an official method of communication within the College. Members of the College community are expected to check their email regularly. Guidelines:
- Email accounts are expected to be used for school related activity. Sending of chain mail and similar material is unacceptable
- Email may not be accessed during class time without teacher consent
- Examples of inappropriate use of email are as listed above and included sexting and threatening emails.

RELATIONSHIPS
- Teachers and ancillary staff may not 'friend' students on social media networks such as Facebook.

CONSEQUENCES
Intentional inappropriate use of the Internet or College computer facilities will result in disciplinary action that may result in the suspension or revoking of access privileges. Serious misconduct may result in terminating the employment contract of staff or expulsion of students.

The Rector has ultimate authority over the use of all College network resources and associated applications. The Rector (or his representative) may review patron files and communications as necessary to maintain system integrity and ensure responsible use. Consequently, no guarantee of complete privacy is made or implied by this policy.