



Agreed Standards for Student Use of Technology

To the student and parent/legal guardian: Please read below carefully to check that you understand the expected standards for the use of technology which are required at St Leonard's College.

1. If I have my own user name, I will log on only with that user name. I will not give permission to anyone else to access my user name. At the end of each session, I will log off to maintain security.
2. I will keep my password private.
3. While involved in a College activity, I will inform the teacher of any technology-related issue that arises which might put me or anyone else at risk (e.g. bullying or harassment).
4. I will use technology only for positive purposes and not be mean, rude or offensive, or to bully, harass, or in any way harm anyone in the College community, or the College itself.
5. I will use my mobile phone as stated in the Behaviour Policy.
6. While at the College, I will:
 - access, attempt to access, download, save and distribute only age-appropriate and relevant material;
 - not attempt to circumvent security, monitoring and filtering that is in place at the College.
7. If I accidentally access inappropriate material, I will:
 - not show others;
 - turn off the screen or minimise the window;
 - report the incident to a teacher immediately.
8. To ensure my compliance with copyright laws, I will download or copy files such as music, videos, games or programs only with the permission of a teacher or the owner of the original material. If I infringe the *Copyright Act 1968*, I understand that I may be personally liable under this law. This includes downloading such files as music, videos, games and programs or using proxy sites or virtual private networks (VPNs) to bypass a firewall.
9. I understand that any of my privately-owned devices which I bring to the College or use for a College-related activity, are also covered by this agreement. Any images or material on such equipment/devices must be appropriate to a school environment.
10. I will be mindful of personal safety when I put personal information online. Personal identifying information includes any of the following:
 - my full name;
 - my address;
 - my school;
 - my email address;
 - my phone numbers;
 - photos of me and/or people close to me.
11. I will seek permission from others before filming, photographing and/or uploading any identifying information, videos or images regarding them.
12. If I create a space, on a public social network, for a College-related activity I will endeavour to meet the College's expectations outlined in the document: *Social Media Student Led Page Guidelines* to ensure it cannot be taken to be an official College presence online.
13. I will respect all College-owned technology and will treat that equipment with care. This includes:
 - not intentionally disrupting the smooth running of any College systems;
 - not attempting to gain unauthorised access to any system;
 - following all College strategies which promote safe use of technology and not joining in if other students choose to use technology irresponsibly;
 - reporting any breakages/damage to a staff member.
14. I understand the following:
 - a. The College may monitor traffic and material sent and received using its network. The College may use filtering and/or monitoring software to restrict access to certain sites and data, including email.
 - b. The College may audit the use of its computer network, computers and other College-owned devices or commission an independent forensic audit. Auditing of the above items may include any stored content, and all aspects of their use, including email.
 - c. If I do not follow these agreed standards, the College may inform my parents/legal guardian. In serious cases, the College will take disciplinary action against me. My family may be charged for repair costs. If illegal material or activities are involved it may be necessary for the College to inform the police and securely hold personal items for potential examination by police. Such actions may occur even if the incident occurs off-site and/or out of school hours.



Student Managed Social Media Page Guidelines

St Leonard's College recognises that students may create their own social media pages to facilitate communication relating to selected activities, such as sports training groups or musicals. The College requests that students and staff please refer to the below guidelines pertaining to these student-led social media pages.

A. PAGE NAME:

The page name should **not** include "St Leonard's College".

The abbreviated STL should be used.

For example **STL Running**

B. PROFILE IMAGE:

The profile image should **not** feature the:

- St Leonard's College Crest
- St Leonard's College grounds
- Any St Leonard's College students

C. PAGE DESCRIPTION

The page description should follow the below format:

STL student managed [insert event or activity] [insert platform eg Instagram] page.

D. LINKS

There should be no URL links to the official St Leonard's College website or social media pages.

E. PRIVACY & SAFETY

- Ensure the group is a **closed group** and is only open to students involved in the activity.
- All imagery and language used within the group should be respectful, created by responsible digital citizens and should comply with the College technology usage policies.

F. STAFF INVOLVEMENT

No St Leonard's College staff should be involved as members, followers or administrators of any student-led groups.

If you have any queries or concerns relating to these pages, please contact marketing@stleonards.vic.edu.au

