



St Joseph's Sorrento

Responsible use of technology Policy

Online etiquette and expectations for students

As we commence the Remote Learning Program at St Joseph's School, we need to remember that this is a new method of learning for all.

Let us be understanding, tolerant and respectful of each other as we work in partnership through this process.

We ask you to remember that what applies in the classroom, applies online in terms of your behaviour, participation and completion of work.

Our St Joseph's School Policy reminds us that we always treat one another with dignity and respect.

Online etiquette and expectations for students

1. You are attending classes

- It is expected that your appearance is neat (casual dress would be the same as on a 'uniform free' day. For example, comb your hair, no PJs).
- Clothing must not have inappropriate language or offensive imagery. T-shirts and tops should have sleeves and not be revealing.

2. Open and appropriate spaces for learning

- You should only engage in audio and video classes from an open, quiet and appropriate space outside of your bedroom.
- Minimise what is behind you - a blank wall is preferable.
- Household members running around in the background are distracting and will disrupt learning for all.
 - prepare a sign letting household members know that you are currently in an online class.
- Check that your video and audio work correctly – it is good to use a microphone headset if you have one.
- Be prepared by completing any pre-session tasks your teacher has set.

3. Communication during the online class

- Use appropriate language when communicating (speaking/writing messages) online with your teachers and your classmates.
- Behave appropriately in accordance with school rules, expectations and classroom agreements.
- The tone of your language needs to be appropriate to the task and lesson you are completing. This is no different to a normal classroom.
- Do not have other programs, games, apps etc. running in the background, unless directed by your teacher to do so.
- Be on time in joining the online class.
- Make sure your class notes and other resources are accessible.
- Mute your microphone prior to commencing the class and activate as required.
- Be prepared to participate in the online class through audio and other means.

- Note any questions that you might have during the session and wait for the designated question and answer time, unless otherwise stipulated by your teacher.
- Remain calm: if you experience a technology fail or feel frustrated, be patient with yourself and your teacher. This is new. Everyone is adjusting. You may need to shut the program down and start again.

4. Online safety

a. Planning for safety

- Ensure your parents and family members are aware of the school expectations when working online.
- Talk with your parents and develop family expectations for screen time, sharing working spaces, using security controls and boundaries for social media use.
- Refer to the [Top 5 online safety tips for kids](#) and consider developing a personal safety plan. Discuss and share this with your family.
- Use only credible sources for content searches online.

b. What to do if you feel unsafe online

- If you feel unsafe online or an incident occurs, stay calm and don't try to deal with the situation alone.
- Let your parents/carers, teacher or other adult know as soon as possible. They will be able to assist you to report the incident **following school procedures** or by [making a report to the eSafety Commissioner](#).

c. Respectful online participation for learning and wellbeing

- All video, chat and direct messages will be monitored. Please remember to act within school expectations.
- Whatever goes online stays online? Take pride in yourself as a member of the St Joseph's School community.
- **You must not:**
 - re-post a message that was sent to you privately, without the permission of the sender.
 - take or distribute photos, sound or video recordings of anyone connected to the St Joseph's School or other people, including background figures and voices, without their express written permission.
 - upload/post/email images, video or sound, containing members of St Joseph's School staff and students onto social media platforms (e.g. Snapchat, TikTok, Facebook, YouTube) or any other website or app, without their authorisation and the authorisation of the St Joseph's School.
 - make deliberate attempts to disrupt other people's use of ICT.
 - make a request or respond to a request from teachers, counsellors, administrators and other school staff to be 'friends' on social media.

5. Privacy

Our school ICT Use Agreement Policy requires you to take reasonable steps to protect the personal information that is held from misuse and unauthorised access.

St Joseph's School stress that you take responsibility for the security of your device (e.g. computer, ipad, phone) and not allow it to be used by an unauthorised party.

6. Tech Support

If you need support regarding devices of any other ICT support email Vicki Stirling at gstirling@sjorrento.catholic.edu.au