



GMAS Social Media Policy for Students

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Introduction for students

It has been estimated that, across the globe, two people start a weblog every second. Add this to the phenomenal growth in Facebook, Twitter and other online forums and it's clear that the internet is rearranging many things about how students communicate. Furthermore, as the Australian Curriculum specifies "Communicating with ICT", via conduits including those classified as social media, as an expected skill for students across the curriculum, students are expected to be conversant in the use and appropriate application of social media contexts.

With this in mind, GMAS recommends that students are conversant with our Social Media Policy to ensure their behaviour on Social Networks is safe, responsible and acceptable by school standards.

Relevant Legislation

The laws that apply in the 'real world' also apply in cyberspace.

There have been cases where the inappropriate use of social media against staff, students and community members (such as harassment) outside of school hours has resulted in students school enrolment being terminated for serious misconduct.

Examples of Acts that may be associated with the use of social media are:

- Copyright Act 1968
- Telecommunications (Interception and Access) Act 1979
- Privacy Act 1988
- Telecommunications Act 1997
- School Education Act 1999
- Copyright Amendment (Digital Agenda) Act 2000
- Copyright Amendment (Moral Rights) Act 2000
- School Education Regulations 2000
- Criminal Code Amendment (Cyber Predators) Act 2006
- Fair Work Act 2009

Students are advised that social media conversations may be covered within school policies pertaining to privacy, defamation and intellectual property. Students need to be aware of the concept of leaving a "digital footprint", i.e. communication via social media and email is virtually indelible.

Risks associated for students with online social media activity

There are risks associated with the use of social media. These include but are not exclusive to:

- Breaches of the school's Internet Code of Conduct for students including posting of student photos without consent (e.g. posting photos of students/staff at events with other GMAS students in frame).
- Plagiarism or breach of copyright conditions when using or reproducing material.
- Excessive school-time used browsing social media applications.
- Social media put to an inappropriate use.
- Student comments inadvertently bringing the school's reputation into disrepute.

- Students, through the use of pseudonyms or 'avatars' representing themselves as someone else either within the school or outside of the school.
- Students disclosing personal information relating to school staff, students or parents or official information which is confidential or 'commercial-in-confidence'.

It is advisable that students understand they are personally responsible for what they write on social networks. During school time, and occasionally after hours, they are representing the school and have to act in a professional manner as they would through emails or other correspondence.

Whilst it may not be the reality, the general public will often perceive that the views expressed by the individual student are the views of the school. Thus, students must be aware that the manner in which they conduct themselves outside of the school will nearly always be linked back to the school in some way. The main issue of inappropriate social media comment is not the intent of the author but rather how the comment is received.

Student rules when using social media

The following guidelines assist in providing students with rules when using social media.

Students:

- Need to read, understand and comply with the School's Internet and Email Usage Policy and Guidelines and the Social Media Policy and Guidelines.
- Must avoid any statement that might bring the school into disrepute.
- Must not commit the school to any action or initiative without appropriate authority.
- Must not disclose official or personal information without consent.
- Should be aware of laws covering libel, defamation, privacy and the protection of intellectual property.
- Must ensure all activities are in line with all other relevant school policies.
- Must be apolitical, impartial and professional and avoid any statements that might be interpreted as advocating government policies or criticising the policies of political parties or groups.
- Must protect personal information entrusted to the school from distribution into the public domain.
- Must have approval from the relevant school staff to use social media in an official capacity.
- Should take note of any copyright/Creative Commons and Intellectual Property notices attached to content they wish to use/repurpose. Additionally students should cite or otherwise acknowledge content sources when they are known.

Inappropriate use of social media by students

Inappropriate use, read in conjunction with our school internet/email policy includes, but is not limited to:

- Conducting private business or visiting social media sites (personal) during school hours.
- Using discriminatory, defamatory, abusive or otherwise objectionable language in content.
- Accessing, downloading or transmitting any kind of sexually explicit material, violent images including graphic images of blood or gore (without medical purpose).

- Accessing, downloading or transmitting information on the use and construction of weapons, explosives and other tools of violence or terrorism.
- Accessing, downloading or transmitting any material deemed to be illegal under WA or Australian Commonwealth law.
- Accessing, downloading or transmitting hate speeches and overt racism; material extolling the inherent or moral superiority or inferiority of a particular race, ethnic group, or sexual orientation; racial epithets; or religious bigotry.
- Compromising the privacy of any person.
- Attempting to gain unauthorised access to the computing resources of other organisations.
- Disrupting the integrity of the school's data or information services.



PARENT NETWORK AND INTERNET USE ACCEPTABLE USER AGREEMENT

Georgiana Molloy Anglican School Network, Internet, Technology and electronic mail is provided for educational purposes only.

I hereby agree that while my child is using the Georgiana Molloy Anglican School Network, Internet, electronic mail and Electronic Devices (personal or school property):

- They will use the computer resources and their Internet account solely for educational purposes;
- They will observe all copyright laws, including those that relate to computer software and material published on the internet;
- They will respect the rights and privacy of other users;
- They will immediately report any obscene or offensive material they encounter to a staff member;
- They understand that logs of their Internet, e-mail access and all stored data can/will be scanned at any given time and kept whenever necessary;
- They are familiar with the school's Social Media Policy (found on the school's web site) and accept all consequences from non-adherence to these guidelines;
- They will use any device issued to them by the school in an appropriate manner both in and outside of school hours.

They will **NOT**:

- Use the school computers to play games excepting educational games under the direction of a staff member;
- Use social networks in school time or at school events, unless specifically curriculum driven and approval has been given by a staff member;
- Tamper with the system (which includes the network or workstation and its desktop in any way including, but not limited to, the storage of unauthorised software);
- Bring Georgiana Molloy Anglican School into disrepute in any way whatsoever;
- Use/attempt to access another student's account or tamper with other student's accounts in any way;
- Allow anyone else to use their account or give their password to anyone else;
- Attempt to retrieve, view or disseminate any obscene, offensive, age inappropriate pornographic/explicit or illegal material;
- Use offensive/intimidating language, resort to personal abuse or threaten or engage in physical contact;
- Send offensive, racist or sexist messages;
- Send anonymous or falsely addressed e-mail;
- Use their account for business purposes or financial gain;
- Use their account for political purpose.
- Post or upload images of themselves, staff, and other students that have references to the school on the WWW or other mediums. This includes photos taken at the school, school

sanctioned events, camps and sports days. Permission may be granted from the school in special cases prior to posting.

Parents and students realise that if the student does not abide by the above rules, then

1. Their Internet and internal e-mail access can be withdrawn;
2. They could be subject to other disciplinary action and may not be able to participate in courses which require regular internet/computer access;
3. Breaching these conditions may lead to withdrawal of the item for a specified time period (school's discretion) and /or withdrawal / suspension of the student for a specified time period (school's discretion).

I have read the Network and Internet Use acceptable User Agreement, discussed it with my child, and agree that my child will abide by it.		
Parent/Guardian Signature _____	Student name (please print) _____	Year level _____
Date received: ____ / ____ / 20____	Staff member's name (please print) _____	

Georgiana Molloy Anglican School reserves the right to amend any Teaching and Learning programs and computerised/internet usage as it deems necessary, to ensure continued appropriate use, safety and effective learning for all students in line with educational codes and practices.



Student Netiquette

There are rules for being polite online too! Here are the top 10 GMAS Internet etiquette (Netiquette) rules for you to use at GMAS.

- 1** Never type everything in capitals. THIS LOOKS LIKE YOU ARE SHOUTING! People will think you are being rude. Stick to normal sentence case when typing emails and messages to anyone.
- 2** Always speak to others the way you'd like to be spoken to. Don't speak rudely or use bad language at other people.
- 3** Use emoticons like :) or :-(to get your message across. Sometimes what you write on an email or message may be misunderstood – using emoticons helps with understanding your message.
- 4** Be patient – if you are upset about something, wait 10 minutes before you write a message. You might need to calm down and rethink your wording. Remember, once you hit send your message has gone into cyberspace forever.
- 5** Get to the point! Try to keep your emails and messages brief so that the person receiving your message is clear on what you mean to say.
- 6** Be careful with sending to "Reply All". Do you really want everyone to get this message or only the person who sent it to you?
- 7** If someone bullies you or writes something bad to you, tell someone. Tell a staff member (students also inform your parents).
- 8** Don't reply to messages from people or email addresses that you don't know. It could be spam or a virus which will crash your computer.
- 9** Don't forget to say "hi" and "bye" – it makes your email friendly.
- 10** Don't forward chain letters or spam – it only fills up your friends in boxes and might stop them from getting more important information. They may carry viruses and can annoy some people.

Good emails

- Address the email to the person you are talking to. If someone else needs to know about it, but they aren't directly involved, put their address in the CC line.
- Always put a subject heading in the subject line. This will encourage people to read your email if it is something they are interested in.
- Think about how you will write your message and read it back to make sure it says what you want it to say.
- Sending an email is like sending a postcard. Along the way people can look at your message. Don't say anything in an email that you wouldn't want anyone else to read.
- Keep your emails brief and to the point – it will make your email clearer and easier to read.
- Sign off – don't forget to end the email with your name and contact details in case the person you are emailing needs to ask you questions.
- Spell check! Check your spelling and grammar before sending your email – it's frustrating to receive emails that don't make sense.
- Keep the GMAS style guide clear of "quotes and sayings". Keep work emails professional.



PERSONAL ELECTRONIC DEVICE POLICY

Personal Electronic Devices (PEDs)

Students and visitors have permission to bring personal electronic devices to school.

The following guidelines are to be adhered to:-

Students' Guidelines: Between the hours of 8.40am & 3.20pm Personal Electronic Devices are not to be in use unless permission has been granted by a staff member.

Where these guidelines are not adhered to a staff member may confiscate a student's PED (usually until the end of the school day). The staff member confiscating the PED may leave it with Student Services where it can be collected by the student at the end of the school day.

Staff may allow the use of PEDs for instructional activity. Senior School students can access PEDs during study times as directed by staff.

It is recommended that such devices be securely stored, locked in lockers when not in use.

It is recommended that devices are not used at break times.

No responsibility is taken for lost, damaged or stolen PEDs at school, or at school events/activities.

**Ted Kosicki
Principal**



STUDENT MOBILE PHONE POLICY

In writing this policy we recognise the benefits of current technology and the growing appropriate use of these devices within the school and the classroom. We are wary that mobile devices with earphones may cause damage to hearing, be a possible hazard as bells and conversations may not be heard and that students may be isolated from their peers. As such we encourage students to refrain from having the volume up and using earphones during school time. It is recommended that devices are not used at break times.

If students choose to bring their mobile phone to GMAS it is their responsibility to keep it secure and safe. Mobile devices and similar devices are allowable in the following situations:

- bus trips to and from school or sporting trips
- the bus to and from excursions, with the permission of the staff member
- in teacher directed learning during class where such devices are integral to the learning process
- during study periods and examination preparation times
- where a student has a demonstrated hearing impediment where medical advice supports use of the device

They are not permitted:

- to have the volume at a level whereby someone next to them can hear it or if bells and directions cannot be easily heard
- in the classroom (when not directed by teaching staff)
- at carnivals, such as Athletics, Cross Country or Swimming, or other special community occasions such as Presentation Night, Valete or Foundation Day
- in examinations unless directed under Special Provisions
- to be connected to any school computer, unless permission has been given by a staff member

The use of these devices requires the user to be mindful of removing earphones when in conversation with other people.

Many of these devices also have cameras. Care should be taken when using the camera feature. No photo or video should be taken without the permission of the person/s. No photo or video should be taken in toilets or change rooms. No photos or video should be uploaded anywhere without the prior written permission of staff.

Unacceptable Use:

Students are warned that inappropriate use of mobile phones could be contravening the Privacy Act, Copyright Act, Equal Opportunity Act, Censorship Act, Criminal Code or Cybercrime Act. These Acts cover such aspects as sexual or racial harassment, bullying in general, possessing indecent material, showing offensive material to a person less than 16 years of age, unauthorised access to or infecting communication technology and disclosing personal information.

Students found breaking these rules can have their mobile device confiscated (and held by Student Services) until investigations are completed into the matter. Devices will not be held for longer than one day if possible. If students break these rules a second time they will be issued with a detention and have their mobile device confiscated (and held by Student Services to be retrieved by parents) for a longer period of time or forfeit the right to have the device at GMAS.

Staff respect the privacy of information that can be stored on such devices. If inappropriate material is suspected of being on the device, students will be required to confirm or deny the allegations and parents will be notified as soon as practical. The device may be kept at school until parents can give guidance on the matter.

Serious breaches of a person's privacy or acts of bullying/cyberbullying by the misuse of a mobile device and/or camera can lead to a student's enrolment being terminated, and relevant authorities, such as the police notified.

Ted Kosicki
Principal



STUDENT COMPUTER DEVICE ACCEPTABLE USE POLICY

The computer device issued to students remain school property and is therefore covered by this policy and the Student Network and Internet Use Acceptable User Agreement which specifies the conditions under which a student may access the school network and use the school's computer equipment.

(http://www.gmas.wa.edu.au/information/policies/computer_and_internet_usage_policy.html)

Student: _____ Year Group: _____ Date: _____

Issued Device Model: _____

The Student agrees that:

1. The device always remains school property, and needs to be returned immediately on request.
2. They will bring the device fully charged to school each day.
3. The cover must remain on the device at all times, breakages and loss or damage caused by removing the cover will be charged to the family.
4. They only transport the device secured in the device bag provided.
5. They permit the school to inspect the student's files stored on the device, personal storage device, or the school network at any time. They permit the school to delete files deemed inappropriate.
6. They will maintain backups of personal files. The student needs to be aware that the device may be reimaged (all data wiped) at any time by allocated staff to fix software malfunctions or for reinstallation of software.
7. They will not deliberately nor intentionally damage, vandalise, graffiti, or mark the device.
8. They will not steal the device or associated equipment.
9. They will not disassemble, open or upgrade the device.
10. They will report any device damage or malfunction to their teachers as soon as possible.
11. They will not permit any other person other than a teacher, parent/guardian/sibling, or school staff to use the device. This includes not allowing other students to use the device and accessories.
12. They will not use or access another student's devices.
13. Whilst on school grounds, they are not to access any other network other than the school network. They are not permitted to use mobile internet connections on school grounds unless granted permission by staff.
14. They will securely store the device and equipment.
15. They will not install or uninstall software on the device without permission. No illegal or unlicensed software is to be installed on the device. They will not remove or modify the behaviour of any software.
16. They will not use the device as a server (share files on the network directly from the device). No pirate web, P2P, Utorrent etc. is to be accessed.

Parent initial: _____

Student initial: _____

17. They will not publish or use inappropriate material on social media websites. Inappropriate material includes but is not limited to: pornography, vulgarity, defamatory statements, extremist views, private information about yourself or someone else, personal contact details; and photographs, footage, or audio recordings taken of others in private or without their consent. As a general rule: only publish what is okay for everyone in the world to see including your teachers and grandparents.
18. They will not publish material which breaches the Copyright Act on social media sites.
19. They will provide their username and password for their computer login to a staff member when requested.
20. They will not have any images of teachers or students posted on social media sites without permission.
21. They will not use any illegal streaming services or questionable websites.

Definition:

“The equipment” refers to the mobile device and accessories issued to a student for the one-to-one mobile device scheme, and includes associated equipment used at school, and equipment issued to other students in the programme.

Consequences

Breach of the Student Network and Internet Use Acceptable User Agreement or the Student Mobile Device Acceptable Use Policy will result in the following consequences:

- The parent/guardian will be required to pay for repairs, including the cost of technician time and other expenses incurred, to any equipment wilfully damaged by their student.
- The student will have the device and equipment withdrawn from their use and the student may be withdrawn from the one-to-one mobile device scheme.

Guidelines for Device Use

Occupational Health and Safety

- When using the device place on a secure firm surface.
- Refrain from placing the device on your lap as the transmission from the laptop may be harmful to sensitive organs.
- Sit at the correct height to allow your elbows to be bent at right angles and your wrists straight. Your hands and wrist must clear the desk and keyboard, with only your fingers touching the keys.
- Take a 10 minute break every 50 minutes of use and ensure good lighting.

Parent initial: _____

Student initial: _____

Transport of the device

- Only transport the device secured in the device bag provided.
- Never place other items into the device bag which may press against the device.
- The device is never to be lifted by holding onto the screen.
- Avoid leaving devices in a vehicle. When this is unavoidable leave them locked out of sight.
- The device must not be left in an environment where the temperature is out of the range of 5 to 38 degrees celsius, such as in a closed vehicle or in direct sunlight.

Home use of the device

- The mobile device is only to be housed in a secure area.
- The device is primarily for the student to whom it has been issued but may be used by parent/guardians/siblings.

PARENT/GUARDIAN SECTION

Recommendations for Parents/Guardians:

- Do not permit unrestricted access to the internet unless a parent or guardian is present. This is best achieved by providing a space in a common area where the device can be used, and where the screen is clearly visible to the parent/guardian.
- Monitor the length of time your child/student uses the device. Do not permit them to use it for more than 50 minutes without a break of at least 10 minutes.
- Ensure correct occupational health and safety use of the device, such as providing an ergonomic workstation at home.

Report of Loss or Damage

- The devices are covered by limited warranty and insurance (with conditions). The school's insurance will only cover damage or loss of the equipment where reasonable care has been taken to avoid such damage or loss.

Financial Implications

- The ICT Levy on the fee statement account includes the use of a network device (i.e. MacBook), Internet downloads, software, printing, insurance and soft/hard device covers.
- The device remains the property of the school and must be returned immediately if the student leaves the school or receives a new device. The devices cannot be purchased as they are returned to the leasing company, following the leasing period.
- When a notification of return of device is issued to the student, failure to return the device within 48 hours will incur a fee.
- The excess for insurance claims is payable by the Parent/Guardian. The current excess is \$150.00.
- Where such damage or loss occurs, the school is to be informed as soon as possible. In the event of criminal damage or theft, a formal report must be made to police by the parent/guardian as soon as possible and a copy of the report provided to the school.
- Any cost of repairs for damage or replacement costs resulting from loss of equipment not covered by warranty or insurance will be charged to the parent/guardian of the child/student to whom the mobile device was issued.

Parent initial: _____

Student initial: _____

- Lost or damaged power supplies will need to be replaced by the Parent/Guardian.
- Lost or damaged hard covers/carry bags will be charged at cost recovery per item.

Acceptance

We have read and understood this agreement and know that any misuse of the school devices, its network, and its software and hardware will lead to loss of Internet and/or device access. Illegal incidents may be referred to the appropriate community agency.

Parent/Guardian Signature: _____ Student Signature: _____

Date : ___ / ___ / 20

Date: ___ / ___ / 20

School use only: Signed documents placed on student file: Date : / / 20