

## Digital Citizen Student Code of Conduct

A digital citizen refers to a person who has the knowledge and skills to effectively use digital technologies to communicate with others, participate in society and create and consume digital content. Digital citizenship is about confident and positive engagement with the digital world.

### Learning and Behaviour Statement

Benowa State High School promotes learning, creativity and innovation as the platform upon which to build prosperity and quality of life. We are strongly committed to our vision statement, "Many Pathways – No Limits" and provide a professional, inclusive, diverse and futures-orientated education that enables and strongly encourages all students to achieve their full potential.

Essential to an effective learning environment is the expectation for all members of the school community to conduct themselves in a lawful, ethical and responsible manner. Benowa State High School sets high expectations for student conduct, and our four core values of Respect Integrity, Diligence and Compassion, underpin our Student Code of Conduct

### Our Student Code of Conduct includes behaviour on our physical and digital world, and platforms:

As a student at Benowa State High School I will:  Respect myself, others and the school environment;  Show integrity through my actions; Be diligent in my education;  Show compassion towards others	Before you use an online platform or post anything remember to check yourself and consider the content you are using or adding:  <ul style="list-style-type: none"><li>• is it Thoughtful?</li><li>• is it Helpful?</li><li>• is it Interesting?</li><li>• is it Nice?</li><li>• is it Kind?</li></ul> Remember to <b>THINK!</b>
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### Responsibilities of a student as a Digital Citizen:

- Participate in online platforms and use technology in a safe, responsible and respectful manner
- Follow appropriate protocols when engaged in online platforms
- Seek permission before you photograph or record anyone
- Behave appropriately online, avoid making negative or offensive comments, posting pictures or videos about others in our school community, using abusive language
- Ensure that your online activity is respectful when dressed in the Benowa State High School uniform avoiding anything which would bring our school reputation into disrepute
- Check Daily Notices on the Benowa SHS intranet at the start of each school day
- Use their EQ assigned webmail address for all communications with the school and take efforts to maintain communication through regular clearing of emails
- Ensure all assessment conditions are met as outlined in the Benowa SHS Student Assessment Policy found on the Benowa SHS website
- Ensure that the work you submit is your own. If you are unsure of this go to the Academic Integrity Course at myQCE / Learning Accounts / Student Portal
- Communicate with the school if you require further support

## Responsibilities of parents / caregivers supporting a student as a Digital Citizen:

- Ensure your child participates in online platforms and uses technology in a safe, responsible and respectful manner
- Ensure your child has the necessary support and follows appropriate protocols when engaged in online platforms
- Remind your child to seek permission before they photograph or record anyone
- Talk to your child in regards to the appropriate online behaviour, to avoid making negative or offensive comments, posting pictures or videos about others in the school community, or using abusive language
- Ensure that your child's online activity is respectful when dressed in the Benowa State High School uniform avoiding anything which would bring our school reputation into disrepute
- Regularly check the Benowa SHS website for information relevant to school activities
- Ensure all assessment conditions are met as outlined in the Benowa SHS Student Assessment Policy found on the Benowa SHS website
- Ensure that work submitted by students is their own. Request your child completes the Academic Integrity Course at myQCE / Learning Accounts / Student Portal
- Communicate with the school if your child requires further support

## Responsibilities of the school in supporting a student as a Digital Citizenship:

- Design and implement engaging and flexible learning experiences for individuals and groups
- Create and maintain safe and supportive learning environments in an online context
- Foster positive and productive relationships with families and the community
- Provide students, parents / carers/ home based supervisors with overviews of learning
- Provide quality and timely feedback to students

**PLEASE NOTE:** A student's compliance with the Student Code of Conduct and Digital Citizenship Code of Conduct is essential to the success of keeping our students safe. Where students are demonstrating their inability to comply with these requirements the school will seek the assistance of parents in consultation to address student specific concerns or outside agencies for support.

## Benowa State High School's Digital Citizenship Matrix

We are:	Appropriate online behaviours
Safe	Protect my privacy: keep my username and password safe Report any concerns to a responsible adult, the online platform, police or to the esafety commissioner's website
Respectful	Use kind words and faces Respect others' cultures, opinions and viewpoints Seek permission before taking any photographs or recordings
Responsible	Remember I am legally responsible for anything I say or post Remember to behave appropriately when dressed in the Benowa State High School Uniform

## Digital Communication Tools

Digital Communication Tools allow two or more people to communicate with one another. These can be written, verbal, visual or audible communication. Some examples of these are:

- Having a text conversation with someone via mobile phone
- Using Facebook or Twitter to keep in touch with others
- Collaborating on a wiki or a blog with students in a work group

When using DCTs at Benowa State High School in an education context we must understand when it is appropriate to use them. DCTs should not be used during a lessons unless it is required to fulfil the purpose of the learning. Using this whilst in a class is both disrespectful to the teacher, students and also disruptive.

If you are transmitting sensitive information you need to consider how easy it is for information to be sent to the wrong person.

## Electronic Information

All information provided for Benowa State High School teachers for students for their education should only be used for legitimate learning purposes. It is a breach of the school's Student Code of Conduct and Digital Citizenship Code of Conduct to use, distribute, or to access any information deemed confidential without a legitimate reason.

## Emails

Use of email by students of Benowa State High School is encouraged when it supports the goals and objectives of learning.

We require students to use appropriate language in all electronic communications and all students must ensure that they:

- Comply with the Student Code of Conduct and Digital Citizenship Code of Conduct for Students
- Use email in an acceptable way
- Do not make unnecessary or misuse of the internet

All emails composed, sent or received using Education Queensland webmail, including your mailbox, are the property and ultimate responsibility of Education Queensland. Individuals **cannot expect** any e-mail to be for private viewing only. All emails and activities on IT software utilised by the school are subject to scrutiny by Benowa SHS staff on behalf of Education Queensland.

You are accountable for ensuring the appropriateness of all emails you send.

## Returned Email Procedure:

You may receive a returned or 'bounced' email. If there are delivery problems the email will be returned to you with a specific error or bounce back message.

- **Inbox is Full**  
If the bounce back message indicates something similar to, "Inbox is full" or "Quota exceeded", then you've sent an email to someone whose email account is full. That receiving user will need to resolve that issue with their email provider. If it continues to happen, contact the receiver by phone and inform them of the issue.
- **Email Account/User Does not exist**  
If you receive an error stating the email account you sent to does not exist, double check your spelling of the email address as misspellings are common. Check you have typed the

email address correctly, if you have, you will then need to contact the receiver by phone to confirm the correct email address.

- **IP Address is Blacklisted/Blocked**

The bounce back message will typically refer to an IP address being blocked and will usually provide a URL with more information as well. We ask that these types of bounce back messages be forwarded to the IT manager so that we can resolve this issue.

### **Attachments:**

- Title the attachment in such a way that the recipient can identify it easily once it has been downloaded.
- Make sure that you do not send very large attachments unless you have been requested to do so. Emails are not to exceed 10MB as it is unlikely that the majority of recipients will be able to accept files larger than this limit.
- Do not send unnecessary attachments. If you have presented all of the relevant information in an email message, it is unnecessary to attach a document repeating the same information

### **General Email Use:**

- Students are required to check your email regularly;
- When using email for school correspondence try to keep the email brief and to the point.
- Specify the topic of the email in the “subject” field so that your recipient will know what the email is about.
- Always check the content of e-mails for confidential information before forwarding them to others and only forward relevant messages
- Obtain confirmation from the recipient for all important emails sent. An automatic ‘read’ receipt does not guarantee that the recipient has read it.

### **Do not**

- Send or forward jokes on internal mail.
- Send or forward emails containing libellous, defamatory, offensive, racist or obscene remarks.
- Send pornographic, sexist, or illegal material
- Send or forward chain email.
- Broadcast unsolicited personal views on social, political, religious or other non-learning related matter
- Give other people your password to allow access to your inbox

### **Blogs, Wikis and Internet Forums such as Virtual Classrooms**

Blogs, Wikis and Forums are all internet-based tools to allow people to communicate with one another usually around a specific topic or interest.

Blogs, Wikis, and Forums are used at Benowa State High School to share knowledge and opinions with your teacher, classmates or peers.

### **Blog, Wiki and Forum Etiquette**

Like email, these forums have their own set of conventions and etiquette.

- Always respect copyright and intellectual property laws and regulations. Never copy people’s comments and claim them as your own. If you wish to use another person’s comments either seek their approval or reference your source and original author.

- Think before you post. Since online is public access, you must seriously consider your comments before posting them to avoid having comments on there that you may regret later.
- Don't be abusive. Due to the public nature of online, it is likely that there may be some disagreement on particular topics. If you find a comment that makes you angry. Avoid making comments that will incite comments of the abusive nature. Discussion is encouraged as long as the discussion is appropriate and not abusive. If you feel the need to criticise an opinion, ensure your comments are relevant to the opinion only and not the person voicing the opinion.
- Stick to the topic. When commenting ensure your comments are relevant to the post. If you think your comment may not be relevant start a new post.
- Don't respond to trolls. A "troll" is slang for a person who repeatedly posts messages that are not relevant to the topic. Avoid responding to these posts as this simply encourages the person's actions.

### **Disciplinary Action:**

Where it is believed that a student has failed to comply with the Benowa State High School Student Code of Conduct and Digital Citizenship Code of Conduct, they will face the appropriate restorative practice or consequences decided by the school.

### **General Computer use**

*Here are some general tips about how to set up your work space whilst working online from home. Workspace, furniture and equipment are adjusted to suit the ergonomic requirements of the user*

### **Specifically:**

- The monitor should be positioned after adjustments have been made to the desk or chair. It is recommended that the top of the screen be level with the eyes and be positioned about 50cm away from the body when seated.
- The keyboard should be placed on the desk, as close to the user as possible. Allow room for it to be moved away when not in use. The angle of the keyboard can be adjusted by altering the supports underneath.
- The mouse should be positioned next to the keyboard on the preferred side. Wrist should be straight whilst using the mouse with the desk supporting the wrist and not the arm.
- Exercises should be done at regular intervals. It is recommended that operators avoid spending more than five hours a day on keyboard duties. After every 50 minutes operators should take a 10-minute break and ensure that they do postural/stretching exercises.

Exercises for students can include head rolls, shoulder rolls, wrist stretch, back arching, foot rotation and even eye exercises.