



**LAVALLA**  
CATHOLIC COLLEGE

# Expected Student Behaviours when using Digital Technologies for Remote Learning

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When you are engaging in Online Learning, you are expected to behave in the same manner as if you were at school. During school hours, students should remain focused on school work and avoid distractions such as using their phones. Failure to submit online assessments will be treated in the same manner as failing to do so while attending school.

Even if you are at home or not at school when using School Platforms or Technology, you are expected to act respectfully and politely towards school teachers, staff members, students, external educators and other members of the school community. **You must continue to comply with all other relevant student policies, guidelines and expectations.**

## GENERAL PRINCIPLES

When I use digital technologies and the internet I agree to be a safe, responsible and ethical user at all times by:

- respecting others and communicating with them in a supportive manner;
- never participating in online bullying, harassment, discrimination or vilification (e.g. forwarding messages and supporting others in harmful, inappropriate or hurtful online behaviours);
- never accessing or distributing inappropriate, sexual or graphic material and if this is done by the use of school platforms or technology, the College will address this according to our Behavioural Policy;
- **never engaging in any** form of sexting, image based abuse or inappropriate behaviour and if this is done by the use of school platforms or technology, the College will address this according to our Behavioural Policy;
- protecting my privacy by not giving out personal details, including my full name, telephone number, address, passwords and images;
- protecting the privacy of others by never posting or forwarding their personal details or images without their consent;
- talking to a teacher or a trusted adult if I personally feel uncomfortable or unsafe online, or if I see others participating in unsafe, inappropriate or hurtful online behaviour;
- thinking carefully about the content I upload or post online, knowing that this is a personal reflection of who I am and can influence what people think of me;
- using any School Platform or Technology ethically and not for any act which could be a breach of law;

- not excessively using of School Platforms or Technology for personal socialisation with other students, including the organisation of social events;
- never recording or taking photos of any online communication, video, lesson or recording, including screenshots, unless permission has been granted by the school;
- reviewing the terms and conditions of use for any digital or online tool (e.g. age restrictions, parental consent requirements), and if my understanding is unclear seeking further explanation from a trusted adult;
- meeting the stated terms and conditions for any digital or online tool, and completing the required registration processes;
- notifying the College's Helpdesk, via email to [helpdesk@lavalla.vic.edu.au](mailto:helpdesk@lavalla.vic.edu.au) , if College based IT support is required;
- abiding by copyright and intellectual property regulations by requesting permission to use images, text, audio and video, and attributing references appropriately
- not accessing media that falls outside the School's policies;
- not downloading unauthorised programs, including games;
- not interfering with network systems and security or the data of another user;
- not accessing staff member or another student's school accounts; and
- not attempting to log into the network with a user name or password of another student.

## **ONLINE CLASSES**

When I am participating in online classes with video I agree to be a safe, responsible and ethical user at all times, by:

- being properly clothed in school uniform or other appropriate attire;
- being in an appropriate location where possible (e.g. students should be seated at a desk, not lying on their bed); and
- ensuring that there is no inappropriate background or material present in the video;
- never recording or taking photos of any online communication, video, lesson or recording, including screenshots, unless permission has been granted by the school;
- only using approved school platforms to communicate with teachers and school staff members.

## **PERSONAL MOBILE PHONE**

When I use my personal mobile phone I agree to be a safe, responsible and ethical user at all times, by:

- keeping my device on silent during class times, and only making or answering calls or messages outside of lesson times (except when approved as part of a lesson)
- Only taking and sharing photographs or sound or video recordings when others are aware the recording is taking place and have provided their formal consent as part of an approved lesson