Years 7–13 Student Code of Conduct Guidelines

SAMUEL
MARSDEN
COLLEGIATE SCHOOL

Purpose

The purpose of this Code of Conduct is to outline acceptable behaviour by students when using information technology and online sharing. These guidelines for acceptable use apply to any privately owned device or equipment that is brought to school or any school-related activity. Any images or material on your device/equipment must be appropriate to the school environment.

✅ *Please do the following:*

- Use good judgment and the same guidelines for respectful and responsible behaviour (including language) that you follow offline.

- Assume that all the information you share online is public information regardless of your privacy settings and can always be traced.

- Use trusted sources when conducting research via the internet.

- Use Google Chrome, the school approved browser, to support our development as a Google school.

- Use the internet, network resources (including all school owned ICT equipment and devices), email and online sites in a courteous and respectful manner.

- Report any breakages or damages of school ICT equipment and devices to a staff member.

- Respect the privacy of other students, staff and school community members.

- Read and respond to school emails promptly.

- If you see something that concerns you, alert a senior staff member.

- Only post school-related content and images of others if you have permission.

- Ensure your work upholds the Marsden brand and reflects the Marsden values.

- If you make a mistake, fix it immediately, ask for help, and inform a senior member of staff if it is a major mistake such as exposing private or confidential information.

Please be cautious with respect to the following:

- Your choice of images, music and videos. Respect and abide by trademark and copyright law.

- How you present yourself on social networks and online social tools.

- Blindly reposting a link without looking at the content first.

- Posting school-related content including photos on your personal sites without permission.

- The security warnings that pop up on your computer before clicking on unfamiliar links.

❌ *Don't engage in these negative behaviours:*

- Sharing confidential information including personal details and passwords or anything others may consider confidential.

- Accessing, sharing or linking to content that is age restricted or contains illegal or indecent content.

- Trying to find ways to circumvent the school's safety measures and filtering tools.

- Using peer to peer file-sharing networks.

Cyberbullying

Cyberbullying will not be tolerated. Do not send emails or post comments that could scare, shame, hurt, or intimidate someone else. Engaging in these behaviours, or any online activity that can harm (physically or emotionally) another person, is not acceptable. The School takes Cyberbullying seriously. Cyberbullying may be considered a crime and must be reported to Senior Management.

This is not intended to be an exhaustive 'Code of Conduct' because of the rapid changes in technology. Users should use their own good judgment when using any online tools.

Limitation of Liability – Samuel Marsden Collegiate School will not be responsible for damage or harm to persons, files, data, or hardware.

Violations of these Code of Conduct Guidelines – any breach of these Code of Conduct Guidelines may have serious consequences.