

Guidelines and Expectations

Feeling safe is everyone's responsibility! We expect everyone in the Box Hill North community to be respectful, polite and helpful individuals online.



- **Cyber Safety & Acceptable Use Policy:** Follow the expectations laid out in the Cyber Safety Policy and Computer Acceptable Use Policy. A copy of these is on each of your netbooks. Make sure you read them.
- **Personal Information:** Under NO CIRCUMSTANCES share personal information for ANY reason. This includes, but is not limited to: full name, address (home or school), phone number, email address, photos of yourself or people you know. It goes without saying that you will NOT share anyone's personal information.
- **Passwords:** Your passwords are your own personal passwords. DO NOT share your passwords with ANYONE, for ANY REASON!
- **Messaging/Posting/Commenting:** Any message/post/comment sent MUST follow the 2H rule! They should ALWAYS be happy or helpful. Think to yourself: "Is this a happy message?" or "Is this a helpful message?", if it isn't DO NOT hit send!
- **Online Pests:** Some people send silly messages just to be annoying! This will not be tolerated – report them ASAP.
- **Report Objectionable Content:** If you come across anything that you feel is rude, mean or offensive report it to get it dealt with.
- **Your Wall:** Your wall is about you and things you like. DO NOT over share personal information and Box Hill North has a no personal, friends or family photos policy.
- **Sharing, Posting or Linking:** There are some very strict laws that we need to ensure we abide by. When you are posting, sharing or linking material you need to make sure that:
 - a. you own a legal copy of the material;
 - b. or you post material that you link to or acknowledge the original author;
 - c. or you link directly to where the material is;
 - d. in addition to previous three points, the material you share MUST be appropriate for being shared. ALWAYS think before, sharing, posting or linking – there are severe consequences that WILL follow.
- **Making My Own Copies of Shared Media:** You cannot make copies or keep copies of anything posted on eduPLEX UNLESS:
 - a. you own a legal copy of the material;
 - b. or you are the original author of the material;
 - c. or the original author has authorised you, in writing, to do so.
- **Friends:** ONLY accept friend requests, or make requests, to people you know from a face to face discussion. You are NOT to make friends with students outside the school. Friending and un-friending deliberately is not acceptable. If there is an incident at school or in the yard, keep it there, and resolve it face to face.
- **Portfolio Page:** This is a space for you to publish your work and receive feedback from teachers. It can only be viewed by you and your teachers.
- **No YouTube:** YouTube is NOT appropriate for students under 13 and is not allowed to be used or linked to at any time.
- **Consequences:** The expectations for behaviour expected for students using any form of technology are clearly laid out in the: Cyber Safety Policy, Computer Acceptable Use Policy, this document and by teachers. Students who breach any of these guidelines and expectations will face consequences:
 - a. Verbal or short written warning;
 - b. Formal warning with a letter sent home and signed by parents (banned from technology use, confiscation of technology for a period of time);
 - c. Meeting with parents (banned from technology use, confiscation of technology for a period of time);
 - d. Police involvement (and banned from technology use, confiscation of technology for a period of time/or indefinitely).
- **Police Cooperation:** We sincerely hope that no students will do anything that warrants the authorities being involved. However, in the case that something does happen, Box Hill North will cooperate to the fullest extent with the authorities.

Student Signature → I, _____ have read these expectations, had them explained by an adult and agree to follow these AT ALL TIMES, whether I am at school or off school campus.

Parent Signature → I, _____ have read these expectations with my child and understand these guidelines and expectations.