

# Student Responsible Use of Digital Technologies, Devices and Social Media Policy

Revised December 2025



## Rationale

OLMC embraces emerging digital technologies and devices and views these resources as important to the learning environment. They provide staff and students with innovative and creative opportunities to obtain information, engage in discussion, and liaise with a range of people and organisations. As such they are valued learning, teaching and communication tools. They also contribute substantially to the administrative efficiencies of the College.

OLMC also recognises that some social media platforms and applications can be a powerful tool to facilitate learning, showcase student achievement, communicate College news and events and build connected communities.

With the availability of these resources comes responsibilities. There are some inherent risks attached to their use which can have a detrimental impact on individual students, student cohorts and staff. The College is committed to mitigating these risks and to upholding a safe and supportive environment for all its members.

OLMC recognises that digital technologies provide valuable opportunities for staff and students to collaborate, connect and create with peers, colleagues, experts and the wider community.

This policy outlines the College's expectations of students. The attached User Agreement (Appendix) presents more specific standards of behaviour and practice that are to be observed. While students are the primary focus of this policy, staff are also expected to be familiar with its intentions and directives, particularly those associated with the management of the College network and the impacts of inappropriate use of digital technologies, devices and social media.

## Definitions

**Digital Technologies.** In the context of this policy, digital technologies refer to and include students' Internet and email accounts, network drives, the College's WiFi, the Student Learning Management System (SIMON), Canvas, Google Apps and eLearning resources that are provided to and/or administered by the College.

**Digital devices.** This refers to, but not limited to: mobile phones, iPods, iPads, tablets, laptops, notebooks, digital/video cameras and smart watches.

**Social media.** This refers to all social networking sites, channels and applications that enable people to connect socially via the Internet and easily publish, share and discuss content. It includes but is not limited to; Facebook, X, Blogs, YouTube, Tumblr, TikTok, Instagram and Snapchat.

**Harm.** In the context of this policy, harm is any detrimental effect of a significant nature on a person's physical, psychological or emotional wellbeing. Damage to a person's reputation, relationships or assets is also included in this definition of harm.

## Principles

- Students are to use the College's technology resources and its official social media platforms for positive purposes – for learning and communication and, in some instances outside of class and study time, for relaxation and recreation.
- Students have a right to feel safe and secure in using the College's technology resources and social media platforms. The College is therefore committed to measures that protect students from harmful impacts. Inappropriate online behaviour, including cyberbullying, will not be tolerated.
- The College reserves the right to protect its name and resources from unacceptable use and harmful impacts. This right extends to off-campus activities and applies at any time, whether during school hours or beyond.
- Users will behave in a manner that is ethical when using digital technologies and applications. When using social media, students are reminded to apply strong privacy settings, use appropriate language, and be aware of their and others' rights to dignity, respect, privacy and safety.
- Student notebooks are the property of the College and are loaned to students to enhance their learning. Other digital devices, including students' mobile phones, can be used as an additional tool for learning only when permission has been given by the teacher. On these occasions, the teacher will communicate to the class in advance when a mobile phone will be allowed for a classroom activity.
- The provision to students of a mobile phone or other personal device is the decision of parents and is not a school requirement. Students will not be disadvantaged in any classroom tasks if they do not own or bring to school a mobile phone or other device.
- Personally owned devices brought to the College are done so at a student's own risk to the security and care of the devices. As such, all personal devices should be stored in student lockers which are secured with a lock.
- Across all year levels, the curriculum will include learning experiences that focus on the risks and harmful impacts of some technologies, devices and social media.
- The College expects that online behaviour will at all times demonstrate respect for the dignity of each person in the community and that students will respect and act within the framework of responsible behaviours outlined in this policy and in the accompanying User Agreement.
- Student breaches of the policy and accompanying User Agreement will be dealt with according to the College's Student Behaviour Management Protocols.

## Procedures

### Communication of Expectations

Students will be regularly reminded of OLMC's understandings and expectations of both responsible and inappropriate use of digital technologies, devices and social media. These are:

**Responsible Use** – behaviours and practices that are respectful of:

- the educational purposes that the technologies are intended to support
- the educational, social and communication purposes that personal devices facilitate
- the dignity of students, staff and all in the College community
- the College ethos, values and reputation
- the College systems for ethically, lawfully and efficiently administering its resources.

**Inappropriate Use** – behaviours and practices that can cause harm to students, their peers and families, and to the College reputation. Examples of inappropriate use include, but are not limited to:

- sending threatening, harassing or defamatory messages electronically
- spreading inaccurate information or information that compromises the privacy and personal information of others
- accessing, downloading, storing or printing files/messages that offend or degrade others
- posting disrespectful and/or defamatory comments about staff, students and other community members
- posting video, photographs and other personal information about others in the College community without the expressed permission of students and/or staff who feature in the post
- posting content that might harm or compromise the reputation of the College or members thereof
- copying materials in violation of copyright law
- plagiarising materials in violation of intellectual property/copyright law
- running or installing software programs that have not been authorised by teachers and the College's ICT staff.

OLMC Staff will make use of guidelines from the eSafety Commissioner when responding to incidents of inappropriate behaviour online.

<https://www.esafety.gov.au/educators/toolkit-schools>

### Curriculum Focus

Learning experiences that focus on the risks and harmful impacts of some technologies, devices and social media, when used inappropriately, will be incorporated into the curriculum at all year levels. Such programs will include guidance on keeping safe online. The programs will address prevention and intervention strategies pertaining to responsible and safe use of the technologies and devices.

All staff have a role to play in delivering these learning experiences. The Head of Student Wellbeing along with the Director of Learning and Teaching and the Digital Strategies Coordinator oversees these learning experiences and is responsible for auditing their frequency and quality.

## **Network Management**

The smooth operation of the College network relies upon systems of management and internal rules that prevent disruption or damage to services and that mitigate improper use.

It is a shared responsibility of the Digital Strategies Coordinator and all teaching staff to ensure that students understand and observe:

- file storage and maintenance rules
- network logon procedures and the privacy and security protection that underpins them
- virus protection measures and scam alerts
- copyright law, software licences and the appropriate use of other people's intellectual property.

## **Personal Digital Devices**

In classroom and school activities, digital devices must be used in a courteous, considerate and respectful manner and only with the permission of the teacher. In most instances, students will not be permitted to carry or use their personal devices between 8.40am and 3.20pm each day.

Students are expected to store their mobile phone in their locked locker with the following exceptions:

- a mobile phone is allowed to be used for participation in a planned classroom activity
- a mobile phone is allowed to be used to make a purchase at the school canteen

In both of these circumstances, students are expected to return their mobile phones to their lockers immediately after these activities have been completed.

The College recognises that there are times when a student may need to use her mobile phone or other device to monitor a medical or health condition.

All Year 7–12 students are required to use the College-owned laptop. Any student using her own laptop needs permission from the Digital Strategies Coordinator before gaining access to the College network and its digital technologies/resources.

All personally owned devices remain the sole responsibility of the student. The College accepts no responsibility if they are lost, stolen or damaged whilst on College premises, travelling to or from school, or attending College-sponsored functions. Students are required to secure their devices in their locked lockers when not in use.

ICT staff are unable to assist students with any problems with their personal devices, including the need to re-charge a device or load a College program to the device.

In the case of a student or family emergency, contact with students or parents should be made via Student Reception so that the College can provide the necessary support to students. This applies also to students feeling unwell at school and needing to go home. Such arrangements must be made via the Medical Centre and Student Reception and not via a personal mobile phone or other device.

## **Social Media**

Social media platforms (e.g., Instagram, TikTok, Snapchat) are external services not owned or controlled by the College. Responsibility for account management and content rests solely with the platform providers and users. Students under 16 years of age should be restricted by the platform provider for setting up and using a social media account or a number of services. The services impacted by the legislation can be found on the eSafety Commission website. The College is not able or responsible for monitoring access to social media accounts.

<https://www.esafety.gov.au/educators/toolkit-schools>

Students are personally responsible for what they communicate on or through social media. Communications must be respectful at all times and not infringe on the rights or privacy of other students or staff.

No personal information, including photographs and videos, should be posted or shared on social media without the consent of the individual(s) to whom it relates. This also applies when students establish a year level, class or subject-based site using a personal account external to the College.

Students will be instructed on how to adopt protective online behaviours and how to minimise risks. The College strongly encourages students to adopt a conservative and protective approach to the levels of privacy they assign to their accounts.

In all cases where students use their personal social media accounts to post content related to the College, they are expected to adhere to the standards of behaviour set out in this policy and any related policies (see below). Where students are in receipt of content considered to be in breach of this policy, this should be reported to either their Pastoral Leader or Year Level/House Coordinator.

## **Monitoring and Compliance**

The College captures, stores and reviews all internet browsing and emails across the network, The College also ~~and to~~ reviews materials on devices owned by the College, including student notebooks, network servers and storage devices; along with Cloud Services, for example, but not limited to: Google Cloud, and Microsoft OneDrive. Students should not expect that ~~that~~ any information or document transmitted or stored on the computer network is private.

Breaches of this policy and the User Agreement may result in disciplinary action, including a loss of privileges in using the College's technology resources. The disciplinary action taken will be guided by the nature of the breach and OLMC's Student Behaviour Management Protocols.

## **User Agreements**

OLMC students are issued with a User Agreement which is signed on enrolment and other times when varied and is valid until the student exits the College. Students are expected to be familiar and compliant with the protocols and rules contained in the User Agreement.

## **Related Policies**

*OLMC Student Behaviour Management Policy*  
*OLMC Respectful Relationships Student Anti Bullying Policy*  
Mercy Education Limited and OLMC *Privacy Policy*  
*OLMC Data Breach Policy*  
OLMC Student Mobile Phone Policy

**Appendix** – *OLMC User Agreement – Students*

**Policy Revised: November 2019, Revised 2025**

**Policy Review Date: October 2028**

**Persons Responsible: Digital Strategies Coordinator and Head of Student Wellbeing**

## Appendix

### OLMC User Agreement Student Responsible Use of Digital Technologies, Devices and Social Media



OLMC embraces emerging digital technologies and devices and views these resources as important to the learning environment. The College's technology resources provide staff and students with innovative and creative opportunities to obtain information, engage in discussion, and liaise with a range of people and organisations. As such they are valued learning, teaching and communication tools.

With availability of these technologies and devices comes responsibilities, and as a student of OLMC you are expected to use the technologies responsibly, both on and off campus. OLMC Policy, *Student Responsible Use of Digital Technologies, Devices and Social Media* outlines the College's expectations. This User Agreement summarises the key understandings you are expected to observe and practise.

### Agreement

#### College digital technologies and devices

When using OLMC's digital technology resources and devices (the Internet and email, the Portal, WiFi, computers, notebooks, network drives, Google Apps and social media platforms that are approved by the College and eLearning resources):

- I understand that I am expected to use the resources predominantly for educational purposes, to enhance my learning.
- I understand that the transmission of inappropriate or objectionable material that might offend or degrade others, or violate their privacy, is unacceptable and, in some instances, against the law.
- I will give due consideration to the feelings of others and be mindful of potentially harmful impacts on them in all my electronic communications.
- I will ensure my usernames and passwords for varied College accounts are secure.
- I shall respect the rights and property of others and shall not improperly access, misappropriate or misuse the information/files of others.
- I understand that my network account (user name and password) identifies me and that all communications (internal and external) may be monitored.
- I will respect OLMC's expectations regarding the responsible and ethical use of wider technologies that I have access to outside of school, such as mobile phones and SMS messaging, social networking sites, online chat rooms, blogs and wikis.
- I understand that cyber-bullying represents a serious breach of OLMC policy and expectations.
- I will not film, photograph or otherwise record members of the OLMC community (students, teachers, parents, staff) without their permission, nor will I share, publish or post photographs or other recordings without their permission.

- I will respect copyright law and the appropriate use of other people’s intellectual property.

**Personal digital devices**

- I understand that my mobile phone and other personally-owned devices can be used for some classroom and school activities but only if permission has been granted by the teacher in charge of that classroom/school activity.
- I understand that I must use my mobile phone and other devices in a courteous, considerate and respectful manner and avoid any use that might disrupt the learning environment, violate the privacy of others, or offend or degrade others.
- I accept that I am personally responsible for the care and security of my mobile phone and other devices.
- I understand that I may not check or send messages or social posts during the school day.
- I understand that arrangements to leave the College during school hours for appointments or due to illness must be coordinated via the Medical Centre and Student Reception and not via a personal mobile phone or other device.

**Social Media**

- I understand that Social Media platforms (e.g., Instagram, TikTok, Snapchat) are external services not owned or controlled by the College. Furthermore, I understand that the responsibility for account management and content rests solely with the platform providers and users and that the College accepts no liability for any actions or concerns arising from the use of these platforms.
- I understand that I must not create content or post video recordings, photographs and personal information about others in the College community without the expressed permission of students and/or staff who feature in the published content.
- I understand that I must not use my personal accounts or the College’s social media accounts to post content that might compromise the reputation of the College or members thereof.

**Please note that this Agreement may be updated from time to time and you will be informed.**

**Declaration**

I have read and understood the above conditions for the use of OLMC’s digital technologies and devices, along with my own devices. I understand that breaches of this Agreement will result in disciplinary action being taken by the College.

Student Name \_\_\_\_\_

Pastoral Group \_\_\_\_\_

Student Signature \_\_\_\_\_ Date \_\_\_\_\_

Parent/Guardian Witness (Name) \_\_\_\_\_

Parent/Guardian Signature \_\_\_\_\_ Date \_\_\_\_\_