**Safe, Responsible and Respectful Online**

**Students** of [Exemplar State College]

In the event that you are engaging in online learning, please note that the same rules and norms apply as in a physical classroom (take notes; participate by asking and answering questions; wear classroom-ready clothing). For everyone’s benefit, join the class in a quiet place. Turn on your video (if enabled). Mute your microphone unless you are speaking. Close browser tabs not required for participating in class. The success of this form of learning depends on the same commitment we all bring to the physical classroom.

**General Rules**

1. Follow appropriate protocols when engaged in online and teleconference sessions with teachers and other students as outlined in the school’s ICT responsible use procedure ([Use of ICT systems](https://ppr.qed.qld.gov.au/pp/use-of-ict-systems-procedure)).
2. Be dressed in your school uniform when you appear on camera for any lessons or discussions with staff or other students, and use appropriate spoken and written language at all times.
3. Please make sure you set up your learning space in a quiet area, and that you remove any inappropriate or personal items from the view of the camera (e.g. posters, laundry).
4. Participate fully by meeting attendance requirements, participate in scheduled lessons, engage with online course material and initiate regular contact with teachers.
5. Use your EQ assigned web mail address for all communications with the school and take efforts to maintain communication through regular clearing of emails.

**Acceptable/appropriate use/behaviour by a student engaged in online learning**

It is acceptable for students to:

* use mobile devices for
  + assigned class work and assignments set by teachers
  + developing appropriate literacy, communication and information skills
  + authoring text, artwork, audio and visual material for publication on the intranet or internet for educational purposes as supervised and approved by the school
  + conducting general research for school activities and projects
  + communicating or collaborating with other students, teachers, parents or experts in relation to school work
  + accessing online references such as dictionaries, encyclopaedias, etc.
  + researching and learning through the department's eLearning environment
* be courteous, considerate and respectful of others when using a mobile device
* switch off and place out of sight mobile devices or other digital technologies during classes, where these devices and technologies are not being used in a teacher directed activity to enhance learning
* use personal mobile device for private use before or after school, or during recess and lunch breaks (if allowed by the school)
* seek teacher's approval where they wish to use a mobile device under special circumstances.

**Unacceptable/inappropriate use/behaviour by a student engaged in online learning**

It is unacceptable for students to:

* use the mobile device or other digital technology in an unlawful manner
* download, distribute or publish menacing, intimate, harassing or offensive messages or online content
* use of obscene, inflammatory, racist, discriminatory or derogatory language
* use content, language and/or threats of violence that may amount to bullying and/or harassment, self-harm or stalking
* insult, impersonate, harass or attack others or use obscene or abusive language
* deliberately waste printing and internet resources
* damage computers, printers or network equipment
* commit plagiarism or violate copyright laws
* ignore teacher directions for the use of social media, online email and internet chat
* send chain letters or spam email (junk mail)
* knowingly download viruses or any other programs capable of breaching the department's network security
* use in-device cameras anywhere a normal camera would be considered inappropriate, such as in change rooms or toilets
* invade someone's privacy by recording personal conversations or daily activities and/or the further distribution (e.g. forwarding, texting, uploading, Bluetooth use etc.) of such material
* use the mobile device (including those with Bluetooth functionality) to cheat during exams or assessments
* use mobile devices at exams or during class assessments unless expressly permitted by school staff.