

Online Conduct and Online Safety Policy

Purpose

This policy sets expectations for safe, respectful, and responsible online behaviour by all members of the school community. It ensures that digital environments uphold child safety and wellbeing consistent with Catholic values and MACS Child Safety standards.

Scope

This policy applies to:

- Students, parents, carers, staff, volunteers, and contractors engaging in online activities related to the school.
- All school-managed platforms, devices, and communication channels.

Definitions

- **Online Conduct:** Behaviour in digital spaces including email, social media, learning platforms, and messaging apps.
- **Online Safety:** Measures to protect children from harm, abuse, exploitation, and cyberbullying in digital environments.

Policy Statement

MACS schools commit to creating safe online environments that reflect Catholic values of respect, dignity, and care. All online interactions must support the wellbeing of children and comply with the Child Safety and Wellbeing Policy and the Child Safety Code of Conduct.

Principles

- **Respect and Dignity:** Treat all individuals with courtesy and care online.
- **Safety First:** Prioritize child protection in all digital interactions.
- **Transparency:** Use school-approved platforms for communication.
- **Accountability:** Report inappropriate online behaviour promptly.

Roles and Responsibilities

School Staff

- Model appropriate online behaviour and comply with the Child Safety Code of Conduct.
- Monitor school platforms for breaches of safety or conduct.
- Report concerns through mandatory reporting channels.

Students

- Use technology responsibly and respectfully.
- Report cyberbullying or unsafe online behaviour to a trusted adult.

Parents and Carers

- Support safe online practices at home.
- Engage with school platforms responsibly and respectfully

Acceptable Online Conduct

- Use respectful language and tone in all communications.
- Protect privacy and confidentiality of students and staff.
- Avoid sharing personal information or images without consent.
- Never engage in harassment, bullying, or grooming behaviours.

Online Safety Measures

- Implement secure passwords and two-factor authentication on school systems.
- Provide regular education for students and parents on cyber safety.
- Ensure all staff complete annual training on online safety and child protection.

Breaches and Consequences

- Breaches of this policy will be addressed under the school's disciplinary procedures and may involve reporting to external authorities where required by law.

Review Cycles

This policy will be reviewed every **two years**