



St. Clare College

MISSION

To provide quality and excellent global education for the total development of a responsible, innovative, skillful and professional global workforce whose values and dignity are beyond par.

VISION

To become the leading institution for professional development and the first and foremost provider of quality, affordable and sustainable development education.

ST. CLARE COLLEGE DIGITAL CITIZENSHIP POLICY

1. Purpose:

- 1.1 The purpose of this Digital Citizenship Policy ("Policy") is to establish guidelines for the proper use of digital and educational technologies by students of St. Clare College ("the College").
- 1.2 This Policy aims to promote responsible and ethical behavior in the use of digital resources and social media platforms, while safeguarding the reputation and interests of the College and its employees.

2. Acceptable Use of Digital/Educational Technologies:

- 2.1 Students are expected to use digital and educational technologies provided by the College for academic purposes, research, communication, and other authorized activities.
- 2.2 Students shall comply with all applicable laws, regulations, and College policies when using digital resources, including but not limited to copyright laws and intellectual property rights.

3. Responsible Use of Social Media Platforms:

- 3.1 Students are responsible for their behavior on social media platforms, both within and outside the College premises, when it relates to the College or its community.
- 3.2 Students shall refrain from engaging in cyberbullying, harassment, or any form of online misconduct that may harm, intimidate, or infringe upon the rights of others.
- 3.3 Students shall not create fake identities or profiles, misrepresent themselves, or engage in any activities that may deceive or manipulate others.
- 3.4 Students shall not engage in the unauthorized use of the College's logo, name, or other identifying marks in online content without proper authorization.
- 3.5 Students shall not participate in hacking, unauthorized access to systems, or any illegal

activities that compromise the security and integrity of digital resources.

4. Protection of Reputation and Privacy:

- 4.1 Students shall not engage in spreading false information, lies, gossip, or misinformation about the College, its employees, particularly the Board of Trustees, or any member of the College community.
- 4.2 Students shall respect the privacy of others and shall not disclose or share personal information without proper consent.
- 4.3 Students shall refrain from engaging in activities that may damage the reputation of the College or its employees, including posting defamatory or derogatory remarks or content online.

5. Consequences of Violations:

- 5.1 Violations of this Policy may result in disciplinary actions, which may include but are not limited to warnings, loss of privileges, academic penalties, suspension, or expulsion, as determined by the College administration.
- 5.2 The College reserves the right to investigate and take appropriate action regarding any violations of this Policy, even if the conduct occurs outside the College premises or during non-academic periods.

6. Reporting Violations:

- 6.1 Students are encouraged to report any violations of this Policy to the College administration or designated authorities.
- 6.2 Reports of violations will be treated seriously and confidentially, and appropriate actions will be taken to address the reported incidents.

By acknowledging this Policy, students of St. Clare College affirm their commitment to responsible digital citizenship and agree to abide by the rules and regulations set forth herein.

(Student's Signature over Printed Name)

(St. Clare College Representative's Signature over Printed Name)

Date

Date



THE SCHOOL OF LIFE SKILLS

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