ACCEPTABLE USE OF ICT FACILITIES AND DEVICES

This policy outlines the guidelines for the acceptable use of ICT facilities and devices. This includes the use of the internet, email and network services (such as printers, display units and interactive whiteboards) that are available through the department's/college's ICT network.

At all times students, while using these ICT facilities and devices, will be required to act in line with the requirements of the Code of School Behaviour and any specific rules of the college. In addition students and their parents should:

- understand the responsibility and behaviour requirements (as outlined by the college) that come with accessing the department's ICT network facilities
- ensure they have the skills to report and discontinue access to harmful information if presented via the internet or email
- be aware that:
  - access to ICT facilities and devices provides valuable learning experiences for students and supports the college's teaching and learning programs
  - ICT facilities and devices should be used appropriately as outlined in the college Student Code of Conduct, and the Code of School Behaviour
  - the college is not responsible for safeguarding information stored by students on departmentally-owned student computers or mobile devices
  - the college may remotely access departmentally-owned student computers or mobile devices for management purposes
  - students who use the college's ICT facilities and devices in a manner that is not appropriate may be subject to disciplinary action by the college, which could include restricting network access
  - despite internal departmental controls to manage content on the internet, illegal, dangerous or offensive information may be accessed or accidentally displayed
  - teachers will always exercise their duty of care, but avoiding or reducing access to harmful information also requires responsible use by the student.

Authorisation and controls:

The Principal reserves the right to restrict student access to the college's ICT facilities and devices if access and usage requirements are not met or are breached. However restricted access will not disrupt the provision of the student's educational program. For example, a student with restricted college network access may be allocated a stand-alone computer to continue their educational program activities.

The Department of Education monitors access to and use of its network. For example, email and internet monitoring will occur to identify inappropriate use, protect system security and maintain system performance in determining compliance with state and departmental policy.

The department may conduct security audits and scans, and restrict or deny access to the department's network by any personal mobile device if there is any suspicion that the integrity of the network might be at risk.

Responsibilities for using the college's ICT facilities and devices:

- Students are expected to demonstrate safe, lawful and ethical behaviour when using the college's ICT network as outlined in the college Student Code of Conduct and the Code of School Behaviour.
- Students are to be aware of occupational health and safety issues when using computers and other learning devices
- Parents/carers are also responsible for ensuring students understand the college's ICT access and usage requirements, including the acceptable and unacceptable behaviour requirements

- Parents/carers are responsible for appropriate internet use by students outside the college environment when using a college owned or provided mobile device
- The college will educate students regarding cyber bullying, safe internet and email practices, and health and safety regarding the physical use of ICT devices. Students have a responsibility to behave in line with these safe practices
- Use of the college's ICT network is secured with a user name and password. The password must be difficult enough so as not to be guessed by other users and is to be kept private by the student and not divulged to other individuals (e.g. a student should not share their username and password with fellow students)
- Students cannot use another student or staff member's username or password to access the college network. This includes not browsing or accessing another person's files, home drive, email or accessing unauthorised network drives or systems. Additionally, students should not divulge personal information (e.g. name, parent's name, address, phone numbers), via the internet or email, to unknown entities or for reasons other than to fulfil the educational program requirements of the college
- Students need to understand that copying of software, information, graphics or other data files may violate copyright laws without warning and be subject to prosecution from agencies to enforce such copyrights.

It is **acceptable** for students while at the college to:	It is **unacceptable** for students while at college 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 college
  - conducting general research for college activities and projects
  - communicating/collaborating with other students, teachers, parents or experts in relation to college 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 the mobile device during classes, where these devices 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
- seek teacher's approval where they wish to use a mobile device under special circumstances.
	- use the mobile device in an unlawful manner
	- download, distribute or publish offensive messages or pictures
	- use obscene, inflammatory, racist, discriminatory or derogatory language
	- use language and/or threats of violence that may amount to bullying and/or harassment, or stalking
	- insult, 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-phone 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 a mobile device (including those with Bluetooth functionality) to cheat during exams or assessments
	- take into or use mobile devices at exams or during class assessment unless expressly permitted by college employees.

USER AGREEMENT AND PARENT PERMISSION FORM:

Student:

I understand that the college's information and communication technology (ICT) facilities and devices provide me with access to a range of essential learning tools, including access to the internet. I understand that the internet can connect me to useful information stored on computers around the world.

While I have access to the college's ICT facilities and devices: I will use them only for educational purposes; I will not undertake or look for anything that is illegal, dangerous or offensive; and I will not reveal my password or allow anyone else to use my college account.

Specifically in relation to internet usage, should any offensive pictures or information appear on my screen I will close the window and immediately inform my teacher quietly, or tell my parents/guardians if I am at home.

If I receive any inappropriate emails while at school I will tell my teacher. If I receive any at home I will tell my parents/guardians.

When using email or the internet I will not:

• reveal names, home addresses or phone numbers – mine or that of any other person

• use the college's ICT facilities and devices (including the internet) to annoy or offend anyone else.

I understand that my online behaviours are capable of impacting on the good order and management of the college whether I am using the college's ICT facilities and devices inside or outside of college hours.

I understand that if the college decides I have broken the rules for using its ICT facilities and devices, appropriate action may be taken as per the college's *Student Code of Conduct*, which may include loss of access to the network (including the internet) for a period of time.

I have read and understood this procedure/policy/statement/guideline, the college Student Code of Conduct, and the Code of School Behaviour.

I agree to abide by the above rules/procedure/policy/statement/guideline.

_____ (Student's name)

_____ (Student's signature) _____ (Date)

Parent or guardian:

I understand that the college provides my child with access to the college's information and communication technology (ICT) facilities and devices (including the internet) for valuable learning experiences. In regards to internet access, I understand that this will give my child access to information on computers from around the world; that the college cannot control what is on those computers; and that a small part of that information can be illegal, dangerous or offensive.

I accept that, while teachers will always exercise their duty of care, protection against exposure to harmful information should depend upon responsible use by students/my child. Additionally, I will ensure that my child understands and adheres to the college's appropriate behaviour requirements and will not engage in inappropriate use of the college's ICT facilities and devices. Furthermore I will advise the college if any inappropriate material is received by my student/child that may have come from the college or from other students.

I understand that the college is not responsible for safeguarding information stored by my child on a departmentally-owned student computer or mobile device.

I understand that the college may remotely access the departmentally-owned student computer or mobile device for management purposes.

I understand that the college does not accept liability for any loss or damage suffered to personal mobile devices as a result of using the department's facilities and devices. Further, no liability will be accepted by the college in the event of loss, theft or damage to any device unless it can be established that the loss, theft or damage resulted from the college's/department's negligence.

I believe _____ (name of student) understands this responsibility, and I hereby give my permission for him/her to access and use the college's ICT facilities and devices (including the internet) under the college rules. I understand where inappropriate online behaviours negatively affect the good order and management of the college, the college may commence disciplinary actions in line with this user agreement or the *Student Code of Conduct*. This may include loss of access and usage of the college's ICT facilities and devices for some time. I have read and understood this procedure/policy/statement/guideline and the college Student Code of Conduct and the Code of School Behaviour. I agree to abide by the above rules / the procedure/ policy/ statement/ guideline.

_____ (Parent/Guardian's name)

_____ (Parent/Guardian's signature) _____ (Date)