ALEXANDRA SECONDARY COLLEGE

A TRIBES COMMUNITY

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Information, Communication and Technology (ICT) and Internet use Policy

1. POLICY STATEMENT

The internet, combined with the college's mobile devices program, offers huge potential benefits for teaching and learning. It offers wonderful opportunities for students and teachers to contribute to the world community on the web. Blogs, social networking spaces such as Facebook and instant messaging tools such as MS Messenger are now part of students' and staff 'life online'.

Students and teachers can:

- explore the world online
- visit museums and libraries around the world
- access rich information resources to support research and investigations
- communicate and collaborate with people all over the world
- publish to the web

The Secondary College has an important role in preparing students for these 'online communities', even though students may not access some online communities at school (e.g. Facebook).

Before our students start to use devices to explore the Internet, it's vital to make sure everyone understands what they should and shouldn't be doing online.

Behaving safely online means:

- protecting their own privacy and personal information
- selecting appropriate spaces to work and contribute too
- protecting the privacy of others (such as sharing personal information or images)
- being proactive in letting someone know if something is 'not quite right' - at home this would be a parent or guardian, at school a teacher

These principles of safety and responsibility are not only specific for the web but apply to the use of internet at school. Just as in the real world, the virtual world of the internet involves some risks. The Secondary College has developed proactive strategies that help to minimise these risks to our students.

2.   GUIDELINES

2.1   Use of the college's devices and/or network to access the Internet and Internet services, including electronic mail and the World Wide Web, will be governed by an Acceptable Use Procedures (AUP) for the Internet and mobile devices.

2.2   The Acceptable Use Procedures (AUP) is intended to encourage responsible maintenance and use of devices and to reflect a respect for the ability of its adherents to exercise good judgment.

2.3   Release of devices to students and independent student use of the internet at school will only be permitted where students and their parents/careers provide written acknowledgement that students agree to act in accordance with the conditions of loan and standards of conduct established in the Acceptable Use Procedures (see appendix A).

2.4   While we do not ask staff sign a written agreement, the Guidelines still apply to them, and staff should be familiar with the DET Acceptable Use Policy which can be found at DET Acceptable Use Policies

2.5   Students and staff can expect sanctions if they act irresponsibly and disregard their obligations to other users and the college as the provider of their Internet access.

2.6   Students and staff must not use a mobile device or the college network in breach of a law or to commit an offence.

3.   PROGRAM

3.1.1   The use of the college's network is subject to the Acceptable Use Procedures (see appendix A). Briefly this means that the college's network can be used only by staff, students and associated individuals (e.g. visiting teachers) and only for, or in connection with, the educational or administrative functions of the college.

3.1.2   The Acceptable Use Procedures (AUP) is intended to operate within and be consistent with existing school policies and procedures in areas such as:

- **Anti-bullying (including cyber-bullying) and Anti-harassment**
- **Student Welfare**

3.2.1   Responsibility and accountability for network security is the shared responsibility of all network users. It is the responsibility of staff and students to protect their passwords and not divulge them to another person. If a student or staff member knows or suspects their account has been used by another person, the account holder must notify a teacher or the administration as appropriate, immediately.

3.2.2   All messages created, sent or retrieved on the college's network are the property of the school, and should be considered public information. The college reserves the right to access and monitor all messages and files on the computer system as deemed necessary and appropriate. Internet messages are public communication and are not private. All communications including text and images can be disclosed to law enforcement and other third parties without prior consent from the sender.

3.3   Independent student use of the internet on the college's network will only be permitted where students and their parents/carers provide written acknowledgement that students agree to

act in accordance with the standards of conduct established in this policy document and as set-out in the Acceptable Use Procedures (AUP).

3.4.1   For breeches of the Acceptable Use Procedures students and staff can face a number of consequences depending on the severity of the breech and the context of the situation. More than one consequence may apply for a given offence. Serious or repeated offences will result in stronger penalties:

For Students;

- removal of network access privileges
- removal of email privileges
- removal of internet access privileges
- removal of printing privileges
- paying to replace damaged equipment
- other consequences as outlined in the college's discipline policy

For Staff;

- Non-compliance will be regarded as a serious matter and appropriate action, including termination of employment may be taken

3.4.2   Bullying and harassment of any kind is prohibited. No messages with derogatory or inflammatory remarks about an individual or group's race' religion, national origin, physical attributes, or sexual preference will be transmitted. Violations of any guidelines listed above may result in disciplinary action.

3.5   While the Internet may be largely a self-regulated environment, the general principles of law and community standards still apply to communication and publishing via the Internet. In addition to college penalties, there are legal sanctions for improper use of the Internet.

4.   LINKS AND APPENDICES (including processes related to this policy)

The Key Link connected with this policy is:

- DET Using Technology to Support Teaching

Appendix A: Acceptable Use Procedures (AUP) for the mobile devices and the Internet

Other college policies which are connected with this policy are:

- The college's Anti-bullying (including cyber-bullying) and Anti-harassment Policy
- The college's Student Engagement & Well being Policy

Evaluation

This policy will be reviewed and endorsed by Alexandra Secondary College Council every 3 years or more often if necessary due to changes in regulations or circumstances.

Date Implemented	26th October 2015
Author	Leading Teacher ICT
Approved By	Alexandra Secondary College School Council
Date Reviewed	26th October 2018
Responsible for Review	Leading Teacher

Appendix A : GUIDELINES AND CONDITIONS ACCEPTABLE USE PROCEDURES FOR THE COLLEGE'S INTERNET AND MOBILE DEVICES

Part A – Agreement to be signed by the student and parent

Alexandra Secondary College ICT ACCEPTABLE USE AGREEMENT

Alexandra Secondary College believes the teaching of cyber safety and responsible online behaviour is essential in the lives of students and is best taught in partnership between home and school. 21st century students spend increasing amounts of time online, learning and collaborating. To be safe online and to gain the greatest benefit from the opportunities provided through an online environment,students need to do the right thing by themselves and others online, particularly when no one is watching. Safe and responsible behaviour is explicitly taught at our school and parents/carers are requested to reinforce this behaviour at home. Some online activities are illegal and as such will be reported to police.

Part A - College support for the safe and responsible use of digital technologies

Alexandra Secondary College uses the Ultranet, internet and digital technologies as teaching and learning tools. We see the internet and digital technologies as valuable resources, but acknowledge they must be used responsibly. Your child has been asked to agree to use the Ultranet, internet and mobile technologies responsibly at school. Parents/carers should be aware that the nature of the internet is such that full protection from inappropriate content can never be guaranteed.
At Alexandra Secondary College we:
• have policies in place that outline the values of the school and expected behaviours when students use digital technology and the internet
• provide a filtered internet service
• provide access to the Department of Education and Early Childhood Development's search engine Connect
• provide supervision and direction in online activities and when using digital technologies for learning
• support students in developing digital literacy skills
• have a cyber safety program at the college which is reinforced across the school
• use mobile technologies for educational purposes (e.g. podcasts or photos from excursions)
• provide support to parents/carers to understand this agreement (e.g. language support)
• provide support to parents/carers through information evenings and through the document attached to this agreement for parent to keep at home

The term Web 2.0 usually refers to web applications that facilitate collaboration and information sharing on the web. The term "Read Write Web" is often used in interchangeably with Web 2.0. Examples of Web 2.0 include social networking sites such as Twitter and Facebook, blogs, wikis, video sharing sites such as YouTube, web applications such as GoogleDocs, Office 365, mashups that allow users to combine different types of media into a new product, and cloud computing.

Part B - Student Agreement

When I use digital technologies I agree to be a safe, responsible and ethical user at all times, by:
• Respecting others and communicating with them in a supportive manner; never writing or participating in online bullying (for example, forwarding messages and supporting others in harmful, inappropriate or hurtful online behaviours).
• Protecting my privacy; not giving out personal details, including my full name, telephone number,

address, passwords and images.
• Protecting the privacy of others; never posting or forwarding their personal details or images without their consent.
• Talking to a teacher if I feel personally feel uncomfortable or unsafe online, or if I see others participating in unsafe, inappropriate or hurtful online behaviours.
• Carefully considering the content that I upload or post online; this is often viewed as a personal reflection of who I am.
• Investigating the terms and conditions (e.g. age restrictions, parental consent requirements). If my understanding is unclear I will seek further explanation from a trusted adult.
• Confirming that I meet the stated terms and conditions; completing the required registration processes with factual responses about my personal details.
• Handling ICT devices with care and notifying a teacher if it is damaged or requires attention.
• Abiding by copyright and intellectual property regulations. If necessary, I will request permission to use images, text, audio and video and cite references.
• Not interfering with network systems and security, the data of another user or attempting to log into the network with a user name or password of another student.
• Not bringing to school or downloading unauthorised programs, including games.

Definition of Digital Technologies
This Acceptable Use Agreement applies to digital technologies, social media tools and learning environments established by our college or accessed using college owned networks or systems, including (although are not limited to):

• School owned ICT devices (e.g. desktops, laptops, printers, scanners)
• Mobile phones
• Email and instant messaging
• Internet
• Social networking sites (e.g. Facebook, edmodo, Sentral)
• Video and photo sharing websites (e.g. Picassa, Youtube)
• Blogs, including corporate blogs and personal blogs
• Micro-blogs (e.g. Twitter)
• Forums, discussion boards and groups (e.g. Google groups, Whirlpool)
• Wikis (e.g. Wikipedia)
• Vods and podcasts
• Video conferences and web conferences.
This Acceptable ICT Use Agreement also applies during school excursions, camps and extra-curricula activities.

1. Purpose
The digital device is to be provided as a tool to assist student learning both at school and at home.

2. Equipment
2.1 Ownership
2.1.1 The student must bring portable devices fully charged to school every day. Powercords should, where possible be left at home.
2.1.2 The school retains ownership of the device and its accessories where applicable, unless within a BYOD (Bring Your Own Device) or lease program.
2.1.3 Parents/carers and students should be aware that files stored on the device or on the school's infrastructure are not private and must meet the DET
2.1.4 If the student leaves the school the device must be returned to the school where applicable ownership applies

2.2 Damage or loss of equipment
2.2.1 All devices and batteries are covered by a manufacturer's warranty. The warranty covers manufacturer's defects and normal use of the device. It does not cover negligence, abuse or

malicious damage.

2.2.2 Any problems, vandalism, damage, loss or theft of the device must be reported immediately to the school. This includes any un-authorised "personalisation" of the device such as scribling, adding stickers etc.

2.2.3 In the case of suspected theft a police report must be made by the family and a copy of the report provided to the school. Note: That theft from a locker not padlocked, may not be viewed as a theft by the insurer.

2.2.4 In the case of loss or accidental damage a statement should be signed by a parent/ carer provided to the school. For loss, the student/parent must replace the cost of a new digital device.

2.2.5 If a device is damaged or lost the principal will determine whether replacement is appropriate and/or whether or not the student retains access to a device for home use.

2.2.6 Students will be required to replace lost or damaged accessories.

2.2.7 If a device is damaged and said damage is not covered by the manufacturer's warranty or any of the college's insurance arrangements, the principal of the College may determine that the student must pay to the college the costs of repairing the damage or if necessary the costs of replacing the device. In most cases the student will need to pay an excess fee determined by their insurer or lease agreement

2.3 Substitution of equipment

2.3.1 When a device is replaced under warranty, its type of replacement will depend upon the respective manufacturer's warranty.

3. Standards for device
The student is responsible for:

3.1.1 Taking care of digital devices in accordance with school guidelines

3.1.2 Adhering to the school's Acceptable Use Agreement when using the machine at home

3.1.3 Backing up data securely on a regular basis

3.1.4 Maintaining settings for virus protection, spam and filtering that have been set as a departmental standard.

3.1.5 If the device is school owned students must return the device and all accessories by the notified due date in Term Four

ICT ACCEPTABLE USE AGREEMENT

Please note that a copy of the following agreement will be provided in hard copy for each new student enrolling at the college.

I acknowledge and agree to follow these rules. I understand that my access to the Internet and mobile technology at school will be renegotiated if I do not act responsibly.

I have read the Acceptable ICT Use Agreement carefully and understand the significance of the conditions and agree to abide by these conditions. I understand that any breach of these conditions will result in internet and mobile technology access privileges being suspended or revoked. I also understand that if a school device is lost or damaged, that I may be liable for replacement and/or repair of the device.

Student Surname _____ **First Name** _____

Student ID (if known) _____ **Home Group** _____

Student Signature

Parent/Carer Name

Parent/Carer Signature

Date

For further support with online issues students can call Kids Helpline on 1800 55 1800. Parents/careers can call Parent line 132289 or visit http://www.cybersmart.gov.au/report.aspx

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