

ICT and Internet Acceptable Use Policy

Policy Development and Management

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Introduction

The use of Information and Communications Technology (ICT) at Northside Christian College is incorporated in almost every aspect of our teaching and learning programs. At Northside Christian College, we believe that it is important for our staff and students to develop the skills necessary to become responsible, reliable and respectful users of ICT. We have developed this policy to assist students and teachers to use a whole range of technologies appropriately. The ICT and Internet Acceptable Use Policy addresses relevant moral, legal and professional issues.

Aims

- To ensure safe and responsible use, and ongoing care of all our ICT resources.
- To safeguard student safety in an online environment.
- To improve student learning outcomes by increasing access to world-wide information.
- To develop skills to discriminate and apply appropriate Internet and computer usage.
- To encourage and promote ethical digital citizenship and cyber safety.

Definitions

For the purpose of this policy Information and Communications Technology (ICTs) are defined as being any electronic device or application which allow a user to access, receive, record, or send information, as text, images, audio, or video.

Rationale

Northside Christian College provides access to the Internet for students and staff. The College provides ICT facilities for its students essentially for educational purposes related directly to their courses of study. The College's ICT facilities are not provided for social or recreational purposes. This is not the role or responsibility of the College. In choosing to use the College's ICT facilities, students are on trust to adhere to these principles. Further, no student may ever use College ICT facilities for illicit purposes, for purposes of fraud or deception, or to create or access material that could give offence.

The development of online resources for the purposes of supporting and extending students' learning is considered to be an advantage to them. Teacher-directed and independent research activities undertaken by students have the potential to broaden their outlook and understanding of issues and provide them with up to date information relevant to the curriculum.

The College does, however, recognise that the Internet provides access to the World Wide Web, which contains material inappropriate for school and student use.

Whilst care is taken to ensure that students will use the Internet for positive education outcomes, including blocking and screening known objectionable sites, the College cannot guarantee that students will not find ways to access offensive or inappropriate materials.

The College reserves the right to monitor all files, emails and Internet activity taking place on the College's computer network.

In summary, this means students are trusted to:

- Use College ICT facilities only for educational purposes.
- Never use the computer facilities to do anything illegal, fraudulent or deceptive.
- Never create or access offensive materials intentionally.
- Not use chat-lines, Facebook, or other social network sites, unless it is by special arrangement with a teacher who has organised it for specific educational purposes.
- Never use another student's log-in and password and keep their own password confidential.
- Not to establish Virtual Private Networks (VPNs) to bypass the College network.

Implementation

- The College actively supports access by students to the widest variety of information resources available, accompanied by the development of the skills necessary to filter, analyse, interpret and evaluate information encountered.
- Student behaviour when using College computers, iPads and networks, when using the Internet and e-mail, and when engaging in any activity with College computers must be consistent with the College's Terms and Conditions and Computer and Internet Rules. (See below)
- Signed parent and student consent (see below) is required to be completed in order to gain access to the Internet, or to publish work, photos or videos using the Internet.
- The consent form is published in the College Handbook for parents and is expected to be signed by all students at the College.
- Privacy of students, parents, staff and other users must be recognised and respected at all times. Students will only identify themselves on the internet by their first name and last initial.
- Staff are expected to utilise and integrate technologies, including on-line learning opportunities, into their programs for all students.
- The College will provide appropriate professional development and support for all staff.

The Role of Students

Students are responsible for their own good behaviour relating to all uses of College ICT facilities. They must act in accordance with the "ICT Code of Conduct". Communications and activities on the information networks provided by the College are subject to the same rules that govern student conduct and standards of communication.

Students are subject to the College's Behaviour Management Policy and Student Code of Conduct when using ICT resources (whether accessing or using them from school, home or elsewhere).

Students and families in possession of College owned devices (including but not limited to laptops, cameras, digital cameras, video cameras, projection devices and hand held devices) are guided by the relevant College policies stated in this document.

The Role of Parents

Parents and guardians are ultimately responsible for setting and conveying the standards that their children should follow. The College expects that those standards will be in accordance with College rules and the Student Code of Conduct, the ICT Code of Conduct, this policy and other College policies.

The Role of Teachers

The College expects that staff will incorporate appropriate use of such information throughout the curriculum and that teachers will provide guidance and instruction to students in the appropriate use of such resources. This will include staff facilitating students accessing information in support of and to enrich the curriculum while taking into account the varied instructional needs, learning styles, students with disabilities, gifted and talented students and development levels of the students.

College staff are also expected to adhere to the "ICT Code of Conduct" document and other related policies. Teachers are expected to set standards that are in the best interests of learning and responsible use of technology as outlined in the related policies and documents.

Staff should regularly update and improve their ICT skills as a matter of professional learning and endeavour to utilise electronic learning resources where appropriate. This includes maintaining a balanced approach to use of technology with the philosophy that digital devices are just one of a number of learning tools in the teaching and learning repertoire and therefore its use should be balanced and predicated on sound educational thinking.

The Role of the College

The College undertakes a commitment to implement and uphold the ICT and Internet Acceptable Use Policy and to provide appropriate physical and financial resources to enable safe, educationally relevant access to the Internet and other ICT resources for staff and students.

The College undertakes to ensure that information published on the College Network / Internet by students or the other members of the College community under the College's name meets legal requirements and standards of general practice within the community in relation to copyright and safety.

Use of Computers and other Equipment

The care and correct use of our ICT equipment is vitally important to the ongoing success of our teaching and learning. All members of the College must share the responsibility for the maintenance and careful use of our digital devices and other audio / video / photography equipment at all times.

- All students have been issued with a College network account.
- All students have been issued with a personal password. Younger students have a simplified approach.

Use of the Schoology and Web-based Systems

Schoology can be accessed through the College Network whilst at the College or remotely from home through a student's own internet connection.

Schoology and other websites and applications are provided and hosted by third parties; the content and operation of these systems are not fully controlled by the College. The use of these websites may be governed by the third party provider's terms of use and students must comply with such terms when using the site. Students may be required to create a log-in for these websites, which will include the disclosure of their name and College email address.

Terms and Conditions

- Students must read and familiarise themselves with the contents of this policy document.
- Students must sign a declaration that they understand the Internet Usage Policy and undertake to abide by it.
- Internet access and usage of College ICT facilities is an integral part of the College curriculum. Improper use, however, will result in the suspension of access at any time by the class supervising teacher or other member of staff. Repeated or severe misuse may also result in further disciplinary action being taken by the College.
- A student will only be allowed to access the Computer Network/Internet upon receipt of a consent form signed by both the student and a parent or guardian.
- The following are deemed, by example, as acceptable uses of the Internet within the College:
 - To research material for specific class projects
 - To supplement course materials and information
 - To research career choices
 - To undertake quality self-discovery activities related to, e.g. a hobby (only if the machine you are using is not required by another student for legitimate educational purposes).

Computer and Internet Rules

Students are not to use the Internet for unacceptable uses. In general, this includes downloading, viewing, copying, sharing or uploading any material that is illegal, obscene, pornographic, dangerous or offensive. In particular, a student must not:

- Obtain, view or send messages or files containing sexually explicit images or words or coarse language.
- Send or obtain any material, information or software in violation of State or Commonwealth law. The software available for students' use on the College Network is all legally licensed. It is illegal to bring software from home and

install it on either the network or individual classroom computers without the appropriate licence. Students must not install any programs on any computer in the College.

- Alter any College computer settings without permission. This includes screensavers, wallpapers, desktop themes, etc. [Some programs require certain computer settings and should these need to be changed students will be trained to do so.]
- Access other students' work folders or access, alter or delete their files.
- Bring food or drink near any of the computers.
- Use any files on USB drive that have not been properly virus checked. Any students' home computers should have reasonably up-to-date virus checking software installed before copying files onto USB drives and using them on College computers.
- Divulge details such as home addresses, phone number, and personal details, about themselves or others via email or other modes unless approved by a teacher.
- Agree to meet with someone you have met online.
- Infringe on copyright or plagiarise materials found on the Internet.
- Buy or sell goods over the Internet.
- Attempt to gain unlawful access, obtain passwords to or interfere with any other computer system.
- Download from the Internet any music, game or video clips without the specific permission of a teacher.
- Use the Internet to send or receive emails without the specific permission of a teacher.
- If in doubt about what is permitted at any time, students must ask a teacher.
- Children in all grades have their own folder on the Network File Server. It is each child's responsibility to maintain their folder and its contents. Unacceptable files found within these folders will be immediately removed. Should any child find an unacceptable file within their own folder, they should immediately inform a teacher.

Any student who inadvertently accesses inappropriate, threatening or offensive material is to immediately notify the class teacher.

The Internet / World Wide Web contains a vast amount of resources, but not all the information available on it has been properly vetted or subjected to the review processes, which generally occur with material published in more traditional formats. Students should, therefore, be aware that information obtained through the Internet may or may not be correct and hence must apply discretion in their use of it. The critical assessment of material is a vital research skill, which students should aim to develop.

Students should at all times be mindful of their responsibility to use computing resources wisely and thoughtfully. They should respect the rights and feelings of others and display appropriate etiquette and manners. Their actions should uphold the mission, values and good name of the College.

Improper use of the Internet or ICT facilities will result in the offending student being barred from using those facilities either temporarily or permanently by the College. Additionally, disciplinary action will also be applied relative to the College's Behaviour Management Policy.

Computer/ Internet Access Agreement

The use of ICTs and Internet at Northside Christian College is a privilege. They are to be used for educational purposes only. While I have access to Computers and the Internet, I agree that:

- I will use them for educational reasons only.
- I will not obtain, view, share or send messages or files containing sexually explicit images, words or coarse language.
- I will not send or obtain any material, information or software or download the same, without permission.
- If I come across something that is illegal, dangerous or offensive, I will clear any offensive pictures or information from my screen and immediately tell the nearest teacher.
- I will not divulge details such as home addresses, phone number, and personal details.
- I will not use the Internet to annoy or offend anyone else. I will respect the privacy of others.
- I will not give my password to anyone else, or give permission for someone else to use my computer account.
- I will not access other students' work folders or access, alter or delete their files.
- I will not claim the work of others as my own (this is plagiarism).
- I will respect the expensive equipment provided for my use by not disrupting or damaging equipment.
- I will not deliberately change the ICT settings on any equipment or operating environment.
- I understand that it is my responsibility to make back up copies of my work when necessary.
- I will not access Facebook or other social network sites unless given specific permission.
- I recognise that Internet usage is for educational purposes only.

Having read this agreement, I agree to abide by the terms and conditions and Computer/ Internet rules, as written. I understand that if I break these rules, appropriate action will be taken. This may include loss of my digital device and Internet access privileges and /or contacting my parents or carers.

We have read, understood and agree to accept the ICT and Internet User Policy.

Student Name Year Level

Student Signature..... Date: ____/____/____

Parent / Guardian Signature..... Date: ____/____/____

Acceptable Use of Email facilities

- All students have access to a College email account.
- Students should always use normal, polite and considerate language when using email facilities to send and receive messages.
- Students should refrain from forwarding emails or opening attachments, without teacher approval, in case of viruses or unacceptable spam.
- Sending any personal information (full name, address, phone numbers, etc) via the College Email system is strictly forbidden.
- The exchange of other files (graphics, sounds, etc.) using the College Email system is unacceptable without teacher permission.
- If students should receive a message via Email, which makes them feel uncomfortable, they are to immediately tell a teacher.

Copyright Laws

- Students and teachers must consider Copyright Laws at all times when copying any type of material for use in their work.
- If student work is to be published only within the College setting (eg. books, posters, presentations, etc.) then materials copied from other sources need only be referenced in a bibliography or reference list.
- If student work is to be published on the Internet permission must be gained from the owners of any material copied or used within their work, e.g. pictures, music sounds, songs, video clips, etc. Such permission may be gained through Email contact, written requests, etc.
- If students are unsure as to whether they require Copyright permission, they should ask a teacher for advice.

Illegal Activities

Students need to be aware that they are subject to laws relating to the use of ICT.

Students will NOT:

- Attempt to gain access to any computer system or service, to which you do not have authorised access. This includes attempting to log in using another person's account or accessing another person's files or emails.
- Make deliberate attempts to disrupt other people's use of ICTs.
- Make deliberate attempts to destroy data by spreading computer viruses or by any other means.
- Engage in any illegal act, such as threatening the personal safety of others, arranging for a drug sale or the purchase of alcohol, engaging in criminal activity, etc.
- Install or use software which is not licensed by the College.

Digital Citizenship

A Digital Citizen is defined as a person who is a frequent user of information and communication technologies. A Digital Citizen has the same rights and responsibilities as a citizen in the 'real world'. Operating and communicating in the digital world leaves a digital footprint, a permanent reminder of our actions, inactions and interactions.

Students at Northside Christian College are expected to apply the same principles of good citizenship to their interactions online.

The following guidelines are expected to be followed.

Respect Yourself

Select names and images that portray you in a positive light. Do not post any information that you would not want your mother, grandparent or employer to see.

- I will show respect for myself through my actions.
- I will select online names that are appropriate.
- I will consider the information and images that I post online.
- I will consider what personal information about my life, experiences, experimentation or relationships I post.
- I will not be obscene.

Protect Yourself

Set the privacy settings on your tools to control access to your updates, posts or profile. Be sure of the facts you post. It's easy to send an email or post a message, in a moment of high emotion, but once sent it is almost impossible to delete. Think before you post.

If you are meeting someone you have met online in the real world, discuss it with people you trust, parents, friends, teachers etc. and never meet them alone.

- I will ensure that the information, images and materials I post online will not put me at risk.
- I will not publish my personal details, contact details or a schedule of my activities.
- I will report any attacks or inappropriate behaviour directed at me.
- I will protect passwords, accounts and resources.

Respect Others

As a responsible Digital Citizen, you model respect for other people. If you gossip or attack a person online, the potential audience is immense. A good general rule to follow is: If you wouldn't say it in person, don't say it online. If you have nothing nice to say, then say nothing. Don't forward it, don't visit it, and don't condone it. You may not be in the same room as another, but you are not anonymous.

- I will show respect to others.
- I will not use electronic mediums to defame, bully, harass or stalk other people.

- I will show respect for other people in my choice of websites.
- I will not visit sites that are degrading, pornographic, racist or inappropriate.
- I will not abuse my rights of access and I will not enter other people's private spaces or areas.

Protect Others

We can protect others by not tolerating, and reporting behaviour that is inappropriate or unacceptable. Don't forward emails that are derogatory, delete them. Have a policy of zero tolerance for unacceptable behaviour. Consider what it would feel like if you were the recipient of such activity.

- I will protect others by reporting abuse, not forwarding inappropriate materials or communications; and not visiting sites that are degrading, pornographic, racist or inappropriate.

Respect Intellectual Property

You can respect the intellectual property of others by citing the source of images and information you use, giving credit where credit is due, asking permission before you use material written by others and linking to websites rather than downloading and reposting

- I will request permission to use resources.
- I will reference the use of websites, books, media etc.
- I will request to use the software and media, others produce.
- I will use free and open source alternatives rather than pirating software.
- I will purchase, license and register all software.
- I will purchase my music and media, and refrain from distributing these in a manner that violates their licenses.
- I will act with integrity.

Consequences for the Disregard of the Acceptable Use Policy

All students at Northside Christian College have a right to use the ICT facilities available to them. They also have a responsibility to use it sensibly and maturely, and treat equipment and others with respect. Should students not do this; the following system of penalties will be applied as appropriate.

First Offence	Verbal warning to student
Second Offence	One week suspension from using ICT facilities within the College. Parents are notified.
Third Offence	One week suspension from using any ICT facilities within the College. Possible other consequences are deemed appropriate in the College's Behaviour Management Policy.
Fourth Offence	Meeting with parents. Possible suspension from use of ICT facilities for the remainder of the Term in which the offences occurred. Possible other consequences are deemed appropriate in the College's Behaviour Management Policy.

Note: That should a deliberate or particularly offensive act occur, Steps 1 – 3 may be bypassed. All offences and actions taken will be reported to the Principal and the Director of Learning.

Limitations can be placed on an individual student's user privileges.

Communication

These guidelines will be published in part or whole in the College handbooks and in the newsletter, and will be reinforced by College staff on commencement of classes and as required.

Evaluation

This policy will be reviewed as part of the College's three-year review cycle.

Related Policies

Electronic Devices Policy

Appendix A: Sample Parent Letter

Dear Parents/Guardians,

Northside Christian College has a College wide computer network that supports effective student learning across the College's curriculum. This network also provides student access to the Internet and email.

It is important that you and your child are familiar with the guidelines as stated in the accompanying Information Communication Technology and Internet Acceptable Use Policy.

The aim of the policy document is to:

- Ensure safe and responsible use, and ongoing care of all our ICT resources.
- Safeguard student safety in an online environment.
- Improve student learning outcomes by increasing access to world-wide information.
- Develop skills in appropriate Internet and computer usage.
- Encourage and promote ethical digital citizenship and cyber safety.

The use of your child's account must be in support of, and consistent with, the educational objectives of the College, the College's Behaviour Management Policy and the Information Communication Technology Acceptable Use Policy and Agreement.

Failure to follow these guidelines will result in the loss of privilege to use these facilities.

Although we have established Acceptable Use policies, please be aware that there may be unacceptable material or communications on the Internet that your child can access.

Northside Christian College provides a filtered internet feed and students and teachers will always exercise their duty of care, however, protection against exposure to harmful information on the Internet must depend finally upon responsible use by students.

Please read and discuss the attached policy with your child. Complete and return the signed Agreement to the College Office.

Please contact a Director of Learning should you have any concerns or wish to discuss the matter further.

Yours sincerely

Principal