Acceptable Use of Information and Communication Technology (ICT)

Rationale

Information and Communication Technology (ICT) is becoming increasingly central in the lives of our students and their futures. Great Southern Grammar recognises the value of providing our students with ICT tools and facilities. The School places a high priority on providing students and staff with ICT facilities and devices that benefit student learning outcomes, and contributes to the effective operation of the School.

Our students live and learn in a technology-rich world and we need to ensure they are developing 21st century skills, equipping them for life and work beyond the classroom. GSG’s 1:1 Technology Program aims to promote individualised learning to increase students’ independent, self-initiated learning.

The School has a duty to maintain a safe physical and emotional environment for its students. This includes the management of ICT use and related cybersafety issues.

Policy

Great Southern Grammar’s Acceptable Use of ICT Policy aims to maintain systematic and effective cybersafety practices that maximises the benefits of ICT to student learning and to the effective operation of the School, while minimising and managing risks.

The safety of our students in their use of ICT is a priority for GSG. The overall goal of the School in this matter is to create and maintain a cybersafety culture that is in keeping with the values of the School and legislative and professional obligations.

ICT equipment and facilities are to be used for educational and administrative purposes appropriate to the School environment. This applies whether the ICT equipment is owned or leased either partially or wholly by the School, and used on or off the School site.

All students and parents/guardians must read and sign an Acceptable Use of ICT Agreement which details students’ responsibilities and the nature of possible consequences associated with cybersafety breaches.

The cybersafety practices detailed in the Acceptable Use of ICT Agreement aim to maintain a cybersafe School environment, and to address the need of students and other members of the School community to receive education about the safe and responsible use of present and developing information and communication technologies.

Great Southern Grammar will:

- maintain an effective cybersafety program. This includes working to restrict access to inappropriate, harmful or illegal material on the Internet or School ICT equipment and
ICT Acceptable Use Policy

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facilities at school or at school-related activities, through filtering and/or supervision as appropriate, and enforcing the ICT rules and requirements detailed in use agreements;

- keep this signed Acceptable Use of ICT Agreements file;
- respond appropriately to any breaches of the use agreements;
- provide members of the School community with cybersafety education to complement and support the Use Agreement initiative; and
- welcome enquiries from students or parents about cybersafety issues.

Acceptable Use of ICT Agreement

All students and parents/guardians must read and sign an Acceptable Use of ICT Agreement which details students’ responsibilities and the nature of possible consequences associated with cybersafety breaches before being allowed access to the Schools ICT facilities and equipment. There are two versions of the Agreement: one for Junior School students in Years Three to Six and another for Middle and Senior School students. The agreements have been tailored to ensure they are age-appropriate and the students understand the contents.

The ICT Use Agreement for Year Three to Year Six students is explained by class teachers in Term One and sent home to be co-signed by students and parents, and returned to school. This agreement adheres to the principles and practices of the Middle School and Senior School policy and develops a pathway for acceptable use of technology from Year Three. It endeavours to educate young learners in using technology for correct purposes and in an acceptable and appropriate manner.

Acceptable Use of ICT Agreement (Junior School)

As a safe and responsible user of Information and Communication Technology (ICT) I will help keep myself and other people safe by following these rules:

1. I will not use School ICT equipment until my parent(s) and I have signed this Agreement (see last page) and the completed form has been returned to school.

2. I may only use the computers and other School ICT equipment for my schoolwork (no access to youtube.com or games unless teacher directed).

3. If I am unsure whether I am allowed to do something involving ICT, I will ask the teacher first.

4. I will log on only with my own user name. I will not allow anyone else to use my user name, nor will I attempt to log on or use a computer left logged by another user.

5. I will not tell anyone else my password.

6. I may only use school computers when a teacher gives permission and an adult is present. (Computers in the Junior School Computer Lab are not available before or after school.)

7. I understand that I must not, at any time, use the Internet, email, mobile phones or any ICT equipment to be mean, rude, or offensive, or to bully, harass, or in any way harm anyone else connected to our School, or the School itself, even if it is meant as a joke.

8. While at school, I will not:
   - Attempt to search for things online I know are not acceptable at our School. This could include anything that is rude or violent or uses unacceptable language such as swearing;
   - Make any attempt to get around, or bypass, security, monitoring and filtering that is in place at our School.

9. If I find anything mean or rude or anything I know is not acceptable at our School on any ICT, I will:
10. I understand that I must not download or copy any files such as music, videos, games or programs without the permission of a teacher. This is to ensure we are following copyright laws.

11. I understand that these rules apply to any privately owned ICT equipment/device (such as an iPad, laptop, mobile phone, USB drive or camera) I bring to school or a school-related activity. Any images or material on such equipment/devices must be appropriate to the school environment.

12. I will ask my teacher’s permission before giving out any personal information online. I will also get permission from any other person involved.

   Personal Information includes:
   - Name
   - Address
   - Email address
   - Phone numbers
   - Photos

13. I will respect all School ICT and will treat all ICT equipment/devices with care. This includes:
   - not intentionally disrupting the smooth running of any School ICT systems;
   - not changing the setup of any School ICT equipment in any way;
   - not attempting to hack or gain unauthorised access to any system;
   - following all School cybersafety rules;
   - not joining in if other students choose to be irresponsible with ICT; and
   - reporting any breakages/damage to a staff member.

14. I understand that if I break these rules, the School may need to inform my parents. In serious cases the School may take disciplinary action against me. I also understand that my family may be charged for repair costs. If illegal material or activities are involved, it may be necessary for the School to inform the police.
Acceptable Use of ICT Agreement (Years 3 – 6)

**Student**

**My responsibilities include:**

- I will read this Information & Communication Technologies Use Agreement carefully;
- I will follow the ICT rules whenever I use the School’s ICT;
- I will ask my teacher, the Head of Junior School or the Assistant Head of Junior School if I am not sure about anything to do with this agreement.

I have read and understood my responsibilities and agree to abide by this ICT Use Agreement. I know that if I breach this agreement there may be serious consequences.

Student Name: _________________________________ Year Level: _____________

Student Signature: _______________________________ Date: ________________

**Parent**

**My responsibilities include:**

- I will read this ICT Use Agreement and the supporting information and will discuss it with my child so we both have a clear understanding of our role in the School’s work to maintain a cybersafe environment;
- I will encourage my child to follow the ICT rules and instructions;
- I will contact the School if there is any aspect of this use agreement I would like to discuss.

I have read this ICT Use Agreement and am aware of the School’s commitment to maintaining a cybersafe learning environment, including my child’s responsibilities.

Parent Name: _________________________________

Parent Signature: _______________________________ Date: ________________

This Use Agreement and accompanying information are based on the NetSafe® Cybersafety Use Agreement for Secondary Students Template © NetSafe – The Internet Safety Group Incorporated - January 2007. Additional information can be found on NetSafe’s website www.netsafe.org.nz/au.
Acceptable Use of ICT Agreement (Middle and Senior School)

By signing this agreement, students agree to the following:

1. I may not use School ICT equipment or facilities until my parent and I have read and signed my Acceptable Use of ICT Agreement and returned it to school.

2. I understand that the use of all School ICT equipment and services is a privilege, not a right, and Great Southern Grammar maintains the right to limit or prohibit access.

3. I understand that the School’s ICT equipment and facilities are to be used only for educational and administrative purposes appropriate to the School environment.

4. I understand that I must not download any files such as music, videos, games or programs without the permission of a teacher. I will not copy and use another person’s work without his or her prior approval and proper acknowledgement. This makes sure the School complies with the Copyright Act 1994. I also understand that anyone who infringes copyright may be personally liable under this law.

5. I will not connect any device (such as a USB drive, camera or mobile device) to, or attempt to run any software on school ICT without a teacher’s permission. This includes all wireless technologies.

6. I will ask a teacher’s permission before giving out any personal information (including photos) online about myself or any other person. I will also get permission from any other person involved. Personal information includes name, address, email address, phone numbers and photos.

7. I will respect all ICT systems in use at school and treat all ICT equipment/devices with care. This includes:
   - not damaging any ICT equipment or networks owned by the School or any other person or organisation;
   - not changing the setup of any School ICT equipment in any way;
   - not intentionally disrupting the smooth running of any School ICT systems;
   - not attempting to hack or gain unauthorised access to any system;
   - following all School cybersafety rules, and not joining in if other students choose to be irresponsible with ICT;
   - reporting any breakages/damage to a staff member.

8. I understand that the School may monitor traffic and material sent and received using the School’s ICT network. The School may use filtering and/or monitoring software to restrict access to certain sites and data, including email.

9. I understand that nothing I create, store, send or receive using the School’s resources, including email, can be considered to be private. Teachers have access to all student files. The Deputy Headmaster and network administrators have access to all files on the School’s network and can view all email. The School may audit its computer network, Internet access facilities, computers and other School ICT equipment/devices or commission an independent forensic audit. Auditing of the above items may include any stored content, and all aspects of their use, including email.

10. When using email I will:
    - not send or open files attached to emails that could contain computer viruses;
    - check and maintain my email mailbox regularly to ensure I am not using network space unnecessarily;
    - never forward “chain letters” or send copies of emails to more than one person at a time;
    - remember that emails are not private and that if something is not suitable to broadcast on the radio, it is not suitable to email.

11. I will not use a camera, video camera or mobile device camera at any time unless instructed by a teacher, or distribute or publish images without permission.
12. I understand that it is a criminal offence to send sexually explicit photos through mobile phones or email of any person under the age of 18 years of age or to take photos of oneself with the intent to distribute.
13. I understand that if I break these rules, the School may inform my parent(s) and/or take disciplinary action against me that will be determined according to the School’s usual practices regarding inappropriate behaviour. I also understand that my family may be charged for repair costs. If illegal material or activities are involved, the School may be required to inform the police.
14. I understand that Great Southern Grammar makes no warranties of any kind, either expressed or implied, for the access provided. The School will not be responsible for any damages incurred, including, but not limited to, loss of data resulting from delays or interruption of service, for the loss of data stored on the School’s resources, or for personal property used to access those resources. I understand these rules apply whether the ICT equipment is owned or leased either partially or wholly by the School, and used on or off the School site.
15. I understand that these rules apply to any privately owned ICT equipment/devices (such as a laptop, mobile device, USB drive or camera) I bring to school or a school-related activity, regardless of its location. Any images or material on such equipment/devices must be appropriate to the school environment.
16. I am responsible for ethical and legal behavior on the School network.
17. I will log on only with my own user name. I will not allow anyone else to use my user name, nor will I attempt use a computer left logged on by another user.
18. I will not tell anyone else my password.
19. I am responsible to keeping a backup of my data files – My Work, My Responsibility.
20. While at school or a school-related activity, I will not have any involvement with any ICT material or activity which might put myself or anyone else at risk (e.g. bullying or harassing).
21. I understand that I must not at any time use ICT to upset, offend, harass, threaten or in any way harm anyone, connected to the School or outside it, or the School itself, even if it is meant as a joke.
22. I understand that the rules in this use agreement also apply to mobile devices. I will only use my mobile device(s) with the express permission of a staff member.
23. I understand that I may only use the Internet at school when a teacher gives permission and there is staff supervision.
24. While at school or using school ICT services, I will not:
   • Access, or attempt to access, inappropriate, age restricted, or objectionable material, material that advocates illegal acts, violence or discrimination, or any material inappropriate for a school environment;
   • Download, save or distribute such material by copying, storing, printing or showing it to other people;
   • Play games or use online chat or messaging services without permission from a teacher;
   • Make any attempt to get around or bypass security, monitoring and filtering that is in place at school.
25. If I accidentally access inappropriate material, I will:
   • not show others;
   • turn off the screen or minimise the window; and
   • report the incident to a teacher immediately.
26. I understand that the School will not be responsible for unauthorised financial obligations resulting from the use of School-provided resources.
Acceptable Use of ICT Agreement (Middle and Senior School)

Student

I have read and understood my responsibilities and agree to abide by the Great Southern Grammar ICT Use Agreement. I know that if I breach this use agreement there may be serious consequences. I will ask my teacher or the Head of Sub-school if I am unsure about anything to do with this agreement.

Student Name: _____________________________________ Year Level: ______________

Student Signature: ______________________________ Date: ______________________

Parent/legal guardian/caregiver

• I will read this ICT Use Agreement carefully and discuss it with my child so we both have a clear understanding of our role in maintaining a cybersafe environment;

• I will encourage my child to follow the ICT Acceptable Use rules and instructions;

• I will contact the School if there is any aspect of this ICT Use Agreement I would like to discuss.

I have read this ICT Use Agreement and am aware of the School’s commitment to maintain a cybersafe learning environment, including my child’s responsibilities.

Parent Signature: ______________________________ Date: ______________________

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Information for students and parents on issues associated with safety online is available at this useful website: [http://www.cybersmart.gov.au/](http://www.cybersmart.gov.au/).