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# **Cyber-safe, Acceptable Use Guide**

## **for ICT @ TLC (Years 4-12)**

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**A GUIDE TO THE SAFE, ACCEPTABLE USE OF I.C.T. RESOURCES  
BY STUDENTS IN YEARS 4-12**

**September 2010**

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## Document Control

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1.0	9/9/2010	David Kleinschmidt (IT Manager)

## Table of Authorised Officers

IT Manager	David Kleinschmidt (Current)
Receptionist	Tracey Williamson (Current)
Business Manager	David Marquet (Current)
Principal	Jeanette Fuller (Current)

## 1. About This Guide

This Guide is an additional document to the **Cyber-safe, Acceptable Use Policy for ICT @ TLC** required to be read and understood by students attending years 4 through to 12 at The Lakes College.

It outlines additional measures to be taken by students to ensure their use of I.C.T. at The Lakes College is cyber safe and acceptable. The measures outlined in this document are based on our core values.

The school's computer network, Internet access facilities, computers and other school ICT equipment/devices bring great benefits to the teaching and learning programmes at The Lakes College, and to the effective operation of the school.

Our school has rigorous cyber safe, acceptable use practices in places, which include guides and contracts of use for all members of the school community including school Students and students.

The overall goal of the school in this matter is to create and maintain a cyber safe, acceptable use culture which is in keeping with the values of the school, and legislative and professional obligations. This guide includes information about your obligations, responsibilities, and the nature of possible consequences associated with usage breaches which undermine the safety of the school environment.

## 2. Definitions

**I.C.T. or ICT:** refers to the term Information and Communication Technologies.

**Cyber-safety:** refers to the safe and responsible use of the Internet and ICT equipment/devices, including mobile phones

**School or College ICT:** refers to the school's computer network, Internet access facilities, computers, and other school ICT equipment/devices.

**ICT equipment/devices:** includes but is not limited to, computers (such as desktops, laptops, PDAs), storage devices (such as USB and flash memory devices, CDs, DVDs, floppy disks, iPods, MP3 players), cameras (such as video, digital, webcams), all types of mobile phones, video and audio players/receivers (such as portable CD and DVD players), Gaming Consoles, and any other, similar, technologies as they come into use.

**Acceptable Use:** This is a widely-used term to refer to policy settings within organisations to facilitate internal and external interoperability and security of information and communications infrastructure.

**Authorised User:** This is a term for those users authorised by an organisation to access its systems through an authentication process. This normally involves a unique identifier and associated password.

**Information and Communications Resources:** Information and Communications Resources are facilities, technologies and information resources used for college information processing, transfer, storage and communications.

**Objectionable:** means material that deals with matters such as sex, cruelty, or violence in such a manner that it is likely to be injurious to the good of students or incompatible with a school environment.

### 3. Student Responsibilities

All students have a responsibility to ensure that their use of The Lakes College's information and communication resources is appropriate and does not jeopardise integrity, security or service levels, or harm the reputation of The Lakes College.

## 4. Guidelines

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### 4.1 Contracts of Use

All Students, students and volunteers, whether or not they make use of the school's computer network, Internet access facilities, computers and other ICT equipment/devices in the school environment, will be issued with a contract of use.

Students are required to read the pages of the main policy, this guide and the contract of use document carefully, and return the signed contract to the school office for filing.

If a student has not signed a contract of use, the student will not be permitted to use school ICT unless there are special circumstances approved by the principal.

Students who have not signed a contract of use will be reported to the principal, or to the IT manager.

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## 4.2 College Network Use and Care

The school's computer network, Internet access facilities, computers and other school ICT equipment/devices are for educational 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.

The use of any privately-owned/leased ICT equipment/devices on the school site, or at any school-related activity must be appropriate to the school environment. This includes any images or material present/stored on privately-owned/leased ICT equipment/devices brought onto the school site, or to any school-related activity. This also includes the use of mobile phones.

When using school ICT, or privately-owned ICT on the school site or at any school-related activity, users must not:

- Initiate access to inappropriate or illegal material
- Save or distribute such material by copying, storing, printing or showing to other people.
- Attempt to download, install or connect any software or hardware onto school ICT equipment, or utilise such software/hardware, unless authorised by the ICT Manager.

All school ICT equipment/devices should be cared for in a responsible manner. Any damage, loss or theft must be reported immediately to the ICT manager.

All users are expected to practise sensible use, to limit wastage of computer resources or bandwidth. This includes avoiding unnecessary printing, unnecessary Internet access, uploads or downloads.

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## 4.3 Internet and Email

Students in years 4 through to 12 are given their own school email account, which is accessible via a secure internet portal from any computer with an internet connection. As such students should adhere strictly to the following guidelines.

Students should remember that email is not necessarily secure. Email and Internet services are subject to the same restrictions on their use, and the same review process, as any other College resource. All messages sent are reasonably, but not absolutely secure with email messages sent via Internet mail more prone to interception for illegal use. In most cases your email will be encrypted, but it is possible for routine, automatic scans by illegal operators to yield personal information from emails sent via the internet portal.

Students should not display or download any material that may be considered offensive to the viewpoint of others or bring The Lakes College into disrepute. In particular, students may not access sites that

- are illegal (including gambling)
- are pornographic or contain inappropriate adult sexual material
- advocate hate/violence
- offer inappropriate games or software

Students in years 4 through 12 should check their College email address regularly.

Students should not attempt to obscure the origin of any message or download material under an assumed Internet address.

Students should avoid sending large attachments, especially to distribution lists because of the impact on the network's performance. Students should not send, forward and/or reply to large distribution lists concerning non-school business. In addition, they must consider the impact on the network when creating and using large distribution lists.

Members of The Lakes College community must use the same personal and professional courtesies, salutations and considerations in electronic mail as they would in other forms of professional communication, with the following additions:

- It is illegal to forward personal email to others without the author's permission
- Misinterpretations are quite common and missing body language and tone can cause what was meant as a casual or humorous message to be taken seriously.
- Assume the honesty and competence of the author and avoid engaging in increasingly angry messages in reply
- Any message received which is intended for another person should be forwarded to the intended recipient, if known, and then should be deleted. The author of the error should be notified

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### **4.3.1 Internet and email services may only be used for:**

#### **4.3.1.1 The Lakes College / Educational use**

Educational use includes any activity that is conducted for purposes of accomplishing teaching and learning tasks as outlined by a teacher of The Lakes College.

#### **4.3.1.2 Limited personal use**

Limited personal use means use that is infrequent and brief. Generally this use should occur during personal time and should not include uses that require substantial expenditure of time or that are for the purpose of private business, personal gain or profit

As a guide, use that occurs more than a few times per day and/or for periods longer than a few minutes would not be considered limited personal use and is unacceptable. Limited personal use should only take place by students with the express permission of a teacher of The Lakes College, and under their supervision.

#### **4.3.1.3 Extra/Co Curricular and After Hours Activities**

Students may use The Lakes College provided Internet services for extracurricular and co-curricular development, outside of scheduled hours of school, provided that such use is consistent with the Network Acceptable Use Policy, is not used for personal financial gain and is fully supervised by a teacher of The Lakes College.

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### **4.4 Harassment, Bullying and Appropriate Communication**

Users must not use any electronic communication (e.g. email, text) in a way that could cause offence to others or harass or harm them, put anyone at potential risk, or in any other way be inappropriate to the school environment.

All material submitted for publication on the school website/intranet(s) should be appropriate to the school environment. Such material can be posted only by those given the authority to do so by the Principal or the IT Manager.

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### **4.5 Cyber-safety, Security and Personal Privacy**

Passwords must be strong, kept confidential and not shared with anyone else. A strong password is at least 8 characters in length with a mix of lower case (abd . . .) and upper case (ABC . . .) letters, symbols (#\*@ . . .) and numerals (123 . . .).

Users should not allow any other person access to any equipment/device logged in under their own user account, unless with special permission from the Principal or the IT Manager.

The principles of confidentiality and privacy extend to accessing, inadvertently viewing or disclosing information about Students, or students and their families, stored on the school network or any ICT device.

Students should work in accordance with safe computing practices to minimise the risks associated with computer viruses:

- Students should exercise caution in opening email attachments from unknown sources
- Students should not open .exe files unless they originate from a trusted source

- If the virus protection software detects a virus from an incoming file, Students should inform the person who introduced that file so they can ensure it does not happen again

Information Technology Students or others who, in the course of their school work, have access to records, files or data belonging to others must take reasonable precautions not to invade the privacy of individuals, and must not disclose such information to others unless under the direction of the Principal.

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## 4.6 Copyright and Ownership

The users of school ICT equipment and devices must comply with the Copyright Act 1994 and any licensing agreements relating to original work. Users who infringe copyright may be personally liable under the provisions of the Copyright Act 1994.

Any electronic data or files created or modified on behalf of The Lakes College on any ICT, regardless of who owns the ICT, are the property of The Lakes College.

Students should respect the intellectual property of others in the digital environment. Copyright is very much an issue in the digital environment, as it is so easy to copy other people's work, and that work is potentially open to the whole world.

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## 4.7 Monitoring and Management Rights

The school may monitor traffic and material sent and received using the school's ICT infrastructures.

The school reserves the right to deploy filtering and/or monitoring software where appropriate to restrict access to certain sites and data, including email.

Users must not attempt to circumvent filtering or monitoring.

The school reserves the right to conduct an internal audit of its computer network, Internet access facilities, computers and other school ICT equipment/devices, or commission an independent audit. Audits will include (if necessary) any stored content, and all aspects of its use, including email. An audit may include any laptops provided by or subsidised by/through the school or provided /subsidised by the Department of Education.

Please note that conducting an audit does not give any representative of The Lakes College the right to enter the home of school personnel, nor the right to seize or search any ICT equipment/devices belonging to that person, except to the extent permitted by law, or agreed to in contracts of use.

The Lakes College does **not** routinely inspect files in Students directories or email messages. However, Students should be aware, that in some circumstances, under the direction of the Principal, others may have due cause to access information stored anywhere on College equipment.

To assist teachers in keeping students on task when using the Internet, all visits to Web sites are monitored. The College also **reserves the right** to monitor and inspect any or all email messages sent or received by Students using College resources, in order to:

- Protect system security
- Maintain system performance
- Protect the rights and property of the College
- Determine compliance with College policy
- Determine compliance with State and Federal legislation and regulation
- Access correspondence or working files when the person responsible for those files is non-contactable

In all cases, those accessing others' email or personal work files will make every reasonable attempt to inform and consult the individual involved and will be able to justify this action.

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## 4.8 Breaches of the Contract

A breach of the contract of use may constitute a breach of discipline and may result in a finding of serious misconduct. A serious breach of discipline would include involvement with objectionable material, antisocial activities such as harassment or misuse of the school ICT in a manner that could be harmful to the safety of the school or call into question the user's suitability to be in a school environment.

If there is a suspected breach of the contract of use involving privately-owned ICT on the school site or at a school-related activity, the matter may be investigated by the school. The school may request permission to audit that equipment/device(s) as part of its investigation into the alleged incident.

Involvement with material which is deemed 'prohibited material' under the Classification (Publications, Films and Computer Games) Act 1995, and in addition to any inquiry undertaken by the school, the applicable agency involved with investigating offences under the Act may be notified at the commencement, during or after the school's investigation.

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## 4.9 Incidents and Consequences

Students must be aware that an incident identified by a Staff member involving them which is seen to be in contravention of this guide and/or and related policies or procedures could

bring about consequences for that student. Consequences will be administered by the student's teacher's and approved by the Principal. These consequences include:

- Revocation of a student's right to access technology at the school, for a suitable period of time.
- Removal of a student's custodianship over any technology lent or provided to the student by the school for their use (laptops, USB drives etc.)
- Duties and Detentions.
- Suspension and Expulsion.
- Police Involvement in incidents determined to involve illegal activities.

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## 4.10 Queries or concerns

Students and their Parents should take any queries or concerns regarding technical matters to the ICT manager.

Queries or concerns regarding cyber-safety or acceptable use issues should be taken to the IT manager, or to the principal.

In the event of a serious incident which occurs when the IT manager and the principal are not available, another member of senior management should be informed immediately.

## 5. Contract of Use

If you have not already done so you should now refer to your appropriate contract of use, sign and return it to administration.