



Cyber-safe, Acceptable Use Guide for ICT @ TLC (Years Prep - 3)

**A GUIDE TO THE SAFE, ACCEPTABLE USE OF I.C.T. RESOURCES
BY STUDENTS IN PREP TO YEAR 3**

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Document Control

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Table of Authorised Officers

<i>Position</i>	<i>Incumbent (Date of Leaving)</i>
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/or understood by students attending Prep to year 3 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

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 (or have it read to them) 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. In the case of Prep to Year 3 students the document should be signed by the Parent, Guardian or Primary Caregiver.

If a signed a contract of use for the student is not returned to the school, the student will not be permitted to use school's I.C.T. resources unless there are special circumstances approved by the principal.

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

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.

4.3 Internet and Email

Students in Prep through to year 3 are not given their own school email account, and as such do not have access to an email account for school purposes. A class email account may be used from time to time, but only under teacher supervision.

Students should be aware that any and all electronic communication made via the college's ICT devices is monitored.

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 or violence
- offer inappropriate games or software

4.3.1 Internet 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.

4.4 Harassment, Bullying and Appropriate Communication

Users must not use any electronic communication (e.g. forums or chat) 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.

4.5 Cyber-safety, Security and Personal Privacy

Students in Prep to Year 3 are given access to computers via a Class Network Account, this account has a Password which will be disclosed to the student. This password cannot be changed by the student; the teacher will assist the student in logging on to college computers. This password and login code should be kept confidential and not disclosed to anyone who is not a student in the same class at the college.

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.

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.

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. 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.

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.

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 teachers 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.

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.