



## Information and Communication Technology Policy







### *Dear Parents, Caregivers and Students*

This policy will outline an agreement for all technology users, which must be **read** and **acknowledged** by all users prior to the use of any School ICT or Department for Education (DE) ICT facilities or services.

This agreement will cover areas such as on-site technology, software (on-computer/on-line), loaned devices and BYOD (bring your own device). Additional items covered under this policy will include any electronic or networkable device on premises, which includes cameras and mobile phones.

This policy will allow the school to evolve digitally, by integrating new technologies into the curriculum. However, use of technology is a privilege not a right. Negative use of technology inside our school that degrades or defames other users, members of the community or the hardware itself, is unacceptable and may have consequences.

The following pages will dictate usage for:

-  School Device and Network Usage
-  Bring Your Own Device (BYOD) and Network Usage Policy
-  Acceptable Use Policy for iPad (applies to students in Years 8 and 9)
-  School Laptop Policy (applies to students in Years 10, 11 and 12)
-  Office 365 Policy
-  ICT Breach Guidelines





## SCHOOL DEVICE AND NETWORK USAGE

📖 Users must adhere to the privacy of others by:

- 🔒 Only using their own assigned computer network account.
- 🔒 Only viewing, using or copying passwords to access data or networks which they are personally authorised to access.
- 🔒 Not distributing private information about others or themselves.

📖 Users must adhere to the integrity and security of electronic resources by:

- 🔒 Following school internet filter and posted network security guidelines.
- 🔒 Reporting security risks or violations to a staff member.
- 🔒 Respecting data or resources that does not belong to them.
- 🔒 Conserving, protecting and sharing resources with other users.
- 🔒 Notifying a staff member of computer or network malfunctions immediately.
- 🔒 Applying their own backup of data to a USB device.

📖 At all times users must respect and follow intellectual property regulations by:

- 🔒 Following copyright laws by not using, obtaining or transporting illegally possessed data.
- 🔒 Citing sources when using others' work.
- 🔒 Checking with a staff member if there are any queries regarding the legitimacy of data.

📖 When interacting with online communities users must:

- 🔒 Communicate kindly and respectfully at all times.
- 🔒 Report threatening, discomfoting or inappropriate materials to a staff member.
- 🔒 Not purposely access, transmit, copy or create any material that violates the school code of conduct, including but not limited to: pornography, threatening material, rude material, discriminatory material and any material used for bullying or harassment.
- 🔒 Not purposely access, transmit, copy or create any material that is of copyrighted works, stolen material or questionable material.
- 🔒 Not incite or further any act that is criminal or violates the school's code of conduct.
- 🔒 Avoid spam, chain letters and other mass unsolicited communication.
- 🔒 Not buy, sell, advertise or conduct business that is not staff approved as part of curriculum learning.
- 🔒 Refrain from using social networks including but not limited to Facebook, Twitter, Snap Chat and Instagram unless directly advised by a classroom teacher or approved by an administrator.

📖 Users understand that consumables are limited and will:

- 🔒 Use school provided materials for educational use only: examples include but are not limited to printing, electronic resource charging and any electronic hardware.
- 🔒 Advise a staff member when provided resources are being used inappropriately or are being wasted.





☰ Users will respect classroom and teacher instructions by:

- ✔ Using the internet for purposes deemed by the classroom teacher.
- ✔ Not using staff overrides for the internet filtering system.
- ✔ Viewing videos online that are for research purposes and/or with permission by the teacher.
- ✔ Streaming or listening to music only with teacher permission.

☰ Specifically users will also not:

- ✔ Violate any state or federal law such as: accessing or transmitting pornography of any kind, obscene depictions, and harmful materials, materials that encourage others to violate the law, confidential information or copyrighted materials.
- ✔ Undertake any criminal activity that is punishable by law.
- ✔ Sell or purchase illegal items or substances.
- ✔ Obtain or use any sites known for nuisance activities such as email spam, phishing or virus spreading.
- ✔ Use profane, abusive or impolite language including but not limited to making damaging or false statements, accessing and transmitting disparaging material.
- ✔ Delete, copy, modify or forge other user's names, emails, files or data in any way including but not limited to impersonation or other fraudulent activities.
- ✔ Damage any computer equipment, files or data and the network in any way including but not limited to: purposely affecting or disrupting system performance, spreading malicious material or any other nuisance activity.
- ✔ Take photos/videos of another individual without their consent.
- ✔ Users are not permitted to use their devices or the network for non-academic related bandwidth activities such as games or transmission of large audio/video files or serving as a host for such activities.

The use of a technological device at Naracoorte High School is not private. The school and network administrators monitor the use of Information Technology to ensure this policy is adhered to in order to provide a safe learning and working environment for all involved. Administrators reserve the right to examine, use and disclose any data found through investigation to relevant authorities (eg school administration/police).

In order for this to happen I acknowledge the school is able to review material such as:

- ☰ Previously printed documents.
- ☰ Previously visited websites.
- ☰ Data and files on devices.
- ☰ Computer monitoring applications

Such items that attribute to violations may be used as evidence in disciplinary action and furnish evidence of crime to law enforcement.





## BRING YOUR OWN DEVICE (BYOD) AND NETWORK USAGE POLICY

Naracoorte High School offers students a device at all year levels, however, should a student wish to use their own device we do encourage it.

Our students are living in a world where they have immediate access to information anytime and anywhere. Many students have personally owned devices in their pockets that can be used to allow them to learn in their own style and at their own pace. With digital learning, every student can access high quality and rigorous instruction in every subject, thereby, maximizing their opportunity for success in school and beyond.

Once a student is able to meet all the requirements including the **signed consent form**, they may bring their own device to use in replacement of a school device. The requirements are:

- ☒ Compatible device to connect (Currently no set restriction, however, under 8 years old is preferred)
- ☒ Acknowledgement and agreement to adhere to all BYOD guidelines

### A BYOD User must:

- ☒ Adhere to all previous conditions in this document.
- ☒ Not use their device to capture images/audio of another person without consent.
- ☒ Acknowledge that they are bringing the device at their own risk, just like any other personal items.
- ☒ Acknowledge that the school will not be held responsible if an electronic device or other item is lost, stolen or misplaced. Some devices have a device locator; it is recommended that this feature is enabled if possible.
- ☒ Acknowledge that the school is not responsible for the state of the software on the computer and that the school is under no obligation to troubleshoot or provide support for the device environment.
- ☒ Acknowledge that the device must be adequately charged prior to commencement of school as charging of personal devices is not possible.
- ☒ Acknowledge that disciplinary action may result in confiscation of device.
- ☒ Acknowledge that any internet used on the device whilst on school property must be filtered.





## ACCEPTABLE USE POLICY FOR (IPAD)

Naracoorte High School (NHS) assigns Apple iPads for NHS students in Years 8 and 9. These iPads will be issued with predetermined applications (apps) already installed.

Technology resources at NHS are provided for the purpose of supporting the Educational Program of the school.

NHS retains sole right of possession of the iPad and related equipment (accessories). The iPad and accessories will be issued to students according to the guidelines set forth in this document. NHS retains the right to collect and/or inspect the iPad at any time; and to alter, add, or delete installed software, hardware, or other content.

### RECEIVING AND RETURNING IPAD

#### Receiving the iPad

iPads and accessories will be distributed at the beginning of the school year.

Parents and students must read the Acceptable Use Policy for iPad, and have signed the "Conditions of Use of Information and Communication Technology (ICT)" section of the Student Permission before the iPad can be issued to the student.

#### **Returning the iPad**

iPads and accessories are to be returned during Week 8 or 9 of school in Term 4. Students who transfer, withdraw, or are expelled from NHS during the school year must surrender the iPad upon termination of enrolment.

#### Check-in Fines

Loss, theft, or the failure to return the iPad and accessories may result in the need to file a theft report with the Police Department. If a student fails to return the iPad and/or accessories at the end of the school year or upon termination of enrolment at NHS, that student may be subject to criminal prosecution or civil liability at the sole discretion of the school. The student and/or his or her parent will also pay the replacement cost of the iPad and/or accessories. Furthermore, the student/parent will be responsible for any damage to the iPad and/or accessories. The student/parent will be charged a fee for any needed repairs, not to exceed the replacement cost of the iPad and/or accessories.

### TAKING CARE OF IPADS

Students are responsible for the general care of the school issued iPad and accessories. iPads and accessories that are broken or fail to work properly must be taken to ICT Services for an evaluation of the equipment.





## General Precautions

- The iPad and accessories are school property and all users will follow this policy and the NHS Conditions of Use of Information and Communication Technology (ICT).
- Cords and Cables must be inserted carefully into the iPad to prevent damage.
- iPads and accessories must remain free of any writing, drawing, stickers, or labels.
- iPads must never be left in an unlocked locker, unlocked car, or any unsupervised area.
- Students may not personalize their iPads and accessories.

## Carrying iPads

The protective cases provided have sufficient padding to protect the iPad from normal treatment and provide a suitable means for carrying the device within the school. The guidelines below should be followed:

- iPads should always be within the protective iPad case when carried and when in use.
- Avoid placing too much pressure and/or weight (such as folders and workbooks) on the iPad screen.

## Screen Care

The iPad screens can be damaged if subjected to rough treatment. The screens are particularly sensitive to damage from excessive pressure on the screen.

- Do not lean on the top of the iPad when it is closed.
- Do not place anything near the iPad that could put pressure on the screen.
- Do not place anything in the carrying case that will press against the cover.
- Clean the screen with a soft, dry cloth or anti-static cloth. Do not use any cleaners of any type.

## USING YOUR IPAD AT SCHOOL

iPads are intended for use at school each day. School messages, announcements, planners, calendars and schedules may be accessed using the iPad in addition to teacher expectations for iPad use. Students must be responsible for bringing their iPad, **fully charged**, to all classes, unless specifically instructed not to do so by their teacher.

## iPads Left at Home

If students leave their iPad at home, they are responsible for getting the course work completed as if they had their iPad present. Loan iPads will not be available to students who forget to bring their iPad to school or failed to charge their iPad. **Students are not allowed to call home for their iPad.**





## iPad Undergoing Repair

Loan iPads may be issued to students when their assigned iPad has been sent for repair.

## Charging Your iPad

iPads must be brought to school each day in a **fully charged** condition. Students need to charge their iPads each evening. Plug them into the charger before going to sleep at night. This should provide ample time for proper charging of the iPad.

## Passwords and Passcodes

iPads will be password and passcode protected. During initial setup, each student will choose a password and a 4-digit passcode which may not be changed by the student.

## Sound, Music, Games, or Programs

Music is only allowed on the iPad if provided by the teacher for educational use. Sound must be muted at all times unless permission is obtained from the teacher for instructional purposes. Internet games not approved by a teacher are not allowed on the iPads. All software/apps must be school provided.

## Home Internet Access

Students are allowed to setup wireless networks on their iPads to assist them with iPad use while at home. Printing at home will require a wireless printer, proper settings on the iPad, and the correct app.

## MANAGING YOUR FILES AND SAVING YOUR WORK

### Saving Work

It is the student's responsibility to ensure that work is not lost due to mechanical failure or accidental deletion. Students will be able to access their documents at home and school by using Google Drive, Google Docs, OneDrive, Teams and/or attaching documents to their email account.

**iPad malfunctions are not an acceptable excuse for not submitting work.**

### Network Connectivity

NHS makes no guarantee that the school wireless network will be up and running 100% of the time.

## SOFTWARE ON iPADS

### Originally Installed Software

NHS will synchronize the iPads to contain the necessary apps for school work. Students will not synchronize the iPads or add apps through a home iTunes account. The software/apps originally





installed by NHS must remain on the iPad in usable condition and be easily accessible at all times. The school may add or modify software applications for use in a particular course.

## **Additional Software/iTunes**

Students are not allowed to load extra software/apps on their iPads.

## **Inspection**

Students may be selected at random at any time to provide their iPads for inspection.













## **Procedure for Re-Loading Software**

If technical difficulties occur or illegal software (non NHS installed apps) is discovered, the iPad will be restored from backup. The school does not accept responsibility for the loss of any software or documents deleted due to a re-format and re-image. In this event, the student may lose the privilege of iPad use.

## **Software Upgrades**

Upgraded versions of licensed software/apps are available from time to time. Students will be required to check in their iPads for periodic updates and syncing at school.

## **STRICTLY PROHIBITED STUDENT ACTIVITY**

-  Illegal installation or transmission of copyrighted materials.
-  Signing in with a personal apple id or personal email address.
-  Any action that violates existing NHS policy or public law.
-  Sending, accessing, uploading, downloading, or distributing offensive, profane, threatening, pornographic, obscene, or sexually explicit materials.
-  Use of chat rooms, sites selling term papers, book reports and other forms of student work.
-  Use of any messaging services.
-  Use or download of internet or computer games not approved by a teacher.
-  Changing of iPad settings established by the school.
-  Downloading apps - specifically, but not limited to, any app that results in the "jailbreak" of the iPad.
-  Spamming - sending mass or inappropriate emails.
-  Gaining access to other students' account, files and/or data.
-  Use NHS's internet or email accounts for financial or commercial gain or for any illegal activity.







- 🔒 Use of anonymous and/or false communications.
- 🔒 Participation in credit card fraud, electronic forgery, or other forms of illegal behaviour.
- 🔒 Vandalism - any malicious attempt to harm or destroy hardware, software, or data including, but not limited to, the uploading or creation of computer viruses or computer programs that can infiltrate computer systems and/or damage software components.
- 🔒 Transmission or accessing materials that are obscene, offensive, threatening, or otherwise intended to harass or demean recipients.
- 🔒 Bypassing the NHS web filter through a web proxy.
- 🔒 Use of another student's iPad without permission.

## 📄 **iPAD CARE**

- 🔒 Students will be held responsible for maintaining and keeping their individual iPads and/or accessories in good working order.
- 🔒 iPad batteries must be charged and ready for school each day.
- 🔒 Only labels or stickers approved by NHS may be applied to the iPad and/or accessories.
- 🔒 iPad cases furnished by the school must be returned with only normal wear and no alterations to avoid paying a replacement fee.
- 🔒 iPads and/or accessories that malfunction or damaged must be reported to a staff member or ICT Services. The school will be responsible for repairing iPads that malfunction. iPads and/or accessories that have been damaged from student misuse, neglect, or accidental damage will be repaired with cost being borne by the student.
- 🔒 Students will be responsible for the entire cost of repairs to iPads and/or accessories that are damaged intentionally.
- 🔒 iPads and/or accessories that are stolen must be reported immediately to ICT Services.

## 📄 **PROTECTING AND STORING iPADS**

### 🔒 **iPad Identification**

Student iPads and accessories will be labelled in the manner specified by the school. iPads can be identified in the following ways:

- Serial number
- NHS label





## Storing iPads

- When students are not using their iPads, they should be kept at their desk or stored in a **locked** school locker.
- Nothing should be placed on top of the iPad when placed on desks or School locker. Students are encouraged to take their iPads home every day after school regardless of whether or not they are needed.
- iPads should **not** be stored in a vehicle.

## COST OF REPAIRS

Students/Parents will be held responsible for **ALL** damage to their iPads and/or accessories including, but not limited to: broken screens, cracked plastic pieces, inoperability, etc. Should the cost to repair exceed the cost of purchasing a new device, the students will pay for the full replacement cost. Lost items such as cases and cables will be charged at the replacement cost.





## SCHOOL LAPTOP POLICY

As is the case with all Information and Communication Technologies (ICTs) in DECD schools and preschools, policies on the safe and acceptable use of ICT apply to all computers.






All students and their Parents/Caregivers are required to sign the "Conditions of Use of Information and Communication Technology (ICT) on which covers the care, use and management of computers in a cyber-safe learning environment.

The use of school applications and files is for the benefit of students' learning. As such the use of the allocated computing resource is on the understanding that your child will access applications and files in safe and ethical ways.


Naracoorte High School reserves the right to monitor the content of student laptops.

Responsibilities when Laptops are used at School and Taken Home


### Care of Laptops

-  Students are expected to care for laptops in relation to carrying, cleaning, storage and security both on and off-site. The virus protection software which is installed must be kept up to date and not tampered with.
-  Students are expected to bring laptops fully charged to school each day. A laptop charger will be issued to them.
-  Parents must ensure that students report lost, stolen or damaged laptops to the school within 24 hours of the incident occurring. If a laptop has been lost or stolen, it must be reported to the police. In some cases, parents may be responsible for the full replacement cost of the laptop, e.g. if the damage is wilful or if it is lost from an unsecured location.
-  If a laptop is damaged or lost by neglect, abuse or malicious act, the Principal will determine whether replacement is appropriate and/or whether or not the student retains access to a laptop on loan for home use. In such cases, repair or replacement costs may be passed on to the Parent/Caregiver for payment. School policies related to the recovery of debts will apply.
-  Any replacement computer will usually be the same age and model as the one it replaces and may be pre-used by other students.

### Repair and maintenance

-  The school is responsible for the repair and maintenance of laptop computers through regular maintenance or servicing schedules. Students will be notified of such scheduling.

### Additional information

-  Students will need to save school files they wish to work on at home onto a USB as they will not be able to access their school documents from home.





## OFFICE 365 POLICY

Office 365 Education is a collection of services that allows you to collaborate and share your schoolwork. It is available for free to teachers who are currently working at an academic institution and students who are currently attending an academic institution. The service includes Office Online (Word, PowerPoint, Excel, and OneNote), 1 TB of OneDrive storage.

In order to gain continued access to Office 365 a student will:

- ☒ Never commit any personally identifying details/sensitive information to any form or text field on the internet, or commit any documents to the internet that identify such details.
- ☒ Adhere to previously outlined copyright/bullying policies.
- ☒ Accepted NHS ICT policy.
- ☒ Use any communication features in an approved way, communicating only with approved persons.
- ☒ Save work continuously so it does not go missing.
- ☒ Upload, store and transmit only appropriate and approved material.
- ☒ Notify a staff member of any content that is threatening, illicit or illegal.
- ☒ Notify a staff member if any sensitive information of other persons is found.
- ☒ Be mindful of the amount of data that is continuously being stored/transmitted.
- ☒ Acknowledge that data saved online is stored off-site in Australia and that the Australian government has access to the data through enquiry.
- ☒ Acknowledge that data saved online is stored off-site in Australia by an American company and that the American government has access to the data through enquiry.
- ☒ Read and accept the EULA (End User License Agreement) for products included with Office 365
- ☒ Manage use and responsibility of the Office 365 products personally and not share account details with anyone else.
- ☒ Understand that the usage/permission of Office 365 is provided by DECD and dependant on Microsoft having a service agreement with DECD
- ☒ Use Office365 during lesson per the exact direction of the teacher and not use Office 365 to sway from task.

With these conditions in mind, Office 365 is a step towards the future and will allow for many great avenues of education, communication and progressive thinking. It will provide the student a copy of Office applications wherever in the world they are and in future will provide a way to submit work and receive feedback.

If a parent or student wishes to opt out of the product, they may do so by ticking the option on the consent form. Once the product has been opted out of, the features will be disabled for the student so they are no longer able to access their Office365 account.





## ICT BREACH GUIDELINES

In the event that a student has breached the ICT Policy in a manner deemed as minor by the Principal and ICT Administrators, and also in a non-criminal manner, the following guideline will be used:

