



## 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.

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
-  School Laptop Policy (applies to students in Years 7,8, 9, 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 or Microsoft OneDrive.

📖 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, SnapChat 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.
- ✓📁 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).

Please also note, that the school internet filtering is in place while students are on site. Once they are offsite, internet filtering is dependent on the network they are connected to. No website tracking is monitored while the device is offsite.

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



# Naracoorte High School



"Every Student, All of the Time, Without Exception"

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



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## 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.





## 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.

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 ONEDrive or a USB as they will not be able to access their school documents from home.

Please be aware that when accessing the internet from home parents are responsible for monitoring their child's usage and access. The school filter does not extend to usage outside of the school network. If you have any concerns regarding your child's laptop use at home we can discuss alternate arrangements.




















## 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:

