



# Naracoorte High School






## ICT Acceptable Use and Cyber-Safety Policy

### *Dear Parents, Caregivers and Students*

This policy outlines 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 (DfE) ICT facilities or services. This agreement will cover areas such as **on-site technology, software (installed on device / accessed online), School Device Program Devices, loaned devices and BYOD (bring your own device)**. Additional items covered under this policy will include any electronic or networkable device on premises.

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 carries consequences.

The following pages will dictate usage for:

-  School Device and Network Usage
-  Bring Your Own Device (BYOD)
-  School Laptop Policy and School Device Purchase Program
-  AI Guidelines
-  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 and not accessing another student's account or computer/encouraging others to access other people's accounts.
- 🔒 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. For example, editing a shared worksheet outside of given instructions (removing others work on it, deleting information from it, etc.)
- 🔒 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 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.
- 🔒 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, discomforting 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, Tik-Tok, 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 their electronic device and the internet for purposes deemed by the classroom teacher.
- 🔒 Viewing videos online through ClickView or other video streaming sites only 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.

Material sent and received using the NHS network may be monitored, and filtering and/or monitoring software may be used to restrict access to certain sites and data, including email. Where a student is suspected of an electronic crime, this will be reported to the police. Where a personal electronic device such as a mobile phone is used to capture images of a crime, such as an assault, the device will be confiscated and handed to the police.

While every reasonable effort is made by schools and Department for Education administrators to prevent student's exposure to inappropriate content when using the Department's online services, it is not possible to completely eliminate the risk of such exposure. In particular, the Department cannot filter internet content accessed by your child from home, from other locations away from school or on mobile devices owned by your child.

## BRING YOUR OWN DEVICE (BYOD) – NON-EDUCATION PORTAL

Naracoorte High School offers students a device in years 7, 8 and 9. Students in Year 10 and above will be directed to the education portal to purchase a device, however, should a student wish to use their own device which is not purchased through the education portal (purchased via a retailer). They may do so with acknowledgement to the following conditions.

The requirements for a BYOD device are:

- ☞ Compatible device to connect (Minimum Windows 11 or Mac OS 14)
  - If you are concerned about Hardware specs of your BYOD Device, please email any questions to [dl.0786.lctadmin@schools.sa.edu.au](mailto:dl.0786.lctadmin@schools.sa.edu.au) or contact the school via phone.

### **A BYOD User must:**

- ☞ Adhere to all previous conditions set 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 limited.
- ☞ Acknowledge that disciplinary action may result in confiscation of device in line with the ICT Breach Guidelines
- ☞ Acknowledge that any internet used on the device whilst on the school network will be filtered.
- ☞ Acknowledge that Warranty is to be handled by the owners of the device and any warranty claims are to be handled by said owners and not the school
- ☞ Acknowledgement and agreement to adhere to all BYOD guidelines
- ☞ Acknowledgement and agreement that department software and technical support are limited and any repairs to the device is not the responsibility of the school or education department.

# SCHOOL LAPTOP POLICY AND SCHOOL DEVICE PURCHASE PROGRAM

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

Information on the school device purchase program can be found here: <https://www.narahs.sa.edu.au/wp-content/uploads/2026/02/2026-Family-Communication-School-Device-Purchase-Program.pdf>

## **Responsibilities when Laptops are used at School and Taken Home**

- 📖 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. 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.
- 📖 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.

## **SCHOOL DEVICE PURCHASE PROGRAM– EDUCATION PORTAL**

In addition to previous mentioned policy guidelines, students connecting to the school's network using a School Device Purchase device are governed by the terms set out in the ICT Cyber Security Standard and must comply with the following:

- Any Anti-Malware software or Internet filtering software included with devices purchased via the School Device Purchase Program must be installed by the school or supplier to secure, manage and protect the device.
- At the completion of the student's education with the department, the School Device Purchase device must be returned to the student's current school and re-imaged (set to factory default settings) before being provided back to the student.
- Web and email content filtering must not be circumvented to access content that has been deemed inappropriate for students.
- Students must not install any software the department deems malicious or inappropriate. Department supplied anti-malware may block installation of software the department deems malicious or inappropriate.
- Department programs and applications must not be uninstalled or blocked from being used on the School Device Purchase device.
- The school reserves the right to monitor the use of the School Device Purchase device and to ensure the use and setup of the devices meets the standards set in this agreement.

It is important to note that devices purchased through the **School Card Program** will not be given to the students after they leave the school as this device remains in the school's care after a student has left.

# AI Guidelines for Use

Rapidly expanding access to generative AI will continue to provide students with a powerful tool for learning and Naracoorte High School will continue to be responsive to the opportunities AI presents for enhancing student learning and the challenges to the integrity of assessment.

Below outlines the guidelines for how students should engage in the use of AI at Naracoorte High School when **given permission** by their subject teacher.

## Guidelines:

There are ways that students can use generative AI ethically to complete their class tasks. These are:

- To understand complex concepts, ideas or information by explaining them in simpler terms.
- To prepare for assessments by generating quizzes, flash cards or study notes to practise with.
- To help write a scaffold or break down a task or information
- Apply critical and creative thinking skills to appraise your prompts and what AI has generated for you.
- Ensure you cite content developed by these tools according to your subject's preferred referencing style

Students should not use AI to do the following or for the following purposes:

- Do not use AI to generate or complete an assignment on the student's behalf
- Do not use AI to improve fluency, accuracy and sophistication of writing in an assignment.
- Do not use AI to support or complete an exam or test
- Do not incorrectly cite the use of output from AI tools.
- Do not put other people's work samples as an input to Generative AI
- Do not use AI as a direct reference for information.

These guidelines above **don't** mean that AI can be used in every class. Students **MUST** ask the teacher they have for each subject if they can use AI. This allows teachers to instruct students on how to best use AI for their subject, if they are going to use it, or to reinforce if they aren't allowed to use AI in that subject.

# ICT POLICY BREACH GUIDELINES

If students breach the policy by **Misusing their device during class time (Playing games, watching YouTube or other media)** Teachers will use the Behaviour management system that we have here in Naracoorte High-School. A minor breach may also result in a shorter length of confiscation at teacher discretion. If a student is repeatedly breaching the ICT policy in minor ways, they may find their device confiscated for the length of time outlined below on the diagram.

In the event that a student has breached the ICT Policy in a manner deemed as severe by the Principal, House Leaders, Staff and/or ICT Administrators, and also in a non-criminal manner, the following guideline will be used. This guideline may also be used for continuous minor breaches as outlined above.

This guideline applies to **BYOD Devices, School device purchased through the School Device program or School Card program, and Laptops loaned to the students:**

**If a student has their device confiscated, students will have access to a shared device available from the resource Centre.**

This device is only to be used for the duration of the lesson that a teacher requires them to have it for, then the laptop must be returned to the resource centre at the conclusion of the lesson.

