

## Responsible Use of ICT Policy

### 1. Scope and Aim

- 1.1. This policy applies to all users of the German International School Sydney (**GISS**) Information and Communication Technology (**ICT**), including access from outside the school grounds such as access from home, as well as emails or communications sent from any devices to any users of GISS ICT.
  - a. This policy also applies to users connecting personally owned devices, including laptop computers, tablets and smartphones to the GISS network, and/or storing any GISS data on such devices.
- 1.2. The aim of this policy is to
  - a. protect all users of ICT at GISS from any potential dangers
  - b. ensure all users have a clear understanding about their responsibilities in relation to appropriate usage of the ICT
  - c. protect the equipment from abuse, misuse and damage
  - d. protect the information contained in, or processed by GISS against unauthorised access, disclosure, modification or destruction.
- 1.3. **Each user (and their parent/guardian) is required to sign the respective ICT Code of Conduct contained in this policy to confirm they have read and understood this policy. No access to any ICT can be granted prior to signing.**
- 1.4. Users are expected to report actual or suspected breaches of this policy or other security incidents that may be a threat to the security of GISS in a timely manner.
- 1.5. Any breach of this policy is taken seriously by GISS and may result in a formal investigation and disciplinary measures. In extreme cases, and where necessary, GISS will engage with the appropriate law enforcement agencies.

### 2. Responsible Use of ICT

- 2.1. GISS ICT and social media must be used in a lawful, ethical and responsible manner and in accordance with these guidelines, other GISS policies (specifically the Anti-Bullying Policy, Discipline Policy) and any additional terms of use that may apply to particular software or services.
- 2.2. GISS ICT is provided for use in the academic, administrative, commercial and community activities of GISS. Some reasonable personal use during breaks and non-lesson time may be allowed, but as a privilege and not a right, and if that privilege is abused, it will be treated as a breach of this policy.
- 2.3. Account holders must take all reasonable steps to protect their account from unauthorised use.

- 2.4. Use of GISS ICT or BYOD (bring your own device) must not jeopardise the fair, secure and productive ICT environment of the GISS community nor GISS operations, financials, assets, data integrity or reputation.
- 2.5. To protect the GISS community from malicious activity or inappropriate content, filtering and monitoring of all ICT usage is in place.
  - a. It is not possible to filter out all inappropriate content from the school's ICT. If any inappropriate content is encountered, please inform a GISS representative immediately.
  - b. Any teacher has the right to inspect and confiscate a device if there are suspected violations of this policy and any breaches of this policy may result in the loss of network and/or device privileges, as well as other school or legal disciplinary actions.
- 2.6. Students in Year 7 and above with BYOD have a responsibility to ensure that their device meets GISS specifications, is fully charged at the start of each school day, is in good working order and that they understand its usage and functions.
- 2.7. Users should only print and download when and as necessary otherwise GISS reserves the right to impose quotas.

### 3. Unacceptable ICT usage

- 3.1. Special attention must be given to the following **unacceptable ICT usage** that applies either on GISS premises or elsewhere and which includes but is not limited to:
  - a. causing deliberate or willful damage to GISS or other individuals' equipment
  - b. using a recording device to monitor, video, listen to or record a conversation, lesson or broadcast without authorisation. A recording device includes things like mobile phones, tablets with audio recording capabilities and voice recorders and dictation equipment.
  - c. transmitting, storing or participating in chain, spam, nuisance or hoax electronic messaging
  - d. breaches of copyright or licensing conditions through downloading, sharing installing or storing of any media or software
  - e. breaches of vendor usage conditions such as hacking or jailbreaking of an ICT asset
  - f. accessing, transmitting or storing material that is inappropriate, offensive or potentially harmful to any person is prohibited. This includes but is not limited to jokes, video clips, photos, images, text or other displays which include
    - o pornographic, lewd or sexual content or innuendo or that could be construed as discriminatory or vilifying on the basis of race, gender, age, religious beliefs, colour, appearance, disability or any other basis
    - o excessive or unnecessary violence
    - o gambling, on-line casinos and similar web sites
    - o websites containing or encouraging illegal activities.
  - g. circumventing or sharing details of passwords or other security controls

- h. actions that could reasonably have been foreseen to damage or disrupt GISS reputation, operations or usage of ICT.

#### **4. Use of personal electronic devices e.g. mobile phones, smart watches etc.**

##### **General**

- The use of electronic devices before and during school hours on the entire campus will be limited according to age of the students and the following regulations will apply.
- In individual cases, medical or other reasons may justify the deviation of the named regulations. This decision will be taken either by the responsible teacher or the principal.
- Personal hotspots, VPNs and similar technical facilities that circumvent the school network's youth protection filter, or that hide the user's identity are prohibited.
- Regarding the use of electronic media, all students are equally responsible for the wellbeing of others, in particular that of younger students.

##### **Kindergarten to Year 6**

- The students may not use personal electronic devices (e.g. mobile phones, smart watches etc.) anywhere on the campus (in- or outdoors) before and during school hours.
- School devices (e.g. school tablets or laptops) may be used with permission from and under supervision of the class teacher or the librarian.

##### **Years 7 to 10**

- The students may not use personal electronic devices (e.g. mobile phones, smart watches, tablets, laptops etc.) in the outdoor areas (school grounds, school yard) or in the common areas (assembly hall, reception, toilets etc.) before or during school hours.
- The use of personal laptops (bring your own device) in class is expected for certain classes as advised by the teacher. For this, students must ensure that the devices are brought to school fully charged and ready to use every day.
- Personal mobile devices (phones, smart watches, tablets etc.) are not allowed during class, unless the teacher authorises this for educational purposes.

##### **Years 11 - 12**

- The students may not use personal electronic devices in outdoor areas or in common areas before and during school hours.
- They may, however, use these in the IB classrooms and in the IB student common areas (study centre, day room) also outside of lessons time.
- While the use of personal laptops is required during class, mobile devices may only be used with the consent of the teacher.

**ICT Code of Conduct Year 7 upwards**

I understand that GISS is a Preschool to Year12 school and that therefore some material I am allowed to access which is deemed appropriate for my age may be inappropriate for other students. I therefore need to be responsible when sharing and viewing such material.

I have read and understood the above Responsible Use of ICT Policy and agree to abide by the rules it contains. I understand that if I misuse or abuse my privilege of using the equipment or damage the facilities in any way, my access may be suspended and other penalties may follow.

\_\_\_\_\_  
Student Name    Student signature    Date

I have read and understood the above Responsible Use of ICT Policy and agree that my child will abide by the rules it contains. I understand that if my child misuses or abuses his/her privilege of using the equipment or damages the facilities in any way then access may be suspended and that other penalties may follow.

\_\_\_\_\_  
Parent/guardian Name    Parent/guardian signature    Date

**ICT Code of Conduct PS to Year 6**

When using ICT equipment, I will adhere to the following guidelines:

- I will not tell anybody my password or login.
- I will not try to find out anybody else's password or login and will tell my teachers if I find out by mistake.
- Before I start internet work or use email, I will ask for permission from my teacher or my parents.
- I will only use internet or email for learning purposes.

School e-mail:

- is for educational purposes only.
- I will show my teacher any message before I send it.
- I will not send personal mail in class time.
- I will not give out any addresses or phone numbers in messages.
- I will use polite and appropriate language.

When using the internet, I will tell my teacher if something comes up on the screen that I think is inappropriate.

I will tell my teacher if I see other students using strange or inappropriate material.

I will check with my teacher before printing.

\_\_\_\_\_  
Student name

\_\_\_\_\_  
Student signature

\_\_\_\_\_  
Date

I have read and understood the above Responsible Use of ICT Policy and agree that my child will abide by the rules it contains. I understand that if my child misuses or abuses his/her privilege of using the equipment or damages the facilities in any way, access may be suspended, and other penalties may follow.

\_\_\_\_\_  
Parent/guardian name

\_\_\_\_\_  
Parent/guardian signature

\_\_\_\_\_  
Date

## ICT Code of Conduct Employee

I have read and understood the Responsible Use of ICT Policy and agree to abide by the rules it contains. I understand that, if I misuse or abuse my privilege of using the equipment or damage the facilities in any way, my access may be suspended, and other penalties may follow.

\_\_\_\_\_  
Employee name

\_\_\_\_\_  
Employee signature

\_\_\_\_\_  
Date

**Document Management**

Policy name	F-02 Responsible Use of ICT Policy
Version	
Version history	Based on Acceptable use Policy (Dec 2011)
School responsible	General Manager
Board portfolio	F) Facilities
Related documents	
Status	Approved on 9 March 2021
Approved by	Lorenz Metzger (Principal) and Tammie Christie (Director)

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