

## Use of IT Policy (PS to 6)

### 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 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 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 schools ICT. If any inappropriate content is encountered, please inform a GISS representative immediately.
  - b. GISS reserves the right to inspect at any time any device that has access to GISS ICT without giving a reason and regardless of whether the device is owned by GISS or privately owned.
- 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. Breaches of copyright or licensing conditions through downloading, sharing installing or storing of any media or software.
  - c. Breaches of vendor usage conditions such as hacking or jailbreaking of an ICT asset.
  - d. 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 Web sites containing or encouraging illegal activities.
  - e. Circumventing or sharing details of passwords or other security controls.
  - f. Actions that could reasonably have been foreseen to damage or disrupt GISS reputation, operations or usage of ICT.
  - g. Transmitting, storing or participating in chain, spam, nuisance or hoax email.

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

When using ICT equipment I will keep 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 Acceptable Use 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 signature

Date

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