



ICT Usage Policy

February 2024

Purpose

The purpose of this policy is to establish Principles and Procedures to ensure that:

- Normal operation of ICT Resources and network infrastructure is maintained;
- Resources are used efficiently in the context of educational needs;
- The School's ICT systems are not used to cause others to feel offence, distress, discomfort or harassment or to interfere with the work of others;
- The School is not exposed to legal action, financial loss or public criticism;
- The School is not exposed to security breaches or unauthorised users;
- Copyright is not infringed.

Date of last review:	February 2024	Author:	Principal/s
Date of next review:	February 2025	Owner:	Principal/s
Type of policy:	State-wide (DoE) Tailored by school	Approval:	School Board
Key contract email:	principal@minarah.nsw.edu.au	Key Contact Name:	Principal/s
		Key Contact Phone:	02 8783 9188

Positioning within Minarah operational model

Component	Element
<input type="checkbox"/> Strategic Leadership and Planning	
<input type="checkbox"/> Monitoring, Reporting and Data	
<input checked="" type="checkbox"/> Governance and Accountabilities	
<input type="checkbox"/> Teaching and Learning	
<input type="checkbox"/> Culture, Ethos and Wellbeing	
<input type="checkbox"/> Curriculum and Assessment	
<input type="checkbox"/> Pathways and Enrichment	
<input type="checkbox"/> Parents and Community	
<input type="checkbox"/> Finance, IT & Estates	
<input type="checkbox"/> Our People	

Contents

Purpose	2
Positioning within Minarah operational model	2
Contents	3
1.0 Introduction.....	4
2.0 Normal operation of ICT resources and network infrastructure is maintained.....	4
3.0 Electronic communication between parents, students and staff is an effective means of communication which needs careful and professional use	5
4.0 ICT use general guidelines.....	5

1.0 Introduction

1.1 Principles and Procedures

Minarah College is the owner of all electronic communication and resources created within the School's ICT systems

- Users are required to use the ICT's resources primarily for educational purposes in an appropriate, professional and lawful manner.
- The School reserves the right to review the content of all computer accounts and files.
- All software, data and files on the School's network or network peripherals are the property of the school.

2.0 Normal operation of ICT resources and network infrastructure is maintained

- Users have a responsibility to maintain security of their own logon, password and access to data on the School's network.
- Users will respect all forms of password protection.
- Users will use the system without disrupting its use by other users.
- Network administrator may review files and communications to keep the network working properly and to ensure users are using the system responsibly.
- Due care and diligence are taken by all users to prevent damage, misuse or theft of the School's ICT resources.
- All faults and/or damage to ICT resources are reported immediately.
- The School's ICT resources are used to support and improve the learning opportunities of students and staff.
- Users will access only those files and data created and maintained by them, those that are publicly available on the school's network, or those to which they been given access.

3.0 Electronic communication between parents, students and staff is an effective means of communication which needs careful and professional use

- Electronic communications created, sent or received are the property of the School and may be accessed as records of evidence, including from backup systems, in the case of investigation.
- Electronic communications must not be used to send material that defames an individual, organisation, association, company or business.
- Inappropriate electronic communications are to be deleted immediately. Copyright law must always be observed in all electronic communications.

4.0 ICT use general guidelines

- Students, at all times, when using the school computer network or an Internet connection at school or at home must act with honesty, integrity and show complete respect for the rights and sensibilities of all others including all members of our school community.
- Students may only use the school computer network and Internet connection to do work directly related to the curriculum areas that they are studying. When accessing Internet sites, it is assumed that such sites will be directly related to their schoolwork. In doing this they must not infringe copyright or plagiarise materials. Any other types of uses must be approved by their teacher.
- Students found in breach of these rules will be only given limited Internet access to basic educational sites for a period of two weeks.
- Students accessing web sites that are violent, pornographic or otherwise offensive or for similar misuse of the school's networks will be banned and parents will be notified. A first offence will usually incur a 3-week ban. However, if the breach of rules is deemed serious enough a student can have his network and internet privileges revoked for a time deemed suitable by the Discipline and Welfare Coordinator.
- No student is to change any programs or settings or load any programs to the system.

- Under no circumstances will students load streaming video or any programmes that compromise the security of the School Network.
- Students must be aware of the general Copyright rules that apply when using information obtained electronically. Students must not illegally download software, games, movies, television shows etc. A first offence will incur a 2-week ban. Further infringements will incur longer bans.
- Students must report any knowledge about vandalism of school equipment to their teacher.
- Students are responsible for the security of their network and internet passwords. Any student using other students' passwords may lose all network and internet privileges.
- The Minarah College staff will continually monitor student usage and will take appropriate action if students are in breach of the rules.
- Students are only to access the Internet at school through the school's proxy network. No other types of Wireless Internet access are allowed.
- Students are not allowed to play any types of computer games in the computer lab.

Document Control

Publication date:	February 2021	Revised date	February 2024
Version number	v1.3		
Applies to	All Minarah Staff		
Responsible Officer	Review	Principal/s	
Approved by:	Minarah Board	Principal/s	

Revision History

Version	Revision Description	Revised By	Date
v1.0	Authorized	Jay Halai	February 2021
v1.1	Template Changes	Jay Halai	February 2022
v1.2	Review	Samina Ali	March 2023
v1.3	Review	Samina Ali	February 2024