



# ACCEPTABLE USE OF TECHNOLOGY

## Iona Presentation College

### Sources of Authority

CECWA Policy

Education

Executive Directive

Curriculum Assessment & Reporting

## 1. INTRODUCTION

The purpose of Information and Communication Technology (ICT) at Iona Presentation College is to:

- enhance student learning opportunities
- promote student achievement
- support the professional work of staff
- enhance the school's management information and business administration systems

The use of ICT within school should be responsible, legal, appropriate and for educational purposes and should follow the guidelines outlined in this Acceptable Use Of Technology Agreement. This guideline applies to the use of all school related ICT resources, whether provided by the school or the student.

Both students and parents/guardians must read the guideline. Acceptance of this guideline must be shown by signing the form received in Consent2Go.

Access to the College's computers systems will be provided after this agreement is signed and received.

## 2. DEFINITION

- Information and Communications Technologies are any electronic device or related applications which allow users to record, send, access or receive information, in textual, audio, image or video form. These may include but are not restricted to:
  - Computing systems such as MacBooks and iPads, and related applications such as email and Internet
  - Web-based tools such as discussion forums, instant messaging systems, chat rooms, blogs, podcasts, social media sites, IP based voice and video communications
  - Mobile devices such as mobile phones, smart phones and mobile wireless WiFi
  - Photocopiers
  - Imaging tools such as video, still or web cameras
  - Audio tools such as audio recording devices, iPods & MP3 players

## 3. ACCEPTABLE USES

### 3.1. Students must:

#### 3.1.1. Respect resources

- 3.1.1.1. Use ICT equipment and resources for educational purposes under teacher supervision
- 3.1.1.2. Follow teacher directions for accessing files, programs, email and internet resources
- 3.1.1.3. Seek advice from a teacher before responding to online prompts
- 3.1.1.4. Delete emails from unknown sources without opening any attachments as they may contain a virus
- 3.1.1.5. Not attempt to maliciously harm, damage or destroy any hardware (which includes, but is not limited to, computers, printers, digital cameras, interactive whiteboards, projectors)

3.1.1.6. Only download software made available in the Self-Service Portal. Requests for additional software can be made at the ICT Help Desk to ensure it is virus free and properly licensed.

### 3.1.2. Respect others

3.1.2.1. Respect the rights, beliefs and viewpoints of others

3.1.2.2. Follow the same standards of behaviour online as you are expected to follow in day to day living

3.1.2.3. Follow the Netiquette guidelines for online communications at the end of the document

3.1.2.4. Observe copyright rules by respecting the information, ideas and artistic works of others

3.1.2.5. Acknowledge the author or publisher of information from the Internet and do not claim the work or pictures as your own

### 3.1.3. Keep safe online at home and school

3.1.3.1. Keep your passwords and personal work secure

3.1.3.2. Use the internet and email for educational purposes only whilst on and off campus

3.1.3.3. Use College provided email accounts when communicating online

3.1.3.4. Seek appropriate advice before providing personal details online

3.1.3.5. Not project an undesirable self-image online or attract any unwanted attention

3.1.3.6. Not publish personal details, such as your birthdate, mobile phone number or location online

3.1.3.7. Remember that Social Media sites such as Instagram are public. Only post items that you would want your parents, best friend, or future employer to see. Use the maximum privacy settings available. Items can never be deleted.

3.1.3.8. Not access material that is inappropriate

### 3.1.4. Care for the device:

3.1.4.1. Ensure a cover is always on the device. If the cover is damaged, seek a replacement immediately.

3.1.4.2. For iPad devices, ensure Apple Pencil is with device at all times, seek replacement immediately for lost, stolen, damaged pencils.

3.1.4.3. Ensure no drinks or food are near the device, as spills can cause complete breakdown of device.

3.1.4.4. Do not leave the device on the floor at any time to ensure no one steps on it and breaks the screen/keyboard.

3.1.4.5. Charge the device at home to be ready for learning at school.

3.1.4.6. Families will be charged for lost/stolen/physically damaged devices or accessories

Charges:

- Replacement Cases (at retail replacement cost \$40)

- Replacement Apple Pencil v1/v2/Pro (at retail replacement cost \$145-\$200)

- Replacement iPad / iPad Air / iPad Pro/ Macbook \$200

- Replacement Apple Magic Keyboard / Logitech Combo Touch Keyboard \$200

N.B these prices are approximate. Replacement devices and accessories must be purchased through the College.

## 4. UNACCEPTABLE USES

4.1. The following uses of ICTs are considered unacceptable:

### 4.1.1. Personal safety

Disclosure of personal information can expose users to inappropriate material, physical danger, unsolicited commercial material, financial risks, harassment and bullying, exploitation, unreliable information, nuisance and sabotage.

#### 4.1.1.1. You must NOT:

- 4.1.1.1.1. Send or post detailed personal information, images or audio about yourself or other people (Personal contact information includes home address, telephone or mobile number, school name, school address, work address, email addresses)
- 4.1.1.1.2. Meet with someone you have met online without your parent/ guardian's approval and participation

#### 4.1.2. Illegal activities

4.1.2.1. Students need to be aware that they are subject to laws relating to assault, trafficking and computer offences. An electronic audit trail may provide evidence of offences. You must NOT:

- 4.1.2.1.1. Attempt to gain access to any computer system or service, to which you do not have authorised access. This includes attempting to log in through another person's account or accessing another person's files or emails
- 4.1.2.1.2. Make deliberate attempts to disrupt another person's use of ICT
- 4.1.2.1.3. Make deliberate attempts to destroy files or system software by hacking, spreading computer viruses or by any other means
- 4.1.2.1.4. Engage in any illegal act, such as threatening the personal safety of others
- 4.1.2.1.5. Install or use software which is not licensed by the school. Students who have MacBooks or iPads as part of the 1 to 1 program may install additional licensed software from the Self-Service Portal.

#### 4.1.3. Network security

##### 4.1.3.1. You must NOT:

- 4.1.3.1.1. Provide your password to another person or in response to a request via email (even if it looks like the email comes from someone you know)
- 4.1.3.1.2. Go looking for network security problems, because this may be seen as an attempt to gain unauthorised access to the network
- 4.1.3.1.3. Post information that, if acted upon, could cause damage to or disrupt the network
- 4.1.3.1.4. While on campus, bypass the College Wireless Network by connecting your MacBook or other devices to Personal hotspots (Mobile WiFi or other) unless authorized
- 4.1.3.1.5. Use VPN software such as "Hotspot Shield" or other methods to disguise your internet activity
- 4.1.3.1.6. Tamper or remove any College installed network security software on the MacBook.

#### 4.1.4. Inappropriate language and images

- 4.1.4.1. Restrictions against 'inappropriate language and images' apply to public messages, private messages, and material posted on web pages.
- 4.1.4.2. Email, messages and posts sent using the College's ICT and student devices are monitored on and off campus using a solution from ESafe. Reports of inappropriate or harmful use are obtained and responded to by the College Leadership Team.
- 4.1.4.3. You must NOT:
  - 4.1.4.3.1. Use obscene, profane, rude, threatening, sexist, racist, disrespectful or inappropriate language
  - 4.1.4.3.2. Store or transmit images that are obscene, profane, rude, threatening, sexist, racist, disrespectful or inappropriate

#### 4.1.5. Respect for privacy

##### 4.1.5.1. You must NOT:

- 4.1.5.1.1. Re-post a message that was sent to you privately without the permission of the person who sent the message
- 4.1.5.1.2. Take photos, sound or video recordings of staff or students without explicit permission being given
- 4.1.5.1.3. Distribute private information, including photos or recordings, about another person without their permission

#### 4.1.6. Respect for others

##### 4.1.6.1. You must NOT:

- 4.1.6.1.1. Make personal attacks on another person
- 4.1.6.1.2. Harass another person. Harassment is persistently acting in a manner that distresses or annoys another person. If someone tells you to stop sending them messages, you must comply with their request
- 4.1.6.1.3. Send or post any inappropriate or inaccurate information, comments, images, video or audio about other people, Iona Presentation College or other organisations

#### 4.1.7. Iona Presentation College

##### 4.1.7.1. You must NOT:

- 4.1.7.1.1. At any time identify yourself as being part of the Iona Community when using Social Media sites
- 4.1.7.1.2. Make written or visual entries in your online profiles, blogs, wikis or videos that make mention of Iona's name or display the school crest

#### 4.1.8. Respecting resource limits

##### 4.1.8.1. You must NOT:

- 4.1.8.1.1. Post or respond to chain letters or engage in "spamming". Spamming is sending an annoying or unnecessary message to a large number of people.
- 4.1.8.1.2. You must refrain from wasting paper by printing multiple drafts. Use Preview Mode before printing

#### 4.1.9. Plagiarism and copyright

##### 4.1.9.1. You must NOT:

- 4.1.9.1.1. Plagiarise works found on the Internet. Plagiarism is taking the ideas or writings of others and presenting them as if they were original to the user
- 4.1.9.1.2. Use material from the Internet in a manner which violates copyright laws
- 4.1.9.1.3. Access or use material from the Internet which relates to exam cheating or providing completed assignments

#### 4.1.10. Access to inappropriate material

- 4.1.10.1. Attempts to access inappropriate material using the College's ICT and student devices are monitored and logged by the College.
- 4.1.10.2. Inappropriate material may be filtered or blocked by the College's content filtering service. You must NOT:
- 4.1.10.3. Use ICT to access material that:
  - 4.1.10.3.1. Is profane or obscene (pornographic)
  - 4.1.10.3.2. Advocates illegal acts
  - 4.1.10.3.3. Advocates violence or discrimination towards other people

#### 4.1.11. Voice, video and text-based communications

##### 4.1.11.1. You must NOT:

- 4.1.11.1.1. Communicate with others during school time unless the purpose of such access is educational in nature and has approval from a staff member

## 5. NOTIFICATION

### 5.1. You must:

- 5.1.1. Disclose to your teacher any messages you receive that are inappropriate or disturb you
- 5.1.2. Notify ICT Staff if you identify a possible security problem
- 5.1.3. Immediately disclose accidental access to inappropriate material to the Director of ICT. This will protect you against an allegation that you have intentionally violated the College Acceptable Use Of Technology Agreement

5.1.4. Notify your Homeroom/Class teacher, Head of Year and or Head of School if you are offended by another person's use of ICT

## 6. MOBILE PHONES

- 6.1. The misuse of mobile phones and similar devices such as iPods in class can be disruptive to the learning environment of students.
- 6.2. To prevent disruption or harm to the smooth running of the school and the education of other students, this guideline applies whilst on the College grounds, during school excursions, camps and when taking part in co-curricular activities.
- 6.3. Students must:
  - 6.3.1. Display courtesy, consideration and respect for others whenever they are using a mobile phone.
  - 6.3.2. Ensure mobile phones are not used in a manner or place that is disruptive to the normal routine of the College.
  - 6.3.3. Ensure Mobile phones which are brought into Iona Presentation College are:
    - 6.3.3.1. Kept locked in student lockers between the hours of 8.00am and 3.30pm unless approved for classroom use by a teacher in a specific class
    - 6.3.3.2. Kept on silent mode with no vibration OR Turned off
  - 6.3.4. Make sure that their mobile phones are secured at all times in the locker.
  - 6.3.5. Only use their mobile phones before or after school and not at all in the Student Reception area.
  - 6.3.6. Use mobile phones in a responsible manner.
    - 6.3.6.1. Mobile phone cameras (still and video) must not be used in places where they would be considered to be inappropriate or would be banned, for example changing rooms, toilets, gyms and swimming pools
    - 6.3.6.2. Using mobile phone cameras (still and video) to film people and their activities without their knowledge and or permission is an invasion of privacy and may be subject to legal action
    - 6.3.6.3. Mobile phones should not be used to send threatening or harassing messages to other students
  - 6.3.7. If any of the above conditions are breached, the possible consequences are:
    - 6.3.7.1. Confiscation for up to 24 hours; the student's parent/ guardian will be requested to collect the phone from the College Reception area
    - 6.3.7.2. Detention – lunchtime and/or after school.
  - 6.3.8. These consequences will depend on the seriousness of the breach and are at the discretion of the Head of Year/Head of School.
  - 6.3.9. Students needing to contact their parents during the school day may only do so with the permission from their Homeroom Teacher, Head of Year, or Head of School, under supervision. Students are not permitted to text or phone parents from their mobile phones, iPads or MacBooks without this permission during school hours.
  - 6.3.10. Alternatively, students needing to contact their parents during the school day may do so via the College Reception. Use of the mobile phone in this instance is not appropriate and student mobile phones are not to be used for any reason while in the College Reception area. If parents need to communicate with their daughters during school hours, they are welcome to do so via the College Reception on 9384 0066. With this in mind, please remember that the College Reception must be notified by a parent/guardian if students are required to leave campus outside of normal school hours.

7. Iona Presentation College does not hold insurance for personal property brought into the College and will not pay for any loss or damage to such property.

8. Mobile phones are brought into the College at the owner's risk. Students are discouraged from bringing any unnecessary or particularly valuable items to school.

## 9. CONSEQUENCES OF IMPROPER USE

- 9.1. Any user violation will be recorded and may be subject to the following consequences:
  - 9.1.1. loss of access privileges for a period of time
  - 9.1.2. detention

9.1.3. informing parents/guardians

9.1.4. legal action

9.1.5. counselling

9.1.6. suspension

9.1.7. exclusion

9.2. All incidents are assessed on an individual basis. Consequences will be administered at the discretion of the Iona Presentation College Leadership Team.

## 10. NETIQUETTE

10.1. Netiquette refers to the guidelines and etiquette for online communication. You must:

10.1.1. Ensure that email and online messages are written carefully and politely. You must also try to keep messages short and precise.

10.1.2. Check e-mail frequently and delete unwanted messages promptly.

10.1.3. Use appropriate language. Anything you post online is public.

10.1.4. Be cautious in using humour and satire as they can easily be misinterpreted.

10.1.5. Respect the rights, beliefs and viewpoints of others.

10.1.6. Follow the same standards of behaviour online as you are expected to follow in real life.

10.1.7. Ensure Caps Lock is off when typing text, as typing in all capitals is equivalent to online shouting.

## 11. IMPORTANT STATUTES WHICH ARE APPLICABLE TO USE OF SCHOOL ICT INCLUDE:

Copyright Act 1968 (Cth)

Staff and Students may copy or otherwise deal with copyright material for the purpose of study or education. However, generally only the author of original material has the right to reproduce, copy, publish, perform, communicate to the public and make an adaptation of the copyright material.

Equal Opportunity Act 1984 (WA) This Act precludes:

- Discrimination against persons on grounds of sex, marital status or pregnancy, family responsibility or family status, sexual orientation, race, religious or political conviction, impairment or age in education
- Sexual harassment and racial harassment in the workplace and in educational institutions, and
- Promotes community recognition and acceptance of the equality of all persons regardless of their race, sexual orientation, religious or political convictions, impairments or ages.

Censorship Act 1996 (WA)

Staff and students must not use a computer service to transmit, obtain or request an article knowing that it contains objectionable and restricted material. It is an offence to possess or copy indecent or obscene articles or child pornography. Staff and students should be aware for their own protection that people who deal with such material commit an offence.

Criminal Code (WA)

Staff and students should be aware that it is illegal to show offensive material to children under 16, and that if someone does show them offensive material that person is committing an offence.

Racist harassment and incitement to racial hatred are also criminal offences.

Cybercrime Act 2001 (Cth)

Unauthorised access to or modification of data held in a computer and unauthorised impairment of electronic communication eg 'hacking' or infecting computer systems with a virus, are illegal.

Privacy Act 1988 (Cth)

Staff and students should respect that the personal information of others is private. This Act covers the collection, use and disclosure, quality and security of personal information.