ST LAURENCE'S COLLEGE

A Catholic College for boys in the Edmund Rice Tradition

Acceptable Use Policy: Information & Communication Technology (Students)

Background

In line with technological developments, St Laurence's College (SLC) recognises the need to provide access to online services that enable young people to be taught and acquire knowledge and skills for the 21ˢᵗ Century. Such "services" include all Information Communication Technology (ICT) and is not limited to the Internet, Intranet and electronic mail.

SLC as a member of EREA (Edmund Rice Education Australia) is committed to provision access to Information Computer Technologies for all employees and students to support the teaching learning program and administration of the College. The College provides access to these technologies underpinned by the expectation of safe and responsible behaviour by all members of the College community.

This policy should be read in conjunction with the SLC Acceptable Use Policy Information Communication Technology – Internet and Network Services (Accessible via the college website).

The policy applies to all forms of digital device, connections and networks used and accessed at SLC, whether College owned or owned by students and all College owned devices and networks used and/or accessed on site or elsewhere.

Introduction

The purpose of Information and Communication Technologies (ICT) at St Laurence's College is to:

- Enhance student learning opportunities;
- Promote student achievement and personal organisation;
- Enhance the College's management information and business administration systems.

The use of ICT within the College should be safe, responsible, legal, appropriate and for educational purposes and should follow the guidelines outlined in the overarching SLC Acceptable Use Policy Information Communication Technology.

This Acceptable Use Policy relates to the use of all College ICT whether provided by the College; employees of the College, or the student.

Both students and parents/guardians must read and sign this Acceptable Use Policy. It should be returned to St Laurence's College prior to receiving a College owned device or access to College networks.

Definitions

Information and Communication Technologies (ICT) is 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:

- Computer systems and related applications such as email and internet;
- Web-based tools such as discussion forums, chat rooms, blogs, podcasts, internet social networks and instant messaging systems;
- Mobile devices such as mobile phones, tablets;
- Fax machines, scanners;
- Output devices such as printers;
- Imaging tools such as video or still cameras;
- Audio tools such as audio recording devices.

Student Declaration

When I use digital technologies and the internet I agree to be a safe, responsible and ethical user at all times, by:

- respecting others and communicating with them in a supportive manner; never writing or participating in online bullying (e.g. forwarding messages and supporting others in harmful, inappropriate or hurtful online behaviours)
- protecting my privacy; not giving out personal details, including my full name, telephone number, address, passwords and images
- protecting the privacy of others; never posting or forwarding their personal details or images without their consent
- talking to a teacher or a trusted adult if I personally feel uncomfortable or unsafe online

- talking to a teacher or a trusted adult if I see others participating in unsafe, inappropriate or hurtful online behaviours
- carefully considering the content that I upload or post online; knowing that this is a personal reflection of who I am and what people think of me
- investigating the terms and conditions of use (e.g. age restrictions, parental consent requirements) and if my understanding is unclear seeking further explanation from a trusted adult
- confirming that I meet the stated terms and conditions and completing the required registration processes
- handling ICT devices with care and notifying a teacher of any damage or required attention
- abiding by copyright and intellectual property regulations; requesting permission to use images, text, audio and video and cite references where necessary
- not downloading unauthorised programs, including games
- not interfering with network systems and security, the data of another user or attempting to log into the network with a user name or password of another student.

In addition, when I use my personal mobile devices (including my phone) I agree to be a safe, responsible and ethical user at all times, by:

- keeping devices on silent during class times; only making or answering calls or messages outside of lesson times (except when approved as part of a lesson)
- respecting the privacy of others; only taking photos or recording sound or video when others are aware and formal consent has been provided as part of an approved lesson
- respecting others and communicating with them in a supportive manner, including outside College hours and in social contexts by not making harassing phone calls/text messages or forwarding on messages
- obtaining appropriate (written) consent from individuals who appear in images or sound and video recordings before forwarding them to other people or posting/uploading them to online spaces.

1-to-1 College owned devices Ownership
- The College retains ownership of the device until the student completes Year 12. At this time ownership of the device will be determined by the College.
- Parents/students should be aware that files stored on the device, or on the College's server, are not private.
- If the student leaves the College prior to completing Year 12 the device and all peripheral equipment such as chargers and bags must be returned to the College in good working order.

Damage or loss of equipment

- All devices and batteries are covered by a manufacturer's warranty. The warranty covers manufacturer's defects and normal use of the device. It does not cover negligence, abuse or malicious damage.
- Any problems, vandalism, damage, loss or theft of the device must be reported immediately to the College.
- Students may be required to replace lost or damaged chargers.
- In the case of loss or accidental damage, a statement must be signed by the student and a copy provided to the students guardians.
- In the case of suspected theft, a police report must be made by the family and a copy of the report provided to the College.

- If a device is damaged or lost, the principal or their nominee will determine whether replacement is appropriate and/or whether the student retains access to a device for home use.
- If a device is damaged and the damage is not covered by the manufacturer's warranty or any of the College's insurance arrangements, the Principal or Director of IT may determine that the student will pay the costs of repairing the damage or if necessary the costs of replacing the device.

Student responsibilities

Students are responsible for:

- bringing portable devices fully–charged to College every day
- maintaining virus protection, spam and filtering settings, set as a standard on the device
- backing up data securely
- carrying their device in an appropriate protective case at all times
- adhering to this Acceptable Use Agreement when using the machine, both at home and at College, including during lunchtime or when not in the classroom.

1-to-1 personal devices Ownership

- The device is owned by the parents/student.
- Mobile phones and other electronic personal devices are the responsibility of the parent / student. The College does not support these devices, with the exception of Wi-Fi connectivity where the device is compatible with our wireless networking infrastructure and there is an approved learning or teaching requirement

Software and access

- The College will provide information about standard software programs and applications required for installation on personal devices and will advise when new software or applications need to be purchased.
- Parents are responsible for purchasing and installing new programs on personal devices. Parents are advised to set up a separate family account (not use their own accounts) to manage purchases for their child's device.

College support

Support will be provided for:

- connecting the device to the College network, internet and other digital technologies
- set up and management of College, student email accounts
- all College-based software and associated issues with College applications.

Support will not be provided for:

- connecting to home networks, the internet, printers, or other devices
- personal email accounts and settings
- software issues
- hardware issues

Acknowledgement

This Acceptable Use Agreement applies to all digital technologies and environments, including (although not limited to):

- College owned ICT devices (e.g. desktops, laptops, printers, scanners)
- mobile phones and student owned devices
- email and instant messaging
- internet, intranet
- social networking sites (e.g. Facebook)
- video and photo sharing websites (e.g. YouTube)
- blogs or micro-blogs (e.g. Twitter)
- forums, discussion boards and groups (e.g. Google groups)
- wikis (e.g. Wikipedia)
- vod and podcasts
- video conferences and web conferences.

This Acceptable Use Agreement applies when digital technologies are being used at College, during College excursions, at camps and extra-curricular activities, and at home.

NOTE:

1. The Director IT may close an account at any time as directed by the, Principal/Deputy Principal.

2. At the discretion of the Director of IT, Principal or Deputy Principal, any person identified as a security risk may be denied access to the services.

3. Any use of the internet by users which breaches this Policy, the Anti-Discrimination Act Queensland 1991 or other relevant laws, will result in disciplinary action against the user in accordance with the EREA's Disciplinary Policies for students. This action may include expulsion for students.

4. Users should be aware that breach of this policy may also lead to external action being taken against them by a third party.

This section must be completed by the student/participant.

Before you may use computer facilities at St Laurence's College, you must sign this agreement which binds you to the following conditions. If you break any of the conditions, appropriate penalties will be applied.

Your Name (PRINT): .... **Year Level**: ....

Network Login Name (Student ID): ....

I have read the *Acceptable Use Policy: Information & Communication Technology* and agree to obey the guidelines and conditions in it and take responsibility for my actions. I understand that the College/ministry/initiative shall not be responsible for the consequences of any misuse of the internet, intranet or electronic mail by me.

Signed: .... **Date**: ....
(Student)

This section must be completed by the parent or legal guardian of the student/participant.

I, the parent or guardian of .... have read and understood the *Acceptable Use Policy: Information & Communication Technology*. I agree that my child is permitted to use the College internet, intranet or electronic mail and that he is aware of the obligation to observe these guidelines and conditions and to be responsible for acceptable use. I understand that St Laurence's College shall not be responsible for the consequences of any misuse by my child.

Signed: .... **Date**: ....
(Parent/Guardian)

ANNEXURE A
Summary of Unacceptable Use

INAPPROPRIATE USE INCLUDES BUT IS NOT LIMITED TO THE FOLLOWING:

The use of the intranet, internet and email must not be used to:

1. Infringe the copyright or other intellectual property rights of third parties. Students should not download and use work without the express permission of the owner;
2. Download software, unless appropriate authorization and compliance with licensing requirements and established policies to check all such software for computer viruses is followed;
3. Disrupt communication and information devices through such means as mass emailing or transmitting files which place an unnecessary burden on departmental resources;
4. Access inappropriate internet sites (see Inappropriate Internet Sites below);
5. Download, distribute, store or display offensive or pornographic graphics, adult sites, images or statements or other material obtained from inappropriate internet sites;
6. Access material that is discriminatory or could cause offence to others, for example, offensive material based on gender, ethnicity or religious or political beliefs;
7. Download unreasonable amounts of material for non-work related or non-educational use;
8. Download information for the purpose of providing it to external organisations or the general public without authorisation;
9. Distribute chain letters;
10. Distribute defamatory, obscene, offensive or harassing messages;
11. Distribute confidential information without authority;
12. Distribute messages that disclose personal/sensitive information without authorisation;
13. Distribute private information about other people;
14. Distribute messages anonymously, using a false identity or using another person's email account;
15. Engage in any illegal or wrongful activity; and
16. Download/supply to others inappropriate site addresses.
17. Knowingly engaging in any activity which may compromise the security of the local area network, intranet or external network.

INAPPROPRIATE INTERNET SITES

Inappropriate sites include, but are not limited to, sites that:

    a) are illegal;
    b) are pornographic or contain inappropriate or obscene sexual material;
    c) advocate hate/violence;
    d) contain discriminatory material, e.g. on the basis of gender, race, religious or political beliefs; and offer inappropriate games or software.