



ACCEPTABLE USE OF ICT at WIRREANDA SECONDARY SCHOOL SECONDARY SCHOOL

To assist us in enhancing learning through the acceptable and safe use of information and communication technologies (ICTs), it is important that parents and students read this document and sign to say they agree to the terms of the Acceptable Use of ICT Policy in the Student Diary.

Rigorous practices are in place to try and ensure the appropriate use of ICT. Child protection education relating to the use of ICT is part of Digital Citizenship taught to all students.

The computer network, Internet access facilities, computers and other ICT equipment/devices bring great benefits to the teaching and learning programs at Wirreanda Secondary School, and to the effective operation of the school. The ICT equipment is for educational purposes appropriate to this environment, whether it is owned or leased either partially or wholly by the school, and used on or off the site.

The overall goal of Wirreanda Secondary School is to create and maintain a technology-rich culture that is in keeping with our values and with legislative and professional obligations. The Acceptable Use of ICT Policy includes information about parents and students' obligations, responsibilities, and the nature of possible consequences associated with breaches of the terms of the Policy that undermine the safety of the school environment.

Material sent and received using the school network may be monitored and filtering and/or monitoring software may be used to restrict access to certain sites and data, including e-mail. Where a student is suspected of an electronic crime, this will be reported to the South Australia Police. Where a personal electronic device such as a mobile phone is used to capture images of a crime, such as an assault, the device will be confiscated and handed to the police.

While every reasonable effort is made by schools and DECS administrators to prevent children's exposure to inappropriate content when using the department's online services, it is not possible to completely eliminate the risk of such exposure. In particular, DECS cannot filter Internet content accessed by your child from home, from other locations away from school or on mobile devices owned by your child. DECS recommends the use of appropriate Internet filtering software.

Important terms:

'ICT equipment/devices' includes computers (such as desktops, laptops, PDAs), storage devices (such as USB and flash memory devices, CDs, DVDs, floppy disks, iPods, MP3 players), cameras (such as video and digital cameras and webcams), all types of mobile phones, gaming consoles, video and audio players/receivers (such as portable CD and DVD players), and any other, similar, technologies.

'Inappropriate material' means material that deals with matters such as sex, cruelty or violence in a manner that is likely to be injurious to children or incompatible with a school or preschool environment.

'BYOD' refers to Bring Your Own Device, the practice of allowing students to use their own device for school work purposes.

Parents/caregivers play a critical role in developing knowledge, understanding and ethics around their child's safety and safe ICT practices regardless of the time of day. We recommend that all parents discuss with their child the following strategies to help in using ICT appropriately at school and after formal school hours:

1. Use the computers and other ICT equipment only for learning.
2. If unsure whether something involving ICT is allowed, a teacher's permission will be sought first.
3. Log on and use the school network only with your own user name and do not allow anyone else to use your account.
4. Keep your password private.
5. Use the Internet, e-mail, mobile phones or any ICT equipment only for positive purposes, not to be rude or offensive, or to bully, harass, or in any way harm anyone else, or the school itself, even if it is meant as a joke.
6. While at school, you should:
 - attempt to search for things online that are known to be acceptable at our school. This would exclude anything that is rude or violent or uses unacceptable language.
 - report any attempt to get around, or bypass, security, monitoring and filtering that is in place at the school.
7. If you find any materials that is upsets you, is rude, or that you know is not acceptable at our school, you will:
 - not show others
 - inform a teacher..
8. The school has a BYOD scheme. In order to take part in this scheme, the Bring Your Own Device Acceptable Use Policy must be read and signed by parents in advance of bringing and using a personal device in school
9. This Acceptable Use of ICT Policy applies to any devices brought to and used in our school.
10. All downloading or copying of files such as music, videos, games or programs must comply with copyright laws.
11. Any personal information must be put online only under the guidance of teaching staff. Personal identifying information includes any of the following:
 - full name
 - address
 - e-mail address
 - phone numbers
 - personal photos.
12. Respect all school ICT equipment/devices and treat all ICT equipment/devices with care. This includes:
 - not intentionally disrupting the smooth running of any school ICT systems
 - not attempting to hack or gain unauthorised access to any system
 - following all advice, information and directions given in this document, and not joining in if other students choose to be irresponsible with ICT
 - reporting any breakages/damage to a staff member.
13. If you do not follow the terms of this Policy, the school may inform parents/caregivers. In serious cases, the school may take disciplinary action.
14. Family may be charged for repair costs.
15. If illegal material or activities are involved or e-crime is suspected, it may be necessary for the school to inform the police and hold securely personal items for potential examination by police. Such actions may occur even if the incident occurs off-site and/or out of school hours.



By signing the Acceptable Use of ICT Policy in the planner you as a parent are bound by the following:

I understand that Wirreanda Secondary School will:

- do its best to enhance learning through the safe use of ICT. This includes working to restrict access to inappropriate, illegal or harmful material on the Internet or on ICT equipment/devices at school or at school-related activities
- work with children and their families to encourage and develop an understanding of the importance of appropriate and safe use of ICT through education designed to complement and support the Acceptable Use of ICT Policy initiative. This includes providing children with strategies to keep themselves safe in a connected online world
- respond to any breaches in an appropriate manner
- welcome enquiries at any time from parents/caregivers/legal guardians or children about issues related to ICT use.

My responsibilities include:

- discussing the information about appropriate and safe use of ICT with my child and explaining why it is important
- supporting the school's program on appropriate and safe use of ICT by emphasising to my child the need to follow the terms of the Acceptable Use of ICT Policy.
- contacting the principal or nominee to discuss any questions I may have about issues related to ICT use and/or this Acceptable Use Policy.

Please note: This Policy will remain in force as long as your child is enrolled at this school. If it becomes necessary to add/amend any information or rule, you will be advised in writing.