

Acceptable Use of ICT Policy

Wirreanda 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.

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. ICT equipment/devices are for educational purposes appropriate to this environment, whether they are 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. This 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.

Digital materials sent and received using the school network are monitored. Filtering and/or monitoring software are used to restrict access to certain sites and data. 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 Department for Education 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, Department for Education cannot filter Internet content accessed by your child from home, from other locations away from school or on mobile devices owned by your child. Department for Education recommends the use of appropriate Internet filtering software.

This policy is based on the following principles:

- The ICT resources of Wirreanda Secondary School are provided to students and staff to support teaching & learning and administrative functions of the school
- Authorised users are granted access to school resources and to external networks on the basis that their use of ICT resources will be ethical and lawful at all times
- Authorised users are required to observe school policy and Australian laws
- Wirreanda Secondary School ICT resources must not under any circumstances be used to humiliate, intimidate, offend or vilify others

This policy applies to all electronic devices used within the school grounds and/or connected to the Wirreanda Secondary School network. This includes:

- Equipment owned by the school
- Student owned or rented ICT equipment/devices including mobile phones

Important terms:

'ICT equipment/devices' includes computers (such as desktops, laptops, tablets), 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), internet connected devices and any other, similar, technologies.

'Inappropriate material' refers to 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.



Acceptable Use of ICT at Wirreanda Secondary School means:

- There is an expectation that students are adopting practices in accordance with this Acceptable Use of ICT policy when ICT equipment/devices are being used within the school grounds and/or connected to the Wirreanda Secondary School network at all times
- Passwords must be kept confidential and not displayed or written down in any form;
- Students must not disclose their personal passwords to any person other than Wirreanda Secondary School ICT staff and Administration Team members
- Students are not to access or use any other students, staff or other account than their own, for any purpose
- Students will handle school loan equipment safely and carefully to avoid damage beyond fair wear and tear
- Students are under obligation to report any attempt to bypass security, monitoring and filtering that the school has in place and any inappropriate use of a device
- All data created, edited, modified and stored on a Wirreanda Secondary School device is the property of the school and can be accessed by approved staff at any time
- All data created, edited, modified and stored on Google suite accounts set up by Wirreanda Secondary School can be accessed by approved staff at any time

BYOD:

Wirreanda has a BYOD program for all students except those in the Unit and WAVE students. For the BYOD program:

- There is an expectation that students are adopting practices in accordance with this Acceptable Use of ICT policy when ICT equipment/devices are being used within the school grounds and/or connected to the Wirreanda Secondary School network
- Students are expected to:
 - Bring to school, a working device to learn with every day that meets the minimum specifications given on the school website
 - Have a device that is fully charged take appropriate actions during the school day to ensure the battery on the device is not used for non-learning purposes which results in it not lasting the full day
 - Ensure they have their device available in every lesson
 - Seek immediate assistance from IT Support if there are issues with their own/school owned devices
- At no time will the school accept responsibility for loss, theft or damage to student owned ICT equipment/devices
- Mobile phones and tablets are not considered a device to learn with
- Daily loans and long term loans of school owned devices are available for students in certain circumstances. These are loaned out and tracked by a digital system. It is the responsibility of the student to whom these are loaned, to ensure these devices are returned in a timely manner and in the same condition as they were provided. The following are itemised costs should loan devices not be returned or looked after:

Table 1 – Itemised costs for school owned devices

School owned laptop not returned or returned damaged beyond repair	\$550
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Charger not returned or returned damaged beyond repair	\$50
Screen damage	\$150
Keyboard damage	\$100
Port (USB/HDMI) or power button damage	\$50
Structural damage to the laptop case	\$150

- All loans provided by the school are subject to conditions. Daily loans are provided in the event of laptop repairs, where it malfunctions and on the rare occasion where a device is forgotten. Each student is provided with a maximum of 10 school days in an academic year of daily loan provision at no cost. However, these devices are subject to charges if they are not returned or are damaged. Long term loans are provided for a non-refundable yearly rental charge of \$100.

Parents/caregivers obligations:

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 ICT equipment/devices 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 and provided services such as Google suite, 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/devices 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 only 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 upsets you, is rude, or that you know is not acceptable at our school, you will:
 - not show others
 - inform a teacher
8. The LearnLink Office 365 Service, including Office 365 Pro Plus is only to be used in relation to delivering curriculum objectives, and will not be used to store sensitive or personal information.
9. The school has a BYOD program. Ensure compliance with the stipulations of that program.
10. This Acceptable Use of ICT Policy applies to any devices brought to and used in our school.
11. All downloading or copying of files such as music, videos, games or programs must comply with copyright laws.
12. Any personal information should not be put online unless under the guidance of teaching staff. Personal identifying information includes any of the following:
 - full name
 - address
 - e-mail address
 - phone numbers
 - personal photos.
13. 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.
- 14.** 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.
 - 15.** Specialist devices are loaned to students on long term and daily basis. Students have a responsibility to ensure these devices are returned in the same condition as they were borrowed. Families may be charged for repair costs.
 - 16.** 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, 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.
- supporting my child in complying with the requirements of the BYOD program
- contacting a staff at the school 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 while your child is enrolled at this school.
If it becomes necessary to add/amend any information or rule, you will be advised.**