Acceptable Use of ICT Policy

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 the AUP Agreement to say they agree to the terms of the *Agreement of the Acceptable Use of Information and Communications Technology Policy.*

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. 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.

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 young person from home, from other locations away from school or on mobile devices owned by your young person. 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 lawsWirreanda 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

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 will be accountable for any inappropriate actions undertaken by someone using their personal user ID

- 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 Apps for Education accounts set up by Wirreanda Secondary School can be accessed by approved staff at any time

BYOD

Wirreanda has adopted a whole school BYOD program. This means that:

- 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 device to learn with every day that meets the minimum specifications given in the FAQ information sheet issued by the school

    - Bring a device that is fully charged

    - Seek immediate assistance if there are issues with their own 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 appropriate for everyday learning but rather technology for enhanced learning when specifically directed by the teacher

Parents/caregivers Obligations

Parents/caregivers play a critical role in developing knowledge, understanding and ethics around their young person's safety and safe ICT practices regardless of the time of day. We recommend that all parents discuss with their young person 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 only with your own username and do not allow anyone else to use your account.

4. Keep passwords 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, students:
   - 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 students find any materials that is upsetting, is rude, or that is not acceptable at our school, students:
   - 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 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.

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 students 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 a 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 secure 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 [ICT and Cyber-Safety Use Agreement](#) parent/carers are bound by the following:

An understanding 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 young people 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 young people 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 young people about issues related to ICT use.

Parent/Carer's responsibilities include:

- discussing the information about appropriate and safe use of ICT with their young person and explaining why it is important

- supporting the school's program on appropriate and safe use of ICT by emphasising to their young person the need to follow the terms of the Acceptable Use of ICT Policy.

- contacting a Senior Leader to discuss any questions they may have about issues related to ICT use and/or this Acceptable Use Policy.

Please note: This Policy will remain in action as long as the young person is enrolled at this school. If it becomes necessary to add/amend any information or rule, you will be advised via the school's website.

Important terms:

- 'Cyber-safety' refers to the safe use of the Internet and ICT equipment and services, including mobile phones.

- 'Cyber bullying' is bullying which uses e-technology as a means of victimising others. It is the use of an Internet service or mobile technologies - such as e-mail, chat room discussion groups, instant messaging, webpages or SMS (text messaging) - with the intention of harming another person.

- 'ICT equipment and services' 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), enterprise storage, network switches, routers, printers and any other, similar, technologies both school owned or privately owned.

- Services include cloud/online based solutions such as, but not limited to Microsoft Office 365, Google Apps for Education (encompassing GSuite) and any MBHS service that comprises electronic communication and/or delivery systems, such as Daymap, Wordpress, Papercut, ICT Administration.

- '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.

- 'E-crime' occurs when computers or other electronic communication equipment/devices (e.g. Internet, mobile phones) are used to commit an offence, are targeted in an offence, or act as storage devices in an offence.