Illawarra Christian School
Electronic Media Policy

1. Biblical Basis

Ephesians 6:5-8

5Slaves, obey your earthly masters with respect and fear, and with sincerity of heart, just as you would obey Christ. 6Obey them not only to win their favour when their eye is on you, but like slaves of Christ, doing the will of God from your heart. 7Serve wholeheartedly, as if you were serving the Lord, not men, 8because you know that the Lord will reward everyone for whatever good he does, whether he is slave or free.

James 3:6-12

6The tongue also is a fire, a world of evil among the parts of the body. It corrupts the whole person, sets the whole course of his life on fire, and is itself set on fire by hell. 7All kinds of animals, birds, reptiles and creatures of the sea are being tamed and have been tamed by man, 8but no man can tame the tongue. It is a restless evil, full of deadly poison. 9With the tongue we praise our Lord and Father, and with it we curse men, who have been made in God's likeness. 10Out of the same mouth come praise and cursing. My brothers, this should not be. 11Can both fresh water and salt water flow from the same spring? 12My brothers, can a fig tree bear olives, or a grapevine bear figs? Neither can a salt spring produce fresh water.

1 Peter 1:13-17

13Therefore, prepare your minds for action; be self-controlled; set your hope fully on the grace to be given you when Jesus Christ is revealed. 14As obedient children, do not conform to the evil desires you had when you lived in ignorance. 15But just as he who called you is holy, so be holy in all you do; 16for it is written: "Be holy, because I am holy." 17Since you call on a Father who judges each man's work impartially, live your lives as strangers here in reverent fear.

2. Preamble

It is the policy of ICS to ensure that school owned or leased electronic communication media, as well as all supporting systems and all data stored or transmitted on them are utilised in a professional and responsible manner, with proper security measures, for the conduct of ICS business. “Use in the conduct of ICS business” shall be construed in a broad sense to include responsible personal use incidental to travel, training, and the efficient conduct of ICS business.

If any specific provision of this policy directly conflicts with applicable laws or regulations, the relevant law or regulation will supersede that provision.
Electronic communication media include, but are not limited to, e-mail; the Internet; facsimile; telephone; mobile phones; voice mail; social net-working system [eg: Facebook, Twitter, etc} and other school-supported computing and communication resources, as well as any electronic media. The types of media covered in this policy may expand over time as new technology emerges.

3. Use of Electronic Communication Media

It is a condition of enrolment/employment or continued enrolment/employment at Illawarra Christian School that students/staff adhere to the following boundaries in regard to computer use of social networking sites and electronic media:-

Electronic communication media and their supporting systems are business tools for ICS business purposes. All communications sent over these systems will be considered to be school-related communications and subject to the ICS Privacy Policy.

Personal use of electronic communication media is discouraged. ICS, however, recognises that some personal use will occur that is consistent with the efficient conduct of ICS business. Nevertheless, such use should be kept to a minimum. Unlawful or inappropriate use of these media, including excessive and irresponsible personal use, is prohibited. ICS may monitor any communication using its systems.

Users are prohibited from utilising electronic communication media to send, peruse, store, transmit, or further distribute information, whether audio, verbal or visual, that may be considered offensive or disruptive.

In addition, offensive and disruptive information will include any act, behaviour or dissemination of information that is prohibited under applicable laws and regulations.

Users are prohibited from the use of electronic communication media in any manner that violates ICS policies, including its policies regarding discrimination or sexual harassment.

Unauthorised disclosure of ICS, staff, parent or student confidential information via electronic communication media is not permitted.

Students and employees must not make any comment on social networking sites (whether the profile or user-generated content is identifiably theirs or belonging to someone else) or any other digital media including email that targets any Illawarra Christian School student or staff person with perceived negative intent, or undermines the name and/or good work of the school.

Misrepresenting, obscuring, suppressing or replacing a User's identity, or using another person's identification and/or password on electronic communication media is not permitted. The User name, electronic mail address and related information included with electronic messages must reflect the actual originator of the messages.

4. Privacy

Given the large number of publicly accessible systems that most electronic mail traverses, there should be no expectation of electronic communication media privacy on the part of the User. Users should be cognisant at all times that electronic media messages are public messages, typically accessible not only by the User but also by any number of other entities at any time. Users also should be aware that files or messages that the User has deleted may be stored elsewhere and are not necessarily erased from the network.
5. **Security and Integrity of Electronic Communication Media Systems**

In order to prevent unintended disclosure, extreme care should be exercised to prevent the mis-sending or interception of data. In addition, Users should minimise storage of confidential or proprietary data to prevent unintended disclosure.

To protect the integrity of the information transmitted through these systems, Users should send confidential or proprietary messages only to the necessary recipients and must mark those messages as school confidential and/or school proprietary. Such messages should be encrypted, both prior to sending and prior to storage. Users must not leave confidential information on their screens when they leave their workstations. Storage should be limited to the shortest practical or legally required time period.

Under the Electronic Communications Privacy Act, it is a criminal act to intercept electronic communications not addressed to you without authorisation to do so.

To protect the integrity and security of these systems, Users are prohibited from disrupting software or system performance or intentionally introducing viruses and must comply with all ICS instructions on preventing the introduction of viruses. The development, production, transmission or forwarding of computer viruses, denial of service agents, or any other processes that are designed to interrupt or otherwise negatively impact electronic communication or communications systems is not permitted.

6. **Internet Use**

The Internet can be a valuable source of information and research. Use of the Internet, however, must be tempered with common sense and good judgment.

Inappropriate use of the Internet, using school resources, may lead to this privilege being withdrawn.

The Internet is a worldwide network of computers that contains millions of pages of information. Users are cautioned that many of these pages include offensive, sexually explicit, and inappropriate material. In general, it is difficult to avoid at least some contact with this material while using the Internet. Even innocuous search requests may lead to sites with highly offensive content. Users accessing the Internet do so at their own risk.

Students, unless instructed by a staff member, may not use the schools Internet connection to download games or other entertainment software, including peer-to-peer software, audio files or video files, or to play games over the Internet.

Users may not copy material protected under copyright law or make that material available to others for copying. You are responsible for complying with copyright law and applicable licenses that may apply to software, files, graphics, documents, messages, media files, and other material you wish to download or copy. You may not agree to a license or download any material for which a registration fee is charged without first obtaining the express written permission of the Principal.
Illawarra Christian School
Senior Student Laptop Usage Guidelines

Senior Students are now entitled to utilise their own laptop computers under the following conditions:

- Laptops are for use in study periods only, not classroom use, unless specifically instructed by the classroom teacher
- Laptops remain the property and responsibility of the student and ICS takes no responsibility for their safety and security
- Student laptops will not have access to printers or networked file shares. Students requiring these services will need to use current school computers
- Internet monitoring and restrictions will be identical to that on school computers as per the ICT policy
- Any students found abusing this privilege will lose this entitlement.
- If a staff member suspects inappropriate/illegal use is being made of the computer they have the right to confiscate the computer for examination by IT staff or Police.
- Students wishing to have internet access will be required to have their laptop configured by Mr Spreitzer to setup wireless access settings. Whilst only taking a few minutes, this should be done at a mutually convenient time eg. Lunch time. Students need to be aware that adjustments to setting to allow access at school may impact on wireless connectivity at home and the school does not provide support in this matter.

STUDENT AGREEMENT

1. I agree to follow the Senior Student Laptop Usage Guidelines and understand that failure to do so may result in loss of access to school computer resources.

2. I will not access any inappropriate areas on the Internet. Such include, but are not limited to, sexually explicit materials, sites containing inappropriate language, jokes or the like, or any site which could be socially threatening.

3. I will not access chat rooms, email, blogs, instant messaging, or any unauthorised communications without permission.

4. I will not intentionally interfere with or disrupt the operation of the network or alter existing computer settings without permission of a teacher.

5. I understand that the consequences of misuse will be referred to the Deputy Principal. My privileges may be lost and appropriate disciplinary action may be taken

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Illawarra Christian School
Student Computer Use Contract

Illawarra Christian School is committed to the provision of Information Communication Technology to enhance student learning. Students are required to comply with the ICT Acceptable Use Agreement in order to maintain access to school computer facilities. A summary of the Agreement follows:

1. I agree to follow the Acceptable Use rules and understand that failure to do so may result in loss of access to school computer resources.

2. I will not give my password to others, and I will not attempt to access another student’s account.

3. I will not access any inappropriate areas on the Internet. Such include, but are not limited to, sexually explicit materials, sites containing inappropriate language, jokes or the like, or any site which could be socially threatening.

4. I understand that I am solely responsible for all data accessed, sent, or printed via the computer stations at which I am working. I am to ensure I am not wasteful with these resources.

5. I understand that school computer facilities are for educational use only, and are to be used under the instruction of an appropriate member of staff.

6. I will not access chat rooms, email, blogs, instant messaging, or any unauthorised communications without permission.

7. I will not intentionally interfere with or disrupt the operation of the network or alter existing computer settings without permission of a teacher.

8. I will protect the safety and privacy of others in the school community (staff, students and parents) by not identifying them as ICS members when using the internet. This includes personal ‘blogs’ as well as other websites.

9. I will not make any comment on social networking sites (whether the profile or user-generated content is identifiably theirs or belonging to someone else) or any other digital media including email that targets any Illawarra Christian School student or staff person with perceived negative intent, or undermines the name and/or good work of the school.

10. I will not download any software, media files or other material unless required to do so to complete school tasks and with the permission of the appropriate teacher.

11. I understand that the consequences of misuse will be referred to the Deputy Principal. My privileges may be lost and appropriate disciplinary action may be taken.

This signed contract should be inserted into the Student Diary.

Student Signature  Parent/Guardian Signature

Student Printed Name  Parent/Guardian Printed Name

Student Signature  Parent/Guardian Signature

Date  Date

Class  Pastoral Care Teacher
Illawarra Christian School
ICT Acceptable Use Policy

Rationale

Illawarra Christian School is committed to the provision of Information Communication Technology to enhance student learning and recognise the need for the development of electronic and digital literacy and communication. The school supports access to the widest range of available resources and the development of skills to use these resources, which are available for educational use only.

As Christian people we are to use technology in a manner which honours God. Ethical behaviour is expected at all times, consistent with common laws and regulations but also in a manner which respects the values and standards of our school. It is an expectation that all communication will be respectful and use appropriate language. Access is a privilege and not a right and carries the responsibility of acceptable use.

Acceptable Use Agreement

Secondary Students and their parents/guardians must read this policy before together signing the Student Computer Use Contract. The contract should then be inserted into the back of the Student Diary.

Equipment/Network

- Students will abide by staff directives regarding use of computers, the network, Moodle and the Internet.
- All Students must login under their own Username and Password and logout at the end of each session. Individual passwords are not to be disclosed to others.
- In the event that a student does not know/remember their password, the student must request a new password from the Office as soon as possible.
- Computer equipment must not be damaged or misused.
- No Food or drink is to be consumed or placed near any computer.
- Students must not intentionally interfere with or disrupt the operation of the network or alter existing computer settings without permission of a teacher.
- Students must not gain or try to gain access to the files of others or vandalise the work of others.
- In the event that it is required, only the school provided Email program should be used including sending work to/from home. Other programs such as Yahoo, Hotmail, Bigpond, Gmail etc, are not to be used at school.
- Students should use email privileges for learning and research purposes only.
- Students are not to email staff or attach assignments to emails unless specifically requested by their teacher.
- External Chat or messenger sites are not to be accessed.
- Students are permitted to use USB thumb drives for school related tasks.
- All assignments are to be handed to teachers in printed form unless otherwise specifically requested.
• Students are only to use print services for the printing of specific class work, and only with the permission of the relevant teacher. Students are not to be wasteful with these resources.

• Students are not to use mp3 style devices (eg. i-pods) whilst at school unless with the explicit written permission of the Deputy Principal

Internet Use

• Students are not to deliberately access inappropriate websites. If inappropriate sites are accidently accessed students must click back one level immediately, leaving the browser open and inform their teacher so that this site can be blocked, where necessary to protect other students from accidently accessing the same site.

• Students must not download any software, media files or other material unless required to do so to complete school tasks and with the permission of the appropriate teacher.

• Students should protect the safety and privacy of others in the school community (staff, students and parents) by not identifying them as ICS members when using the internet. This includes personal ‘blogs’ as well as other websites.

• Students should not refer to the school in any way, including school logo or other images associated with the school, nor post images of themselves or others in school uniform on the Internet unless on a school sanctioned website or with the permission of the school.

Students should be aware that staff may access student files, emails, chats or messages held on the school’s computing facilities and that a surveillance program is in operation on the network.

If a student believes they have received inappropriate communication they are to report it to a teacher. Illawarra Christian School takes issues relating to Cyber-bullying seriously. Such issues will be followed up in accordance with the school’s Bullying Policy.

Parents and Care-givers are strongly urged to ensure that appropriate internet filtering is in place on any non-school computers used by students in their care. For more information, see www.netalert.gov.au

Sanctions

Any breach of the above terms may result in temporary loss of computer access, or for more serious offences, suspension and/or involvement of law enforcement agencies.

All Secondary Students are required to sign the following Contract upon enrolment as a condition of their use of the Illawarra Christian School ICT facilities. Every student will be required to renew this contract annually. The signed contract is to be inserted into the Student Diary.