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# **ICT Safe and Acceptable Use Policy for Students**

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Updated January 2016

Reviewed January 2017

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## 1. DEFINITION, POLICY & RESPONSIBILITY

- 1.1. **Information Communication Technology (ICT)** Refers to any mechanism either physical or virtual (hardware or software) that accesses, records or transports information in any form.
- 1.2. **Safe and Acceptable Use** is that which allows individuals to work safely and confidently within the ICT infrastructure whilst safeguarding the integrity of its composition and purpose (ie. educational use) and protecting the essential interests of the College. Use of ICT at The Lakes College is considered acceptable by compliance with relevant legislation and the fundamental Christian ethos which underlies our school.
- 1.3. The purpose of this policy is to enable staff and students to work safely and acceptably with ICT It also provides guidance to the College community on complying with The Lakes College's policies and relevant legislation.
- 1.4. The use of ICT within The Lakes College carries with it responsibilities as outlined but may not be exhausted by the contents of this policy which applies to and must be followed by all who intend to use these systems, failure to do so will attract consequences and may result in termination of enrolment.

## 2. NETWORK

- 2.1. Students must keep their password confidential at all times. If a student suspects that someone else is aware of their network password they should change it immediately or contact the Head of ICT and E-Learning and/or the IT Services Department to have their password altered.
- 2.2. Students are not permitted to connect their own device to the College network via wired or wireless connections; this includes smartphones, tablets and laptops.
- 2.3. Upon logging on to the College network, the student understands that his/her actions may be monitored at any time.
- 2.4. Monitoring of user accounts may include but not be limited to tracking of internet search queries, web pages visited, viewing of sent and received emails, monitoring of all material downloaded from the internet and scanning of files saved on the College's network drives by the individual.
- 2.5. The College network is integral in the development and delivery of the curriculum. Students found attempting to violate or compromise the integrity of the network by any means are guilty of a serious offence and will be dealt with accordingly.
- 2.6. The student understands that their personal College network space (H: drive and/or sky drive) is used to store College related materials and their College work from their laptop computer. The personal College network space is limited and users are responsible for the maintenance of their space within these limits.
- 2.7. **Under no circumstances will a student store any games, music, videos, executable files, or other non-school related materials on their personal school network space without authorisation from a teacher or the Head of ICT and E-Learning and/or the ICT Manager.**

## 3. INTERNET

- 3.1. The student using The Lakes College internet connection is responsible for all material accessed under their account. The internet connection is to be used for educational research, assignments and other College related activities only. The internet is a valuable research tool and all students are encouraged to use it appropriately.
- 3.2. The Lakes College internet connection is not to be used to download material that is unrelated to the College. This includes **games, music, movies, applications** and other such material.

- 3.3. All student internet access must be via the College's wired or wireless network environment. Accessing the internet via third party mobile networks on any device (e.g. smartphone) is not permitted from the College grounds.
- 3.4. Whilst the College endeavours to block as many unacceptable sites as possible via content filtering software, it is realised that no such software is 100% effective. If a student comes across an unacceptable site it is their responsibility to report this to their teacher or another suitable staff member. This person will then report it to the Head of I.C.T. and E-Learning and/or the IT Services Department who will add the site to the blocked sites list. Students must not knowingly attempt to access unacceptable content or bypass content filtering software
- 3.5. Students are prohibited from accessing or downloading chat and/or recreational/social networking programs. These include MSN Messenger, Skype, Facebook Messenger and other internet chat applications or websites, as well as social networking sites like Twitter, Facebook, Pinterest, Google Plus and Instagram.
- 3.6. No student should post their Lakes College email address or subscribe to content on a web page external to the College network with their student details without express permission from the ICT Manager.
- 3.7. Users must not publish material which is an incitement to commit or instruction in crime eg, material on how to prepare explosive devices, or how to steal or provide a link to a site that offers file-sharing software, use of which is likely to result in infringement of copyright.

#### **4. EMAIL**

- 4.1. Email is to be used for College related electronic communication between two parties. It is not to be used for "spamming" or sending unsolicited "junk mail" (unauthorised broadcast messages)
- 4.2. Under the Spam Act (2003) (Commonwealth), users must not send unsolicited commercial electronic messages. Any commercial messages that are sent electronically (including email, instant messaging or telephone accounts) must include information about the student or organisation who authorised the sending of the message and a functional unsubscribe facility.
- 4.3. Students are encouraged to exercise great care when creating email messages. At all times students should use appropriate language and images when sending email.
- 4.4. Students should always use appropriate identification in all communication.
- 4.5. No student is to harass another person. Email is considered harassment if it offends the receiving party in any way.
- 4.6. Anti-discrimination legislation - Commonwealth and State laws and the College's Equal Opportunity policy prohibit sexual harassment and discrimination, vilification or victimisation on certain grounds such as race, gender, sexual preference, disability, or status as a parent or carer. College IT facilities must not be used to humiliate, intimidate or offend others on the basis of their race, gender, or any other attribute prescribed under anti-discrimination legislation.
- 4.7. Defamation - A user should not publish a statement about another person which could harm that other person's reputation. There is no need for the person to have been named specifically if he/she can reasonably be identified. Photographs and cartoons can also be defamatory if they hold someone up to ridicule or contempt. In a defamation case, truth is not always a defence.
- 4.8. Students are not to send messages containing private information about themselves or any other person, nor should anyone forward to another person a message sent to them privately, without the permission of the sender.

- 4.9. Any student who feels uncomfortable about a message they receive or which they consider to be inappropriate must report it immediately to a staff member.

## 5. COPYRIGHT AND PLAGIARISM

- 5.1. Students must respect the intellectual property rights of others and not copy and/or redistribute another person's work. In particular, students should be conscious of the provisions of the Australian Copyright Act (1968) and Copyright Amendment Act (2000). **All texts, photographs, video clips, audio clips, music, movies, games and computer software are protected by copyright.** Unauthorised copying, distribution or downloading of this type of material can constitute breach of copyright.
- 5.2. For authentication purposes The Lakes College insists that all sources are properly referenced and acknowledged. Plagiarism (copying others work and presenting it as your own) is a serious matter that will be dealt with accordingly by the College. The College use plagiarism checking technology to verify authenticity of student work.
- 5.3. Trade Marks Act (1955) (Commonwealth) - A user must not copy a trademark or logo belonging to another party. Trade mark infringement will expose the user to liability for damages.
- 5.4. Trade Practices Act (1974) (Commonwealth) - The Trade Practices Act contains provisions which prohibit passing off and misleading and deceptive conduct. If a user were to copy material from an external site onto a College website (including features such as logos and trademarks) so that persons accessing the website would believe that The Lakes College had been authorised to carry the material, this would constitute passing off or deceptive or misleading conduct.

## 6. BACKUP RESPONSIBILITIES

- 6.1. It is the responsibility of the student to back up their data regularly. Backups should occur frequently (at least weekly with a preference to daily). The backups should be made to a USB device, which is carried with the student, and another USB device which is left at home. If a student's laptop fails and they have not performed a backup, only the student can be held responsible for the loss of any data.
- 6.2. The Lakes College I.T. Department does backup the student's files which are stored in their network home folder (H: Drive and/or One Drive) and will if necessary attempt a restore from these backups. However, The Lakes College I.T. Department is **NOT** responsible for the correct use of the network home folder, or the backup process to USB, and will not be held accountable for loss of any student data.

## 7. OTHER DEVICES (iPODS, MP3 or PERSONAL MUSIC PLAYERS, SMARTPHONES, PDA's)

- 7.1. The Lakes College has a Mobile Phone Policy which should be referred to for the use of mobile phones by students at College.
- 7.2. All other devices are not to be used at College without the written permission of a teacher, the Principal, Head of Primary, Head of Secondary and/or The Lakes College I.T. Department.

## 8. STUDENT ACCEPTANCE AND UNDERSTANDING

I \_\_\_\_\_ have read and understood the TLC Safe Acceptable Use Policy and agree to adhere to all of its provisions. I understand that any violations of the policies may

result in immediate suspension of my electronic communication privileges, and that as a result of such violations further disciplinary measures may be taken.

Student Signature: \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_\_

I \_\_\_\_\_ am the parent/guardian of the above named student. I have read and understood the Acceptable Use Policy. I hereby give permission for my child to use online resources provided by TLC within the policy and confirm that my child has read and understands the conditions detailed in this policy.

Parent/Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_\_

**POLICY RELEASE DETAILS**

***Date of Policy***

January 2009

Updated January 2015

Updated January 2016

Reviewed January 2017

***Approved by***

The Lakes College Board

Chairman .....

Date .....

***Review Date:***

Annually, after initial review by IT Committee and in consultation with the Principal, Head of ICT and e-Learning, Heads of School and ICT Manager

