

Sacred Heart School Corryong

ICT Acceptable Use Policy

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Sacred Heart School is committed to student use of technology as a tool to expand learning opportunities and conduct educational research. The use of technology facilitates global collaboration. Students at Sacred Heart utilise laptop computers on a wireless network. Laptops, iPads and other school computers are strictly for educational use consistent with the educational goals of Sacred Heart School, the **Child Safe Standards** and the school's **Code of Conduct**.

Along with the opportunity this provides some responsibility. This Acceptable Use Policy is designed to give students and their families clear and concise guidelines regarding the appropriate use of laptops and iPads as well as other technological devices at the school. The underlying premise of this policy is that all members of Sacred Heart School community must uphold the values of honesty and integrity. The proper use of technology reflects the strength of one's character, as does one's behavior. We expect our students to utilize technology with integrity at all times.

Passwords

- Each student has their own login and password for the internet and it is their responsibility to keep it secret. If anyone finds out a student's password, it is the student's responsibility to notify her/his classroom teacher **immediately** so that the discovered password can be changed.
- At no stage is any student allowed to use another individual's login and password.

Social Media

- The school strongly advises that children should not have access to any type of social media before they commence secondary school or 13 years of age.
- When children are granted access to social media the school strongly recommends that parents monitor use and privacy settings.

E-Mail

- The use of e-mail during class is prohibited unless authorised by a class teacher.
- E-mail services provided by the school are to be used only for educational purposes unless the class teacher grants specific permission.

- Students are prohibited from using any form of communication through the internet of an abusive, derogatory, sexual or harassing nature (this includes mean-spirited e-mails, offensive blogging, statements of a bullying or racist nature, communication with sexual innuendo etc.). This will be regarded as a major violation and will be subject to a disciplinary response
- Chain letters and spam of any kind are prohibited. Chain letters are defined as any e-mail message asking you to pass information or messages on to other individuals or groups via e-mail.
- Students are prohibited from accessing anyone else's e-mail account.
- The school's email program is to be used for student mail only. Other programs such as Hotmail are prohibited.
- School e-mail addresses are not to be given to **ANY** websites, companies, or other third parties without the explicit permission of your classroom teacher.
- Only school related attachments are to be sent on the school e-mail system.
- E-mail etiquette will be consistently observed by teachers at school.

Chatting

- Instant messaging through chat rooms/collaborative spaces is only permitted during an assigned, in-class activity that is supervised by your class teacher.

Audio and Video

- Audio and video (including music) on computers is to be turned off unless it is specifically required for the activity being conducted.
- When sound is needed, headphones **provided by the student** must be used.
- Any audio or video recording must only be done with the prior permission of all parties being recorded.

Laptop Care and Handling

- Students must not lend their laptops to other students unless instructed by a teacher.
- Students must not borrow a laptop from another student unless instructed by a teacher.
- Laptops must be carried and transported appropriately in their approved cases at all times. Failure to close the lid of a laptop before transporting it could damage the hard drive and result in permanent loss of data.
- No food or beverages should be in the vicinity of the laptops.
- Laptops and iPads should be handled safely, responsibly and respectfully
- Laptops, iPads and laptop and iPad cases are not to be defaced in any way.
- Identification sticker on your laptops and iPads are not permitted to be defaced or removed.
- Students are not permitted to take school laptops or iPads home or away from school premises.
- It is the responsibility of the student to back up personal files. Students will be instructed on the correct backing up procedures.

ICT Hardware/Coding Usage Care/Handling

- Students must not take home any equipment such as Spheros, Makey Makey, Beebots and any other ICT equipment that belongs to Sacred Heart School.
- No food or beverages to be in the vicinity of the ICT hardware/equipment.
- ICT Hardware/Equipment should be handled safely, respectfully and responsibly
- ICT Hardware/Equipment are not to be defaced in any way.

Network Access

- Students are prohibited from accessing the administration server.
- Students have a personal drive on the school Google Suite for their own use.
- Students are prohibited from accessing staff computers for any reason.
- Students are only permitted to access the student pathway on the curriculum server.
- Students are not to degrade, damage or disrupt online services. This includes tampering with computer hardware or software, vandalizing data, invoking computer viruses, attempting to gain access to restricted or unauthorized network services, or violating copyright laws.

File Sharing

- File sharing of any kind is strictly prohibited. File sharing breaches copyright and is subject to appropriate consequences, some of which may be legal.
- File sharing includes the sharing of public or private computer data and/or space and the sharing of music (including iTunes music sharing).
- The only exception to this is when it is specific to an assignment given by the classroom teacher. This is covered through the schools licensing agreements.
- A financial charge may be incurred if re-imaging is required to erase any unapproved software or files.

Deleting Files

- Students are not permitted to delete any folders or files that they have not created or do not recognise. They are to alert their teacher to such files as soon as they are detected. Deletion of certain files may result in a computer failure and will interfere with your ability to complete class work.

Downloading and Loading of Software

- Students are not permitted to install custom/individual applications that require administrator privileges.
- All installed software must be a legally licensed copy.
- All software currently installed on each laptop and iPad is legally licensed.
- Students are not permitted to install any unauthorized software programs.
- The downloading of music files, video files, games, etc. through the school's network is absolutely prohibited.

- The school reserves the right to remove any software that has been loaded onto the computer or iPad that impedes the educational purpose of the ICT program.
- Copyrighted movies may not be “ripped” from DVDs and placed on the laptops nor may copyrighted movies be downloaded to the laptops from the Internet.
- Inappropriate or copyrighted media may not be used as a screensaver or as a desktop background.
- Students must adhere to the laws concerning copyright, other intellectual property rights and licensing agreements.

Internet Use

- The Internet is a rich and valuable source of information for education. Inappropriate materials are available on the Internet and are strictly prohibited. These materials include items of a sexual nature, depictions of violence, images that are intended to be abusive or harassing, etc. Students must not access, display or store this type of material.
- Students are required to give proper credit to all Internet sources used in school assignments, whether quoted or summarized. This includes all forms of media on the Internet, such as graphics, movies, music, and text.
- If a student accidentally accesses a website that contains obscene, or otherwise offensive material, he/she is to notify a teacher as quickly as possible so that such sites can be blocked from further access. **This is a responsibility that the student has.**

Privacy, Use, and Safety

- Students are not permitted to give any personal information regarding themselves or others through e-mail or the Internet without teachers permission. This includes information such as name, age, phone number, address (including e-mail address), passwords, etc. Handing out such information is considered **inappropriate** and **unsafe**.
- Students must not share their private passwords or usernames for network and laptop access . This is important in order to protect the privacy of each student. Students must inform their class teacher of any changes to their password.
- Laptops and iPads that are provided by the school continue to be the property of the school. Therefore the school has the **right to view all content at any time**.
- The school administration has the ability to access all internet files and accounts of students. The school will regularly access and monitor computer / iPad activities that take place on school-owned computers/iPads including logging website access, newsgroup access, bandwidth and network use. The school will use this ability to investigate any misuse that is suspected.
- Students are prohibited from utilizing the command prompt interface.

- In addition to this, students are prohibited from using any method to obtain control of another person's computer through the use of their own computer.
- Any additional ICT device (such as a camera, iPad or iPod) used on the school network, even if privately owned, is subject to all policies and consequences of the Acceptable Use Policy including: the right to view the content of the device at any time; the right to remove the contents from the device.

Consequences

- The school reserves the right to enforce appropriate consequences for the violation of any section of the Acceptable Use Policy. Such consequences could include the loss of privileges on a laptop, the loss of the use of the laptops/computers for an amount of time determined by the school and possible disciplinary action.
- These consequences apply to the usage of all ICT equipment (including laptops and computers) owned by Sacred Heart School.
- Computers with illegal or inappropriate software or materials on them will need to be reformatted or "re-imaged". Charges may be incurred by families for reformatting.
- When disciplinary action involves the removal of laptop usage, no technology levy refunds will be made available to parents.
- Students are to report any known violations of this Acceptable Use Policy to their teacher. Random checks of student laptops will be conducted throughout the year to ensure that these policies are being followed.
- It is not the responsibility of Sacred Heart School but rather the responsibility of students for the activities conducted or materials stored on the school's computers, laptops and network.

ICT Acceptable Use Policy – Sacred Heart School, Corryong

Breaches of this agreement will result in the student losing their access rights for a period of time as so determined by both the classroom teacher and the Principal.

Depending on the seriousness of the offence, other disciplinary action may also apply.

STUDENT

I have read and discussed the ICT Acceptable Use Policy with my parents. I understand and accept the conditions of use and agree to use all Information Communication Technologies at our school in a responsible manner for the purpose it is intended.

I am fully aware that any breach of these conditions will result in disciplinary action and including the possible loss of laptop/iPad use.

Student Name: _____

Student Signature: _____ **Date:** _____

PARENT

I have read the ICT Acceptable Use Policy and acknowledge and fully support the conditions presented in the policy.

I give my permission for my child to use the Information Communication Technologies provided by Sacred Heart School.

I am fully aware that any breach of these conditions will result in disciplinary action including the possible loss of laptop/iPad use.

Parent/Guardians Name: _____

Parent Signature: _____ **Date:** _____