

# Acceptable Use of ICT Policy

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<b>Purpose:</b>	The purpose of this policy is to manage the appropriate use of information, communication and technology services by learners and employees at school	
<b>Scope:</b>	Learners and employees, including full-time, part-time, permanent, fixed-term and casual employees, as well as contractors, volunteers and people undertaking work experience or vocational placements.	
<b>Status:</b>	Rev002	
<b>Authorised by:</b>	Bronwyn Sewell, Principal	<b>Date of Authorisation:</b> 6 February 2020
<b>References:</b>	<ul style="list-style-type: none"> <li>• My Independent School Learner Bullying Policy</li> <li>• My Independent School Learner Bullying Reporting and Response Procedures</li> <li>• My Independent School Positive Behaviour Support Policy</li> <li>• My Independent School Learner Code of Conduct</li> <li>• My Independent School Privacy Policy</li> <li>• My Independent School Copyright Policy</li> <li>• My Independent School Copyright Procedure</li> </ul>	
<b>Review Date:</b>	Every 2 years	<b>Next Review Date:</b> 6 February 2024
<b>Policy Owner:</b>	Principal	

## Policy Statement

All learners and employees at My Independent School have the right and responsibility to utilise ICT services as essential learning and business tools. My Independent School expects this technology to be utilised to its full capacity to provide the most valuable learning environment to the benefit of all. My Independent School also expects learners and employees to demonstrate acceptable use via safe, lawful and ethical behaviour whenever using ICT services.

This Policy applies to the management of all types of ICT services, as defined in the 'Definitions' section below. This Policy also applies on the school premises, as well as during school activities, such as excursions, camps and extra-curricular activities whenever My Independent School ICT services are utilised.

My Independent School reserves the right to restrict employee or learner access to ICT services if access and usage requirements are not met or are breached. However, restricted access will not disrupt the provision of the educational program within the school. Employees and learners should also note that breaches of this Policy may result in serious consequences or criminal proceedings.

## Definitions

- **ICT** – means information, communication and technology.
- **ICT services** – includes but is not limited to ICT networks, systems, facilities and devices, as defined below and includes those owned, leased or otherwise used by the school.
- **ICT facilities and devices** – includes but is not limited to computers (including desktops, laptops, netbooks, palm and handheld devices, PDAs, , tablets, eBook readers and related devices such as monitors, keyboards and mice), telephones (including mobiles, iPhones and smart phones), removable media (such as USBs, DVDs, BluRays and CDs), radios or other high frequency communication devices (including microphones), television sets, digital or analogue players and records (including DVD, Blu-Ray and video), cameras, photocopiers, facsimile machines, printers (and other imaging equipment such as scanners), Smartboards, projectors and screens, teleconferencing devices.
- **ICT network and systems** – electronic networks, internet, email, web mail, social media, fee-based web services, software, servers.
- **Personal electronic devices** – includes all types of mobile and smart phones, laptops, tablets, cameras and video recorders, hand-held game devices, music devices, USBs, PDAs, eBook readers, other palm and handheld devices and other equipment, as determined by the school, and owned by learners.

## **Responsibilities**

### **School Responsibilities**

My Independent School acknowledges its responsibility to:

- develop and implement this Policy to ensure the full utilisation of ICT services as essential learning and business tools within acceptable use parameters
- communicate this Policy to learners, parents and employees
- keep appropriate records, monitor and report on any issues related to inappropriate ICT services
- encourage learners, parents and employees to contribute to a healthy school culture
- educate learners about online safety and engage in meaningful conversations about the importance of being safe online and how to ensure safety.

### **Employee Responsibilities**

At My Independent School employees have a responsibility to:

- uphold the school's Policy on this issue via their own safe, lawful and ethical use of ICT services
- provide guidance and model appropriate behaviour for use of ICT services in the classroom
- take reasonable steps to prevent and appropriately respond to any instances of inappropriate use by learners of ICT services.

### **Learner Responsibilities**

At My Independent School learners have a responsibility to:

- uphold the school's Policy on this issue by ensuring the appropriate use of ICT services via safe, lawful and ethical behaviour
- report any breaches of this Policy to a Facilitator, the Deputy Principal or Principal.

## **Implementation**

Learners are able to gain access to the school's Internet system by using MIS laptop computers while being supervised by staff.

- Laptops can only be used when directed by a facilitator and for a specific learning purpose.
- Laptops cannot be used before or after school or during designated breaks, unless approved by a facilitator.
- Laptops cannot be used to access sites such as Youtube or Soundcloud, unless approved by a facilitator.

- Laptops must never be used to access TikTok, kik, SnapChat, Tumblr and other apps/sites that pose a high risk of exposure to inappropriate content and interaction with strangers.

Learners should be aware that when using MIS computers and Internet they are agreeing to the following:

- Only software purchased or approved by the school, and installed by the school, can be used on school equipment. It is illegal to copy copyrighted software contrary to the Licence Agreement. No software or data on the school computer system may be copied. Printing from CD-ROM or downloading and printing from the Internet is allowed for the purpose of school related study and research. Abuse or deliberate misuse of computer equipment will result in consequences as decided by the Deputy Principal or Principal.
- Deliberate attempts to seek or use material that is illegal or which would be regarded by reasonable persons, as offensive is not permitted. The school administration has the final say in deciding what is or is not offensive in the school context, but will be guided by Section 85ZE of the Commonwealth Crimes Act that states that a person shall not knowingly or recklessly: 'Use telecommunication services supplied by a carrier in such a way as would be regarded by reasonable persons, as being in all circumstances, offensive.' Use of the Internet in an offensive manner can result in criminal prosecution.
- Learners should be aware that all Internet access will be logged.
- If learners are found misusing their access to the Internet or email by, for example, sending chain letters or abusive letters or accessing offensive material there will be clear consequences, and access to the network will be denied for a period specified by the Deputy Principal or Principal.
- The school is particularly concerned that school's computers are not used for bullying or harassing another learner. Learners found using the school's system or any non-school electronic device, including mobile phones, for cyber bullying should expect severe consequences, up to and including exclusion from the school community.
- Learners are expected to respect the privacy and ownership of others' work at all times. This includes not plagiarising information they find on the Internet and presenting it as their own work, or copying work of other learners, with or without permission, which is held in learners' computer files.