Student ICT Acceptable Use Policy and Agreement

Students are required to acknowledge and abide by Aitken College's Information and Communication Technology Acceptable Use Agreement. No student may use the College network and devices unless this agreement has been acknowledged.

1. College Network Usage

1.1   You have been provided with an individual username and password; these must not be disclosed to any other person and students must not log on to the network using any other username or password.

1.2   You must log off when leaving a computer; you are responsible for all usage of the network under your username.

1.3   You are permitted to use the network only for educational purposes as required by the College. You must not play games, download unauthorised software, music or video, or use social networking.

1.4   You must not access or interfere with other users' files or settings or interfere with, move or delete shared files.

1.5   You should back up your work using your school network drive, personal USB storage or cloud storage (One Drive). The College will not take responsibility for student work that is lost.

1.6   You must not interfere inappropriately with College equipment, refer any problems to your teacher.

1.7   Minimise printing; consider other people and the environment. Review documents on screen before the final print.

2. College Internet Usage

2.1   Internet access is for educational use only and should be limited; all usage is monitored and may be reviewed. This includes the use of online services provided by the College such as, the internet, E-mail, My Aitken, Zoom, OneDrive and any other online communication.

2.2   The College's internet filtering systems must not be circumvented and you must ensure you do not access any material that is inappropriate, offensive, discriminatory or intimidating from any device in the school or during remote learning. This includes school computers, personal computers, another student's computer, phone or other online device.

2.3   Junior School students using online services will be supervised at all times.

2.4   Personal devices (iPad, laptop) connected to the College network must accept the Mobile Device Management certificate to connect to the Wi-Fi and internet. Failure to accept or removal of the certificate may result in loss of network privileges.

2.5   Users are not permitted to use VPN (Virtual Private Networks) to access the internet; devices found with a VPN will have it removed and the user may lose network privileges.

2.6   Personal data usage is monitored; excessive data usage will be reviewed and may result in limits being applied.

2.7   Aitken College will not be responsible for any loss or liability incurred by you through your use of the internet.

2.8 Copyright laws must be respected and sources appropriately acknowledged. You must not download or copy material, software, video or audio without ensuring that your usage does not violate copyright.

2.9 Students must not be involved in online buying or selling of goods or services while at school.

2.10 Students must not share files or photos from cloud storage services, such as OneDrive, to other students without permission from their teacher.

2.11 Students must not use material streamed online for any purpose other than related to online learning.

2.12 Students must not alter, distort, or otherwise tamper with online material without the approval of the College.

2.13 Students must display appropriate behaviour during online classes and in accordance with the College Code of Conduct.

2.14 Students must respect the privacy of staff members at all times during online learning.

3. Student Email Account Usage

3.1 College email addresses should be used in a responsible and appropriate manner, using positive, respectful and appropriate language. Email must not be sent to multiple recipients unless permitted by your teacher.

3.2 School emails are provided to students for academic purposes only. The email system must not be used for emails of a personal nature.

3.3 Email can only be used to communicate school related information between staff and students, where a student for example may request additional help on a homework task, or, in special circumstances, a teacher may give an absent student some resources missed in class. When communicating with staff, students must not include any comments of a personal nature and the tone of the email must be respectful of the teacher as expected in all student teacher interactions.

3.4 Students must not email other students in class time and may only use email within class with the permission of the teacher. Out of school hours, the school email should not be used to communicate with other students, with the exception of teacher sanctioned groups, or collaborative projects or to enquire specifically about school work.

3.5 Students must not use personal email accounts such as Hotmail or Gmail when at school and students must not communicate with teachers using their personal email account or through social media sites such as Facebook.

3.6 All student email accounts can be monitored, and random checks may be conducted from time to time to ensure that the above policies are adhered to.

4. Smart Devices and Personal Online Behaviour

Aitken College recognises that on occasions the possession of a mobile phone, tablet or smart device such as a smart phone, smart watch, or smart glasses, by students at school can be of benefit to students and their parents. However, their use at school can lead to problems such as:

- Security/Theft;
- Harassment;

- Distraction in Class;
- Cheating in Exams;
- Social Division.

The College allows students to have devices in their school bag as this provides reassurance for parents/carers and enables them to make contact with their son/daughter **outside** of the school day.

During the school day, in cases of emergency, the school should be the only point of contact. Parents are encouraged to use the normal channel of communicating with their son/daughter by phoning the College on 9333 9100.

For the purpose of this policy "devices" refers to all smart devices, mobile phones and tablets.

4.1 Devices are brought to the College at the owner's own risk. No liability will be accepted by the College in the event of loss, theft or damage, including to and from the College;

4.2 Devices must only be used by students before or after school. Students are not permitted to use any personal devices to message other students during class time either. (Device communication tools must be out of sight during the school day, including recess and lunchtime);

4.3 If a student is requested to put away or hand over their device by a staff member, they must comply with this request;

4.4 Staff should be alerted and exceptions requested if a student has special circumstances requiring the use of their device during College hours (e.g. health issues);

4.5 Devices are not to be taken into any room where an examination or class assessment is being conducted (even if they are turned off or on silent);

4.6 ICT/devices must not be used inappropriately. Refer to our policies on *Bullying Prevention and Intervention* and *Cyber Safety* for more information;

4.7 You must not use ICT/ Devices in any way that brings discredit on the College or you as a member of the College community; this includes inappropriate communications with people outside the College;

4.8 You must not show your support of any inappropriate activity; this includes becoming a member or friend of a social networking page or internet website that contravenes all of the above points;

4.9 You must not upload or transmit images of College activities, facilities, staff members or students in uniform (or identified as from Aitken) without specific permission from the College;

4.10 You must not use ICT/ devices, including social networking and blogging, to make comments or post information that may breach the privacy of any other student or staff member or cause offense;

4.11 You should protect your own privacy, identity and reputation by not posting online personal information such as your address, school, contact details, email address, phone number or inappropriate images;

4.12 The College's name and logo are not to be used without specific permission;

4.13 Cameras on devices must not be used within the College grounds and in particular, where it would be considered inappropriate such as in change rooms or toilets;

4.14 Students should never photograph or record any person without their express permission;

4.15 Students must not use ICT (in or out of school) to bully harass, defame, threaten, intimidate, racially vilify or refer to in a derogatory manner, any other member of the College community or with whom the College has a relationship

4.16 Misuse of devices may result in the device being confiscated and given to the Assistant Principal or Head of year who will place the device in an envelope marked with the student's name and Homeroom; as well as the confiscating teacher's name and the period/location the device was confiscated written on the outside. A detention may be issued and parents may be contacted;

4.17 For students who require a device for health purposes, a letter from the students GP confirming this must be provided.

4.18 We encourage parents to consider the true necessity of a smart device as there are no   exceptions for having smart devices present in rooms during examinations or assessments, whether the student is engaging in examinations/assessments now or in the future.

4.19 Students must comply with any direction from a staff member regarding their devices. Teachers may confiscate a device if it is being used inappropriately or in breach of teacher instructions.

5. Responsibility and Liability

5.1 Personal devices (including mobile phones) are brought to school at your own risk; you are solely responsible for the security and safekeeping of your property. College staff may assist but will not be held responsible for damage, loss or theft.

5.2 Where a personal device is required by the College, you are responsible for its security maintenance and repair. The College will supply a locker but you are liable for any loss, damage or theft.

5.3 You are advised to arrange your own device warranty, care plan or insurance as appropriate.

6. All students are responsible to:

6.1 Report to a teacher any actions you observe involving inappropriate usage;

6.2 Seek advice from a member of staff if you are the victim of bullying, harassment or intimidation, or you observe or are aware of such behaviour;

6.3 Report any belief that your username is being used or known by another person to your Head of School;

6.4 Report faulty equipment, including paper jams; do not attempt repairs yourself;

6.5 Notify a teacher if you accidentally access inappropriate material and do not allow others to see it.

7. All staff are responsible to:

7.1 Model appropriate behaviour at all times;

7.2 Ensure all students are familiar with ICT Agreements, that they understand them, and that they understand they will face disciplinary action in the event they misuse equipment and devices;

7.3 Be vigilant in monitoring students using smart devices/ICT;

7.4 Ensure smart devices are not taken into exams or assessments;

7.5 Deal with all reported and observed incidents of inappropriate smart device/ICT use in accordance with this policy; and

7.6 Ensure that any incident of inappropriate smart device/ICT use that they observe or is reported to them, is recorded appropriately.

8. Consequences for Non-compliance with the Usage Rules

8.1 Proportionate disciplinary measures will be taken to address any breach of this policy.

8.2 In the case of a serious breach of this policy, the Principal may decide that a penalty, which could include termination of enrolment, may be applied.

8.3 Issues that involve potential illegality will be reported to the appropriate authorities.

9. Other Information

9.1 Students are provided with One Drive for cloud storage of files. Only school work should be stored in this drive. Students may also provide a USB stick for additional storage of files. Students are responsible for backing up their own files.

9.2 The College reserves the right to, at any time, and without prior notice, examine email messages, students' files stored on the network or personal OneDrives, internet favourites and browsing history for material that may constitute a breach of this policy. At any time, a student's real-time network activity may be monitored and recorded.

9.3 If the College has reason to believe that a student may have inappropriate content on a personal device, they will be questioned about this belief and may be asked to display the content under question. Alternatively, the student may be asked for their consent to have a staff member inspect the device but only after the student has been informed of their right to refuse. In the event the student denies consent, a parent will be contacted.

Revision History

Version	Date	Reviewed/Updated by (name)	Position/Title
1	14/03/2019	Josie Crisara	Principal
2	15/05/2019	Kim Forward	Deputy Principal
3	06/05/2020	Kim Forward	Deputy Principal
		Josie Crisara	Principal
3.1	10/06/2021	Kim Forward	Deputy Principal
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