

INFORMATION COMMUNICATION & TECHNOLOGIES (ICT) ACCEPTABLE USE POLICY & AGREEMENT FOR STUDENTS

	Fairholme College Toowoomba ABN 16 917 099 053 CRICOS Provider Code 00651J		
Purpose	Information Communication and Technologies (ICT) Acceptable Use Policy and Agreement for Students and Junior School Families provides guidelines for effective and ethical use of ICT for learning and communication at Fairholme.		
Scope	Applies to all students at Fairholme College.		
References	Child Protection Management Strategy Child Protection Policy Risk Management Policy and Strategy Student Code of Conduct Workplace Health and Safety Policy		
Policy Type	Public		
Policy Location	College Website		
Version	4.0		
Supersedes	All previous versions of this policy		
Policy Owner	Head of Information Communication and Technologies (through Leadership Team)		
Review Date	10 February 2017	Next Review Date	10 February 2019
Authorised By	Principal	<i>Linda Evans</i> Linda Evans	

PREFACE

Information Communication Technologies [ICT] are an integral part of teaching and learning at Fairholme College. ICT facilities are provided for staff and students to promote educational excellence by facilitating resource sharing, innovation and communication.

The goal of this policy is to ensure that ICT facilities are used effectively for learning and in a way that complies with legal and ethical standards. Furthermore, information within the policy aids the maintenance of network security.

The effective use of this valuable resource must be underpinned by behaviour that is respectful and responsible.

DEFINITIONS

- **ICT** – means Information, Communication and Technologies
- **ICT services** – includes but is not limited to ICT networks, systems, facilities and devices, as defined within 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, iPads, iPods, tablets, wearable devices, eBook readers and peripheral devices such as monitors, keyboards and mice), telephones (including mobile 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), interactive whiteboards, 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, wearable devices, USBs, PDAs, eBook readers, other palm and handheld devices and other equipment, as determined by the College, and owned by students.

GENERAL PRINCIPLES

Use of ICT facilities for educational purposes has priority over other uses. The use of the ICT facilities is to be in harmony with the legal and moral values upheld by the College.

Personal use of ICT facilities is permitted provided it is kept to a minimum and does not interfere with study requirements or work duties.

Private Internet access by students (e.g. via broadband wireless cards, PDAs, mobile phones, wearable devices and emerging technologies) is not supported by the College, as the College cannot monitor and filter this access in line with our duty of care. In all regards, private internet access remains the responsibility of individual families.

Students are able to utilise the College (Wi-Fi) network for appropriate monitored internet access.

All members of our College community share responsibility for the security, equitable access and maintenance of our ICT facilities.

Fairholme College reserves the right and is obligated to monitor anything stored on or transmitted via our network to comply with all relevant legal jurisdictions. Unacceptable content will be reported and or removed, as appropriate.

What are Information, Communication and Technologies facilities?

This Acceptable Use Policy and Agreement governs all computing and communication systems such as hardware, software, the College network, internet access, email, remote access and telephony services.

All students and employees at Fairholme College have the right and responsibility to utilise ICT services as essential teaching, learning and business tools. Fairholme College expects this technology to be utilised to its full capacity to provide the most valuable learning and teaching environment to the benefit of all. Fairholme College also expects students 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 above. This Policy applies on the school premises, as well as during school activities, such as excursions, camps and extra-curricular activities, whenever Fairholme College ICT or personal electronic devices and services are utilised. Further, it applies to off campus situations when the College hardware, software or network are used.

Privately Owned Equipment

Fairholme College welcomes privately owned equipment that supports the educational needs of students. Please note the General Principles above and understand that discretion will be used in permitting, supporting and connecting such equipment.

Care of Equipment

- Students assume full responsibility for all ICT equipment issued through the College.
- Students are to ensure that iPads or laptops are not left unattended at any time.
- Girls should ensure that iPads or laptops are secured if not being used. This may mean they are stored in a locker or as per directions from staff.

Disruptive Technologies

This term governs personal devices such as mobile phones, audio players, personal video players, PDAs, hand held games, laser pointers and other emerging devices which may have educational use but are used in a way which may disrupt the education or the well-being of students.

Such devices may be required in some courses of study or special events. The classroom teacher or staff member responsible at an event will determine if any such devices are appropriate.

Fairholme College reserves the right to restrict student 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.

Students and parents should also note that breaches of this Policy may result in disciplinary action or criminal proceedings.

RESPONSIBILITIES

College Responsibilities

Fairholme College acknowledges its responsibility to:

- Develop and implement this Policy to ensure the full utilisation of ICT services as essential teaching, learning and business tools within acceptable use parameters
- Communicate this Policy to members of the Fairholme community
- Keep appropriate records, monitor and report on any issues related to inappropriate ICT services
- Encourage students, parents and employees to contribute to a healthy college culture around the positive and effective use of ICT

Staff Responsibilities

At Fairholme College employees have a responsibility to:

- Uphold the College'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 students of ICT services

Student Responsibilities

At Fairholme College students have a responsibility to:

- Uphold the College'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 staff member. This may be a class teacher, Pastoral Care Teacher, Head of House or any other staff member.
- Backup and secure data stored on their personal devices.

NETWORK ACCESS

Email, Internet and other Communication Technologies

- The College establishes the email accounts on behalf of the parents for use by students.
- Any communications sent via the College network must reflect positively on the sender.
- Communication systems such as social networking sites, messaging systems and emerging technologies are allowed provided the site or service are shown to be of benefit to students and the content is legal and aligns with the values upheld by the College.
- All members of the community are to take these aspects into consideration when using these technologies:
 - Email:
 - What is my relationship with the receiver?
 - What is the reasons for this communication?
 - Is my message suitably formal?
 - What is the appropriate etiquette for this communication?
 - Who will see this?
 - Have I written my message clearly, so there is little room for misinterpretation or offence?
 - Internet:
 - Is it appropriate for me to be accessing the material, considering my age and the College values?

Use of the Network:

- Network accounts are to be used only by the authorised owner of the account.
- The College back up all data on the network to meet legal and operational requirements but users are advised not to rely on these backups for their own data.

NETWORK SECURITY

Everyone who uses the College network, whether using personal or College-issued devices, plays a part in maintaining network security. This is important for both on campus and remote use. Students are expected to report a known breach as soon as possible.

Authentication and Identification Properties, which may include username and password information, must be suitably strong and secure, kept confidential and not shared with anyone else.

Students must not share their passwords with anyone, except parents and their legal guardians. This includes providing siblings and friends with logon information and/or passwords.

Note: An exception to this may arise if students require support from IT Services staff in order to rectify a technical issue. Such information is discarded upon completion of the technical assistance.

No students, including children of staff members, are permitted to use staff logon details to access the College network. Any breach of this must be reported to the Principal, immediately.

Students may only use a staff member's device if they are using a generic username and password. Alternatively, they may use their personal student information and password; this may only occur with direct staff supervision.

PROHIBITED CONDUCT

All users are to be mindful of the following actions. These are lawful and ethical considerations and breaching these may have legal implications for the students involved.

- Violating privacy or impacting on the rights of another person
- Defaming a person, or communicating false, abusive, accusatory, offensive, threatening, discriminatory details about a person. This includes sharing inappropriate material with or about another person.
- Sharing information which is illegal or inappropriate
- Sharing information that requires copyright permission or anything which includes the Fairholme College name, logo, crest and other College designs and property
- Accessing network resources for which permission is not granted
- Profiting personally from online activity
- Deliberately introducing viruses or breaking network security
- Expressing personal views publically or failing to make clear that a viewpoint is personal and not the view of the College
- Passing on messages without the author's consent
- Misrepresents, or attempt to misrepresent, another user
- Consuming excessive bandwidth
- Spamming and sending nuisance messages
- Offending the values of the College
- Engaging in unlawful activity

ONLINE SAFETY – THE SAFETY OF STUDENTS IS OF PARAMOUNT IMPORTANCE

All students and staff are to read, agree to the conditions by signing and returning the ICT Acceptable Use Agreement prior to accessing the College's ICT. This applies to both privately-owned and school-provided equipment.

Students are to be mindful when sharing information online that details of a personal nature are not divulged. Information about other people, including members of the Fairholme community, should not be shared with a third party. This includes using the College network and/or devices to share photographic images, video footage or other such recordings.

All ICT equipment is to be used in accordance with the College's ethos, policies and procedures whilst on campus and in school related activities.

Confidentiality of student, parent and staff information must be upheld in accordance with privacy legislation.

Cyber-bullying is not tolerated and will be managed under the student Code of Conduct Policy. Any apparent breach of Cyber Safety will be taken seriously. The response to individual incidents will follow procedures outlined in the student Code of Conduct Policy and other relevant College policies.

CONSEQUENCES

Consequences for failing to comply with this Acceptable Use Policy and Agreement may involve the restriction of network access, reporting to external agencies in the case of unlawful activity, and costs incurred by the College in the event that student activity forces the College to sustain financial burden to order to maintain security and full network function. This will be assessed on an individual basis.

Acknowledgement

Information Communication and Technologies (ICT) Acceptable Use Policy & Agreement for Middle and Senior School Students

Please sign and return this acknowledgement to your teacher.

I _____ have read and understood the document.
Full Name

ICT Acceptable Use Policy & Agreement – Version 4

I agree with the terms and conditions within this policy.

Signature _____

Date _____