

Lowther Hall

ANGLICAN GRAMMAR SCHOOL

All about the girl

Acceptable Use of Information Technology Policy

Date of last review:

2023

Review cycle:

Annual

Review and approval responsibility: Category:

Executive ICT

VRQA required:

Yes

Locations:

O Drive, LowtherLink,
Website, BoardPro & Student
Planner



ACCEPTABLE USE OF INFORMATION TECHNOLOGY POLICY

1. DEFINITIONS

For the purpose of this policy, Information Communication Technologies (ICT) are defined as, but not limited to the following:

1. Teaching staff and student workstations (both desktop and portable), printers, scanners and other peripherals;
2. Administrative staff workstations (both desktop and portable), printers, scanners and other peripherals;
3. School and departmental local area networks (both wired and wireless), including wiring, hubs, routers, transmitters/receivers and other devices;
4. Digital resources;
5. Servers; including CD-ROM servers, video servers, file and print servers, database servers, Internet proxy caching servers;
6. Telephone systems; including primary systems, integrated voice response/management systems, automatic dialing systems;
7. Learning resource management systems, including library automation systems;
8. Distance learning systems;
9. Video capturing, broadcast, receiving, and distribution systems;
10. Teleconferencing systems;
11. Application software packages which result in the creation and maintenance of an operational database;
12. Energy management and security monitoring systems;
13. Radio systems;
14. Office copier, imaging, and document management systems;
15. Paging systems;
16. Intercom;
17. Facsimile systems; and
18. Mobile devices.

2. CONTEXT

Information and Communication Technologies are an essential element in 21st century life. Lowther Hall Anglican Grammar School takes seriously the duty to provide students and staff with quality ICT access and to deliver an education which prepares students for a technologically rich life beyond school.

3. PURPOSE

The purpose of this document is to set forth policies and guidelines for appropriate ICT utilisation for learning and teaching and in School administration, management and operations. This includes electronic and digital information and communications, all Internet information and communication services including social networking applications and the School's network

Breaches of this policy are treated with the utmost seriousness and are dealt with at the end of each of appendices 1-3 and in section 9 of appendix 5.

4. SCOPE

This Acceptable Use Policy is written for all those who use School provided devices and/or networks.

It applies to students, staff, employees, contractors, Board members and guests who meet one or more of the following criteria:

- Using a School owned device
- Using a School issued device
- Using a device leased from the School
- Using the School network
- Dealing with School related matters
- Having school related interactions
- Interacting with other members of the School community
- On School grounds

It does not apply to individuals using non-school devices outside the school grounds on a non-school network for non-school related interactions with individuals outside the School community.

Parents are expected to be familiar with this policy so that they can support adherence to it when students use School devices or networks outside the School premises and/or in their care.

5. POLICY STATEMENTS

Lowther Hall Anglican Grammar School recognises that in a free and democratic society, access to information is a fundamental right of citizenship. Internet access is recognised as necessary for staff and students.

Lowther Hall Anglican Grammar School recognises that as ICT shifts the ways that information may be accessed, communicated and transferred by members of society those changes may also alter instruction and student learning. The School supports access by students to such information resources along with the development by staff of appropriate skills to analyse and evaluate such resources.

The following statements of policy apply to the use of ICT at Lowther Hall Anglican Grammar School:

- 5.1 The proper use of ICT is the joint responsibility of students, staff and parents.
- 5.2 ICT are assets of the School and should be protected from unauthorised access, modification or destruction.
- 5.3 The School has the right to monitor, inspect, copy, review and store at any time and without prior notice any and all usage of the computer network and internet access including transmitted and received information.

The School does not proactively monitor use of non-School, online social networking tools; however, the School may take appropriate action when it becomes aware of, or suspects, conduct or communication on an online social media site that adversely affects the members of the School community or violates applicable professional codes of ethics or student codes of expected behaviour.

- 5.4 To the extent reasonably possible, users of ICT shall be protected from harassment or unsafe, unwanted, or unsolicited contact.
- 5.5 All individuals covered by this policy are expected to follow the guidelines set out for acceptable use in the Appendices.
- 5.6 The Acceptable Use Agreement form for students must be read and signed by the student and the student's parent or guardian annually.

The agreement must be signed in order to be granted access to the School's ICT. This policy requires that the signed, up-to-date form be retained electronically or physically.

- 5.7 The ICT Acceptable Use Agreement form for staff must be read and signed by the staff member on commencement in order to be granted access to the School's ICT. This policy requires that the signed, up-to-date form be retained electronically or physically. In the event of changes to the policy a new Acceptable Use Agreement form will be required to be signed.

6. PARENTS AND STUDENTS' RESPONSIBILITIES

- 6.1 Parents/guardians are responsible for monitoring their child's use of the School ICT, if the child is accessing School ICT from home or a remote location. They are also responsible for ensuring that students have read the relevant Appendix.
- 6.2 Responsibilities of students are set out in Appendices 1–4.

7. GUEST ACCESS AND USE OF ICT

Guest access to the School's open wireless network is provided as a service at the discretion of the School, and is subject to policy and guidelines covered in this document, plus any state and Federal laws related to internet use, including copyright laws.

8. IMPLEMENTATION

The School's ICT Acceptable Use Policy will be available for review by parents, staff and members of the School community.

Due to the rapid evolution in educational technologies, the School will conduct an annual review of this policy. Should this review lead to alterations in the Acceptable Use Policy Form, users will be required to complete a new form.

Users will be provided with a copy of this policy as follows:

- New staff eligible for a laptop computer will be provided with the policy and provided with an induction to it when they are issued with their laptop or on their induction day or when they are given a log-in to the School network (whichever is sooner). Provision of the policy and induction are the responsibility of the Director of ICT.
- New staff not eligible for a laptop computer will be provided with the policy and provided with an induction to it on their induction day or when they are given a log-in to the School network (whichever is sooner). Provision of the policy and induction are the responsibility of the Director of ICT.
- New students eligible for a laptop computer will be provided with the policy and provided with an induction to it when they are issued with their laptop or when they are given a log-in to the School network (whichever is sooner). Provision of the policy and induction are the responsibility of the Director of ICT.
- New students not eligible for a laptop computer will be provided with the policy and provided with an induction to it when they are given a log-in to the School network. Where students are unable to read and comprehend the policy independently, a copy of the policy will be directed to parents and guardians. Where appropriate, class room teachers will discuss the policy with these students. Provision of the policy and induction are the responsibility of the Director of ICT.
- Guests will be provided with the policy and provided with an induction to it on their induction day or when they are given a log-in to the School network (whichever is sooner). Provision of the policy and induction are the responsibility of the Director of ICT.
- There will be an annual opportunity for refamiliarisation with the policy for all staff and students. Students will re-sign the Acceptable Use Form each year.

9. LIABILITY

Use of the School's information and communications technology is at the user's own risk. The system is provided on an "as is, as available" basis. The School will not be responsible for any damage users may suffer. The School is not responsible for the accuracy or quality of any advice or information obtained through or stored on the School system, nor is it responsible for damages or injuries from improper communications or damage to property used to access School computers and online resources. Lowther Hall Anglican Grammar School is not responsible for any information that may be lost, damaged, or unavailable when using the network, or for any information that is retrieved via the internet. Furthermore, the School will not be responsible for any unauthorised charges or fees resulting from access to the internet. The School will not be responsible for financial obligations arising through unauthorised use of the School's ICT or the internet.

10. TERMS OF AGREEMENT

Lowther Hall Anglican Grammar School reserves the right to deny, revoke or suspend specific user privileges and/or to take other disciplinary action, up to and including suspension, expulsion (students), or dismissal (staff) for violations of these Guidelines. The School will advise appropriate law enforcement agencies of illegal activities conducted and will cooperate fully with local, state, and/or federal officials in any investigation related to any illegal activities. Lowther Hall Anglican Grammar School and its representatives are not responsible for the actions of the users or the information they access.

11. RELATED DOCUMENTS

This policy should be read in conjunction with the following related School documents:

- Bullying Intervention and Prevention Policy
- Camps, Excursions and Offsite Activities Policy
- Complaints Resolution Policy
- Copyright Policy
- Delegation of Authority Policy
- Discipline Policy
- Recruitment Policy
- Equal Opportunity and Respectful Workplace Policy
- Occupational Health and Safety Policy
- Privacy Policy
- Student Welfare Policy

12. COMMUNICATION OF POLICY

- The School will communicate the Acceptable Use of Information Technology Policy to:
- New staff on induction
- Teaching staff annually
- Students in Kindergarten to Year 6 (as appropriate) annually
- Students from Years 7 to 12 annually
- New students and parents on enrolment
- All staff every 3 years through an update process.

YEARS 7 TO 12 STUDENTS ACCEPTABLE USE OF COMPUTER NETWORK AND DIGITAL RESOURCES

All users are expected to read, understand and abide by the following guidelines when using School devices, networks and resources, property or facilities (WAN, LAN, networks, Internet, Intranet, etc.) of Lowther Hall Anglican Grammar School. Use of School devices and networks will not be authorised until this document has been signed by the user.

Upon receipt of written parental/guardian permission, students will be eligible to receive authorisation to use the School's computer network and online telecommunications.

I agree to abide by the following guidelines when using School devices, networks and resources, property or facilities (WAN, LAN, networks, Internet, Intranet, etc.):

1. ICT is considered an extension of the classroom. Whether at home or in School, any speech that is considered inappropriate in the classroom is also inappropriate in all uses of ICT. Students must immediately tell a member of staff if they receive an offensive online communication.
2. Users should conduct themselves in a responsible, safe, ethical, and legal manner while using ICT and/or accessing digital content. Any use of ICT for illegal, inappropriate, obscene, or pornographic purposes is prohibited. *Illegal* activities shall be defined as a violation of local, state, and/or federal laws. *Inappropriate* use shall be defined as any use in conflict with the School's mission, goals, policies, or procedures and/or any use inconsistent with the Qualities of the Lowther Hall Girl.
3. Students must exercise caution and seek adult advice if they intend to reveal personal details of themselves or others when communicating online. This is also the expectation if organising to meet an individual via online communication.
4. Users who are communicating with others outside the School are representing Lowther Hall Anglican Grammar School and should conduct themselves accordingly.
5. Authorised users shall be ultimately responsible for all activity under their account and password. Accounts shall be used only by the authorised user for the purposes specified. Students are responsible for maintaining appropriately secure and confidential passwords.
6. Use of an identity or password other than the user's own is prohibited. Users will not use ICT to gain unauthorised access to information resources or to access another person's materials, information or files without the implied or direct permission of that person. Users will not use ICT to post information in public access areas regarding private or confidential information about another person.
7. All users shall adhere to the rules of copyright regarding software, information, and the attribution of authorship. Re-posting communications of a personal nature without the author's permission is prohibited. Plagiarism is unacceptable and will result in disciplinary action.
8. Users shall not intentionally spread computer viruses, vandalise the data, infiltrate systems, damage hardware or software, or in any way degrade or disrupt the use of the network.
9. Messages and records on the School's information and communications technologies may not be encrypted without the permission of the Director of IT.
10. Students must use the School email account for any School related matters unless advised otherwise.
11. Emails sent to an external organisation for an official School purpose should be written carefully and authorised by a member of staff before they are sent, in the same way as a letter written on School letterhead.
12. The forwarding of chain letters is not permitted.
13. Students are accountable to their readers, listeners, viewers and to each other, to admit mistakes and correct them promptly, and to expose unethical information and unethical practices of others.

Failure to follow this policy will result in disciplinary action which may include suspension or expulsion.

YEARS 5 AND 6 STUDENTS ACCEPTABLE USE OF COMPUTER NETWORK AND DIGITAL RESOURCES

All users are expected to read, understand and abide by the following guidelines when using ICT as a Lowther Hall student:

1. When you are using a device, do not use bad language or words that may hurt someone else's feelings. If you wouldn't say it in front of your teacher, don't write it. If you see anyone doing this, you must tell the teacher or trusted adult immediately.
2. Any inappropriate behaviour or doing anything that's against the law is not allowed. For example, don't look at rude images or write messages which are hurtful. If it isn't a message or picture that you would show your teacher then it is inappropriate.
3. Do not give information such as your name, address, telephone number, photos or other personal information to anyone online unless you have spoken to your classroom teacher or parent about it.
4. When you are messaging or talking to people who don't go to Lowther Hall, remember to abide by the Qualities of a Lowther Hall Girl.
5. Do not tell anyone your password, except your parents. You may be requested by your teacher to provide your passcode and/or password while at School. You must put a passcode on your iPad. You are responsible for everything you do on your iPad. If someone else uses your iPad with your permission, keep in mind that you are still the one responsible. You could be blamed for something you didn't do.
6. You should not install any inappropriate social media and/or age restricted Apps or websites on your school device. These include, but are not limited to, Facebook, Tik tok, Instagram and Snapchat. You will be asked to remove them immediately. Please seek advice from your teacher prior to downloading new Apps if you are unsure if it is appropriate for a school device.
7. Never pretend to be someone else or use someone else's username or password. Do not put private things or photos of someone else online unless they give you permission. If you want to look at someone else's work, you must get their permission.
8. Make sure you don't pretend something is yours if someone else wrote it or created it. Some Google images are not allowed to be used. If you are unsure which images you are allowed to use in your work please ask your teacher. If you do use words or images from the internet you must write where they came from.
9. You are not allowed to send viruses that may cause damage or stop a computer or the School's network from working. For example, junk emails, nuisance air dropping and spam.
10. Resending emails called chain letters is not allowed. Chain letters are emails that say for example, you will have bad luck if you don't resend them.
11. If you are emailing a group or organisation about school matters, you must use the Lowther Hall email address, not a private one.
12. Any email being sent to a person or group outside of Lowther Hall, for example the RSPCA, needs to be carefully written and checked by a teacher before being sent.
13. You need to think about your own actions and those of people who you communicate with online. You are responsible for your own mistakes and must correct any errors straight away.

If you fail to follow the rules listed above this may lead to a range of consequences such as being banned from coming to school or even being asked to leave the School.

YEARS 2, 3 AND 4 STUDENTS ACCEPTABLE USE OF COMPUTER NETWORK AND DIGITAL RESOURCES

All users are expected to read, understand and abide by the following guidelines when using ICT as a Lowther Hall student:

1. When you are using a device, do not use bad language or words that may hurt someone else's feelings. If you wouldn't say it in front of your teacher, don't write it. If you see anyone doing this, you must tell the teacher or trusted adult immediately.
2. Any inappropriate behaviour or doing anything that's against the law is not allowed. For example, don't look at rude images or write messages which are hurtful. If it isn't a message or picture that you would show your teacher then it is inappropriate.
3. Do not give information such as your name, address, telephone number, photos or other personal information to anyone online unless you have spoken to your classroom teacher or parent about it.
4. When you are messaging or talking to people who don't go to Lowther Hall, remember to abide by the Qualities of a Lowther Hall Girl.
5. Do not tell anyone your password, except your parents.
6. You are responsible for everything you do on your allocated iPad. If someone else uses your allocated iPad with your permission, keep in mind that you are still the one responsible. You could be blamed for something you didn't do.
7. You should not install any inappropriate social media and/or age restricted online platforms. These include, but are not limited to, Facebook, Tik tok, Instagram and Snapchat.
8. Never pretend to be someone else or use someone else's username or password. Do not put private things or photos of someone else online unless they give you permission. If you want to look at someone else's work, you must get their permission.
9. Make sure you don't pretend something is yours if someone else wrote it or created it. Some Google images are not allowed to be used. If you are unsure which images you are allowed to use in your work please ask your teacher. If you do use words or images from the internet you must write where they came from.
10. You are not allowed to send viruses that may cause damage or stop a computer or the School's network from working. For example, junk emails, nuisance air dropping and spam.
11. You need to think about your own actions and those of people who you communicate with online. You are responsible for your own mistakes and must correct any errors straight away.

If you fail to follow the rules listed above this may lead to a range of consequences such as being banned from coming to school or even being asked to leave the School.

KINDER TO YEAR 1 STUDENTS ACCEPTABLE USE OF COMPUTER NETWORK AND DIGITAL RESOURCES

All students are expected to have the guidelines explained to them by a parent and abide by the following guidelines when using ICT as a Lowther Hall student. Students will also discuss these guidelines with their classroom teacher.

When using your iPad (or other device) for school:

1. Only use the Apps you are told to use by your teacher.
2. Don't go on the internet without a parent or teacher with you.
3. Never communicate with someone you don't know.
4. Always use good manners and be kind.
5. If something goes wrong, tell an adult straight away.
6. Don't let anyone else use your iPad or device unless you have permission from a parent or teacher.

STAFF ACCEPTABLE USE OF COMPUTER NETWORK AND DIGITAL RESOURCES

All users are expected to read, understand and abide by the following guidelines when using School devices, networks and resources, property or facilities (WAN, LAN, networks, Internet, Intranet, etc.) of Lowther Hall Anglican Grammar School. Use of School devices and networks will not be authorised until this document has been signed by the user.

Upon receipt of this signed document, staff will be eligible to receive authorisation to use the School's computer network and online telecommunications.

I agree to abide by the following guidelines when using School devices, networks and resources, property or facilities (WAN, LAN, networks, Internet, Intranet, etc.)

A: GENERAL USE OF ICT

1. Users should conduct themselves in a responsible, safe, ethical, and legal manner while using ICT and/or accessing digital content. Any use of ICT for illegal, inappropriate, obscene, or pornographic purposes is prohibited.

Illegal activities shall be defined as a violation of local, state, and/or federal laws.

Inappropriate use shall be defined as any use in conflict with the School's mission, goals, policies, or procedures and/or any use inconsistent with the School's mission, values, policies and/or processes.

Offensive online communications should be reported to the Principal or appropriate Head of School.

2. Users who are communicating with others outside the School are representing Lowther Hall Anglican Grammar School and should conduct themselves accordingly.
3. Authorised users shall be ultimately responsible for all activity under their account and password. Accounts shall be used only by the authorised user for the purposes specified. Staff are responsible for maintaining appropriately secure and confidential passwords.
4. Use of an identity or password other than the user's own is prohibited. All users shall adhere to the rules of copyright regarding software, information, and the attribution of authorship. Reposting communications of a personal nature without the author's permission is prohibited. Users will not use ICT to gain unauthorised access to information resources or to access another person's materials, information or files without the implied or direct permission of that person. Users will not use ICT to post information in public access areas regarding private or confidential information about another person.
5. Users shall not intentionally spread computer viruses, vandalise the data, infiltrate systems, damage hardware or software, or in any way degrade or disrupt the use of the network.
6. Messages and records on the School's information and communications technologies may not be encrypted without the permission of the Director of IT.
7. Staff are accountable to their readers, listeners, viewers and to each other, to admit mistakes and correct them promptly, and expose unethical information and unethical practices of others.
8. Staff are advised to exercise caution if they intend to reveal personal details of themselves or others when communicating online. This is also advised if organising to meet an individual via online communication.
9. Failure to follow this policy may result in disciplinary action including suspension and/or termination of employment.

B: SPECIFIC GUIDELINES AND REQUIREMENTS RELATING TO EMAIL

1. The email system will not be used for activities that conflict with School policy.
2. All information contained in an email must be treated in accordance with the School's Privacy Policy.
3. Staff will not provide access to their email accounts to non-staff.
4. Staff are required to use the School signature and disclaimer when communicating in a professional context.
5. The School's electronic letterhead and style guide should be used for an external professional communication. Email sent to an external organisation should be written carefully and authorised in the same way as a letter written on School letterhead.
6. Staff may only use approved email accounts on the School system.
7. The forwarding of chain letters is not permitted.
8. Distribution lists should only be used for disseminating relevant, school related information.

C. SPECIFIC GUIDELINES AND REQUIREMENTS RELATING TO STAFF ENGAGING IN SOCIAL NETWORKING FOR PERSONAL USE:

1. When using personal social networking sites, use caution when deciding whether to fraternise with current or past students. Current students should not be added as Facebook friends.
2. If allowing student or past student access to personal information, ensure it is appropriate for the School context and for your role within the School community
3. Weigh whether a posting will put your effectiveness as an employee at risk.
4. Use caution with regard to exaggeration, profanity, guesswork, copyrighted materials, legal conclusions and derogatory comments.
5. Ensure compliance with data privacy laws and School policies.
6. Do not discuss students, their families or coworkers.
7. Student images obtained from your employment must not be included on personal social networking sites.
8. Set privacy settings carefully to ensure that you know who has access to the content on your social networking sites.
9. If the public may consider your statements to be made in your capacity as a School employee, you must consider whether personal thoughts you publish will be attributed to this School.
10. The School's logo may not be included on personal social media without prior written permission from the Principal.

D. SPECIFIC GUIDELINES AND REQUIREMENTS RELATING TO STAFF USING SOCIAL MEDIA FOR INSTRUCTIONAL USE:

Social Media includes Web 2.0 tools. Uses of Web 2.0 tools are considered an extension of the classroom. Teachers may elect to use social media applications for the purpose of instruction in accordance with the following:

1. Teachers will use web based services recommended by the School where appropriate.
2. Teachers must complete the Web Based Service Subscription Request Form for sites that require a subscription or payment.
3. When a web based presence is established, the sponsoring department is responsible for keeping the site current and monitoring the content of the site.
4. If a teacher elects to use a social media application, the teacher must build a separate page in that social media application from their personal, online presence.
5. Content and use must adhere to School policies and guidelines.
6. Content and use must not violate the "terms of service" for the social media application.
7. The teacher must not disclose information on any online social media site that is School property, protected by data privacy laws, or in violation of copyright.
8. The platform/web 2.0 tool must not use official School or School logos without the permission of the Director of IT.
9. If using social media services beyond those recommended and administered by the School, the person who uses the service must ensure the service is age appropriate, that they comply with these terms and conditions, and that they educate students to use the service in compliance with what this policy states as appropriate online behaviour / citizenship.