ICT ACCEPTABLE USE
POLICY

Rationale:

The internet, combined with the school's mobile devices program, offers huge potential benefits for teaching and learning. It offers wonderful opportunities for students and teachers to contribute to the world community on the web. Blogs, social networking spaces such as Face book and instant messaging tools such as MS Messenger are now part of students' and staff 'life on the web'.

Students and teachers can:

- explore the world online

- visit museums and libraries around the world

- access rich information resources to support research and investigations

- communicate and collaborate with people all over the world

- publish to the web

The school has an important role in preparing students for these 'online communities', even though students and teachers may not access some online communities at school (e.g. Facebook).

Before our students start to use school provided devices to explore the Internet, it's crucial to make sure everyone understands what they should and shouldn't be doing online.

Behaving safely online means:

- protecting their own privacy and personal information (we used to call it 'stranger danger')

- selecting appropriate spaces to work and contribute

- protecting the privacy of others (this can be sharing personal information or images)

- being proactive in letting someone know if something is 'not quite right' - at home this would be a parent or guardian, at school a teacher

These principles of safety and responsibility are not specific for the web but certainly apply to the use of internet at school. Just as in the real world, the virtual world of the internet involves some risks. Our school has developed proactive strategies that help to minimise these risks to our students.

Implementation:

1. Use of the school's devices and/or network to access the Internet and Internet services, including electronic mail and the World Wide Web, will be governed by an Acceptable Use Procedures (AUP) for the Internet and mobile devices.

2. The Acceptable Use Procedures (AUP) is intended to encourage responsible maintenance and use of devices and to reflect a respect for the ability of its adherents to exercise good judgement.

3. Release of devices to students and independent student use of the internet at school will only be permitted where students and their parents/carers provide written acknowledgement that students agree to act in accordance with the conditions of loan and standards of conduct established in the Acceptable Use Procedures.

4. While we do not ask staff sign a written agreement the Guidelines do apply to them, staff should also be familiar with the DEECD Acceptable Use Policy which can be found at [DEECD Acceptable Use Policies](#)

5. Students and staff can expect sanctions if they act irresponsibly and disregard their obligations to other users and the school as the provider of their Internet access.

6. Students and staff must not use their loaned mobile device or the school network in breach of a law or to commit an offence.

7. The use of the school's network is subject to the Acceptable Use Procedures (see appendix A). Briefly this means that the school's network can be used only by staff, students and associated individuals (e.g. visiting teachers) and only for, or in connection with the educational or administrative functions of the school.

8. The Acceptable Use Procedures (AUP) is intended to operate within and be consistent with existing school policies and procedures in areas such as:

   - **Anti-bullying (including cyber-bullying) and Anti-harassment**

   - **Student Welfare**

9. Responsibility and accountability for network security is the shared responsibility of all network users. It is the responsibility of staff and students to protect his/her password and not divulge it to another person. If a student or staff member knows or suspects his/her account has been used by another person, the account holder must notify a teacher or the administration as appropriate, immediately.

10. All messages created, sent or retrieved on the school's network are the property of the school, and should be considered public information. The school reserves the right to access and monitor all messages and files on the computer system as deemed necessary and appropriate. Internet messages are public communication and are not private. All communications including text and images can be disclosed to law enforcement and other third parties without prior consent from the sender.

11. Independent student use of the internet on the school's network will only be permitted where students and their parents/carers provide written acknowledgement that students agree to act in accordance with the standards of conduct established in this policy document and as set-out in the Acceptable Use Procedures (AUP).

12. For breeches of the Acceptable Use Procedures students and staff can face a number of consequences depending on the severity of the breech and the context of the situation. More than one consequence may apply for a given offence. Serious or repeated offences will result in stronger penalties:

For Students;
   - removal of network access privileges

   - removal of email privileges

- removal of internet access privileges

- removal of printing privileges

- paying to replace damaged equipment

- other consequences as outlined in the school's discipline policy

For Staff;

- Non-compliance will be regarded as a serious matter and appropriate action, including termination of employment may be taken

13. Bullying and harassment of any kind is prohibited. No messages with derogatory or inflammatory remarks about an individual or group's race' religion, national origin, physical attributes, or sexual preference will be transmitted. Violations of any guidelines listed above may result in disciplinary action.

14. While the Internet may be largely a self-regulated environment, the general principles of law and community standards still apply to communication and publishing via the Internet. In addition to school penalties, there are legal sanctions for improper use of the Internet.

Other school policies which are connected with this policy are:

- The school's Anti-bullying (including cyber-bullying) and Anti-harassment Policy

- The school's Student Engagement Policy

Evaluation:

This policy will be reviewed as part of the school's three-year review cycle.

This policy was last ratified by School Council on....	**May, 2014**