

# Springside P-9 College ICT Acceptable Use Policy



## **Rationale:**

**Please read this document with your child and make sure they understand the expectations of Springside P-9 College, when using the school's computer network.**

The Springside P-9 College network is provided as an educational tool for staff and students. The network is designed to extend Teaching and Learning by facilitating resource sharing, innovation and communication. All students are given access to the network via a protected password as well as school-administrated electronic mail and internet access. These facilities must be regarded as privileges, which may be withdrawn for misuse at teacher discretion. Any behaviour that interferes with these primary objectives will be considered an infringement of Acceptable Use.

Springside P-9 College provides a filtered internet environment, with mechanisms designed to block out inappropriate websites. In the end however, it is the responsibility of individual users to ensure that their behaviour abides by school rules or rules imposed by parents/guardians.

Users are trusted to use Springside P-9 College ICT facilities in a Safe, Smart and Responsible way. Protocols will be established to protect the privacy and dignity of individuals, security of information, to maintain the high public standing of the School and to comply with State and Federal Laws.

All users will sign the Springside P-9 College Acceptable Use Agreement.

## **Scope**

These protocols apply to all users of the Springside P-9 College ICT system. The Acceptable Use Agreement encompasses the electronic software and hardware of the computer and telephone network and websites accessed from school ICT equipment or within the ground of Springside P-9 College.

## **Springside P-9 College Acceptable Use Agreement**

Information and Communication Technologies (ICT), network infrastructure and Internet services are provided for educational, communication and research purposes for all members of the Springside P-9 College Community.

The school views Information and Communication Technologies (ICT) as a key component in the development of 21<sup>st</sup> Century Learning Skills. The school places a strong emphasis on Collaboration, Global Connections and the Safe, Smart, Responsible use of Technology to extend teaching and learning.

Users are expected to use the network in a **responsible, ethical** and **legal** manner; demonstrating respect for others and an appreciation of the rights of all students to learn.

### **As a trusted user of ICT at Springside P-9 College;**

**I will** carefully consider the content that I access and upload online, the language I use and its impact on others. I am aware that my online behaviour is often viewed as a personal reflection of who I am.

**I will** be respectful of the rights, property and feelings of others and act in a Smart, Safe and Responsible way when using Springside P-9 College equipment or electronic devices, within the school grounds.

**I am aware** that violation of any of these provisions may result in the suspension of my access privileges and that serious breaches will be referred to police. Criminal charges may be brought against serious offenders in relation to State and Federal Legislation.

**I understand** that I am not permitted to use the Springside P-9 College ICT network, equipment or resources without a current, signed Acceptable Use Agreement. The parent/guardian and student must sign the Acceptable Use Agreement. (A three-week grace period will be provided before this is enforced.)

### **I agree to:**

- **Handle, transport and treat school computers, devices and other ICT infrastructure or equipment with the greatest of care and respect.**

Agreement breaches include but are not limited to:

- Failure to store and transport ICT equipment safely.
- Removal or damage to equipment through general carelessness, food and drink contamination or modification.
- Introduction of a virus or malware.

- **Use software and digital resources ethically, responsibly and safely.**

Agreement breaches include but are not limited to:

- Accessing inappropriate websites, files or resources.

(Examples; music, video, games, websites.)

- Infringement of Copyright.
- The installation, transfer, storage, copying, saving, distribution or sharing of electronic files that could be considered as infringing on the rights or privacy of another person.

- Viewing, accessing or publishing material that could be considered as infringing on the rights or privacy of another person. This includes posts via social media, emails, text messages, chat rooms etc.
- Waste of ICT resources for non-educational purposes.
- **Use the Springside P-9 College ICT Network ethically and undertake measures to maintain the security of my digital accounts and those of others.**

Agreement breaches include but are not limited to:

- Revealing or sharing of personal passwords without permission.
- Illegal access or modifications to the ICT network without permission.
- The transfer, storage, copying, saving, distribution of electronic files via the school network, that could be considered as infringing on the rights or privacy of another person.

I,

\_\_\_\_\_ hereby agree to abide by this agreement and understand fully that any action that is inappropriate may result in the suspension of my access and privileges.

This agreement is made on \_\_\_\_/\_\_\_\_/\_\_\_\_ between **Springside P-9 College AND**

\_\_\_\_\_  
(Student's name) **AND**

\_\_\_\_\_  
(Parent/Guardian's name)

**Student Signature:**

\_\_\_\_\_  
**Parent/Guardian Signature:**

\_\_\_\_\_

## Glossary of Key Terms

**Account** The term "Account" means, but is not limited to email accounts, social media or network accounts, file sharing accounts, online accounts (eg. Mathletics) and other accounts which may come into existence as technology develops.

**Breach** The term "Breach" refers to accidental or deliberate failure to comply with the terms of this Agreement, without a reasonable explanation.

**Content** The term "Content" includes but is not limited to text, images, sound files, video, software, documents that are accessed or transmitted electronically.

**Device** The term "Device" refers to school hardware such as desktop computers, netbooks, laptops, Interactive Whiteboards, mobile phones, Tablets (eg iPad), MP3 Players (eg iPod), digital cameras, etc.

**Equipment** The terms "Equipment", "Hardware" and "Infrastructure" refer to items such as; computers, cables, routers, network points, base stations, printers etc

**ICT** The term "ICT" refers to Information and Communication Technologies. This refers to the use of any electronic equipment or device to:

- Browse and publish on the internet;
- Download or access files from the internet or other electronic resources;
- Email;
- View, Access or Publish to Electronic Bulletins, Noticeboards, Online Forums (eg "chat" rooms) , Weblogs (blogs), Social Networking sites (Facebook, Twitter, Linked In, Tumblr, Flickr etc);
- Install, Transfer, Store, Copy, Save or Distribute Electronic files in any format;
- Video Conference;
- Stream Multimedia;
- Viewing or Accessing Material electronically (eg video, sound files, images);
- Print Material

**Infringement of Copyright** The term "Infringement of Copyright" refers to the unauthorised use of works infringing the copyright holder's "[exclusive rights](#)," such as the right to reproduce or perform the copyrighted work, spread the information contained within copyrighted works, or to make [derivative works](#). It also refers to copying "[intellectual property](#)" without written permission from the copyright holder.

**Intellectual Property** The term "Intellectual Property" refers to creations of the mind; inventions; literary and artistic works, and symbols, names, images and designs. (For example, students must not claim information directly cut and pasted from a website as their own work.)

**Hardware** See also definition of equipment or infrastructure.

**Infrastructure** See also definition of equipment or hardware.

**Malware** The term "Malware" is [short for](#) malicious software that is used or created by hackers to disrupt computer operation, gather sensitive information, or gain access to private computer system. Malware includes Computer Viruses, Worms, Trojan Horses, Spyware, Adware, Most Root Kits and other malicious programs.

**Online** The term "Online" refers to a state of being connected to the internet or world wide web.

**Password** The term "Password" refers to a secret [word](#) or [string](#) of [characters](#) that is used to prove identity or gain access to a digital resource. The password should be kept private from others to enable account security and privacy.

**Resources** This term “Resources” refers to ICT hardware, software, the Springside ICT network, online sites and digital devices such as iPads, smart phones, MP3 players, digital cameras, memory sticks etc.

**Social Media** The term “Social Media” includes web-based and mobile-based technologies that are used to turn communication into interactive dialogue among organisations, communities, and individuals. Social media can include text, audio, video, images, podcasts, and other multimedia communications.

**Virus** The term “Virus” refers to malicious software program and is a form of malware. Viruses exist on local disk drives and spread from one computer to another through sharing of "infected" files.

**Websites** The term “Websites” refer to a set of interconnected webpages, prepared and maintained as a collection of information by a person, group, or organisation.

**Evaluation:**

This policy will be reviewed as part of the colleges review cycle.

This policy was last ratified by school council in SEPTEMBER 2016