



# ICT Acceptable Use Policy

## Etiquette

All users of devices and the network are expected to respect others' right to freedom from harassment and intimidation. Abusive, threatening or unwarranted behaviour is offensive and will not be tolerated.

## Responsible Use of Devices in Class

- During class time, devices and/or specific software are only used at the direction of a teacher.
- Devices and the network will only be used for curriculum related tasks, including developing literacy and communication skills, creating texts and media, conducting research and referencing, and collaborating in online environments.
- All devices are for learning enhancement and are not a sole means for learning.
- Learning is the students' key priority at school.
- In circumstances where the device become a behaviour issue or interferes with learning, the school may confiscate the device as outlined below.
- Students are responsible for backing up files, and the school will not take responsibility for lost files.

## Social Media

At no time is social media acceptable and incidences of misuse, including cyber-bullying will be dealt with in accordance with the School Behaviour Management Policy.

## Digital Media

- Devices with photographic capacity are banned from use in showers, toilets and/or change rooms at all times.
- Photographs of students or staff within the school grounds or on school related activities are only to be taken with the full permission of the person concerned.
- Any photographs of students in school uniform, or identifiable as Kingaroy SHS students, published on social media are in breach of copyright laws and must be taken down on request.
- A school student who uses a device to record private conversations, violent, illegal or embarrassing matter capable of bringing the school into public disrepute is considered to be in breach of this policy.
- Students should note that the recording or dissemination of images that are considered indecent (such as nudity or sexual acts involving children), is a serious breach of the law and if detected by the school will result in a referral to the Queensland Police Service.
- All games and media must be legal copies and not exceed a PG rating. No games or media may be stored on the school network unless directly related to the curriculum, and you are directed to do so by a teacher. Games and media will not be played during class time, except under teacher direction.
- Respect and adherence to the laws concerning copyright and other intellectual property rights. Copying files belonging to another user without their express permission may constitute as plagiarism or theft. When using information from other sources, students must ensure that it is acknowledged in an appropriate manner.

## Internet

- Students will not access personal 4G or 5G connections at school.
- Students will not store inappropriate material on devices. Where there is reasonable suspicion that material is considered illegal or inappropriate, the school reserves the right to temporarily remove the device and institute a search for such material.

## Network Security

- Students are not allowed to have on their device or on a portable hard drive or USB any hacking or cracking program, nor are they allowed to have scripts and batch files which could cause nuisance or damage to school computers or the network.

- While at school students are not allowed to use download tools to make copies of any music, movie or other media as this causes an excessive drain on the band width and can cause copyright issues.
- Activities such as downloading inappropriate files, playing networked games or sharing copyrighted material are strictly prohibited.
- Students agree not to attempt to circumvent the school's network security and/or filtering policies. This includes setting up proxies and downloading programs to bypass security.
- Reasonable attempts must be made to keep devices protected from viruses and other file damage.

### **Network Folders**

The contents of network folders are not private and may be inspected by any staff member at any time without warning or notification. Files that are not school related will be deleted without warning or notification.

### **Internet and Printing Privileges**

Students are given an initial allocation of internet download capability. This allocation resets each month. Any requests to reset this allowance before the end of month must be discussed with the HOD E-Learning for approval. Students are also given a printing allocation each year, which can be topped up upon payment to the cashier.

### **Passwords**

Passwords must be kept secret. Users must not share their password or log others onto the network or internet. Understand that you will be held accountable for the use of your account and password privileges.

### **Use of devices during exams or assessment**

Personal technology devices including smart watches may not be taken into or used by students at exams or during class assessment unless expressly permitted by staff. Disciplinary action will be taken against any student who is caught using a personal technology device during exams or assessments.

### **Special Circumstances Arrangement**

Students who require the use of a personal assistive technology device in circumstances that would contravene this policy (for example to assist with a medical condition or other disability or for a special project) should negotiate a special circumstances arrangement with the Deputy Principal or Principal.

### **Inappropriate behaviour outside of school hours**

Students may receive disciplinary consequences for bullying or cyber bullying or other inappropriate online behaviour that occurs out of school hours, and affects the good order and management of the school.

### **Consequences if ICT Acceptable Use Policy and Agreement is breached are listed below:**

#### **1st Offence:**

- Student network access and/or internet access suspended for 5 school days.
- Parent/Guardian notified.
- Offence noted on student's OneSchool record.

#### **2nd Offence:**

- Student network access and/or internet access suspended for 10 school days.
- Parent/Guardian notified
- Interview with IT / HOD E-Learning
- Offence noted on student's One School record.

#### **3rd Offence:**

- Student network access and/or internet access suspended for 20 school days.
- Parent/Guardian notified.
- Interview with Deputy Principal.
- Offence noted on student's One School record.

***Continued offences will see further disciplinary action taken, and rights to the network and/or internet suspended for the remainder of the year.***