Acceptable Use of ICT Services Policy

ISSUED: February 2022	**VERSION: 2022.1**
REVISED Biennially: February 2022	**NEXT REVIEW: February 2024**

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Purpose:	The purpose of this policy is to manage the appropriate use of information, communication and technology services by students and employees at Wisdom College	
Scope:	Students and employees, including full-time, part-time, permanent, fixed-term and casual employees, as well as contractors, volunteers and people undertaking work experience or vocational placements.	
Status:	Approved	**Supersedes:** Acceptable Use of ICT Policy 2017
Authorised by:	School Governing Body	**Date of Authorisation:** April 2020
References:	● Wisdom College Acceptable Use of Personal Electronic Device Policy ● Wisdom College Student Bullying Policy ● Wisdom College Student Bullying Reporting and Response Procedures ● Wisdom College Positive Behaviour Support Policy ● Wisdom College Discipline Policy ● Wisdom College Student Code of Conduct ● Wisdom College Privacy Policy ● Wisdom College Copyright Policy	
Review Date:	Biennial	**Next Review Date:** February 2024
Policy Owner:	School Governing Body	**Version:** 2.0 **Dated:** February 2022

Policy Statement

It is the policy of Wisdom College to maintain an environment that promotes ethical and responsible conduct in all digital and on-line activities by students. Use of the electronic media is a privilege that offers a wealth of information and resources. In order to maintain this privilege, students are asked to read, sign and comply with the terms of the agreement set out in the Acceptable Use Document.

All students and employees at Wisdom College have the right and responsibility to utilise ICT services as essential teaching, learning and business tools. Wisdom 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. Wisdom 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 below. This Policy also applies on the school premises, as well as during school activities, such as excursions, camps and extra-curricular activities whenever Wisdom College ICT services are utilised.

Wisdom College reserves the right to restrict employee or student access to ICT services, iif 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. Employees and students should also note that breaches of this Policy may result in disciplinary action or criminal proceedings.

General Use of ICT Facilities

The ICT facilities are provided for educational purposes. Students may be requested to display their ICT device and current pages to their supervising teacher. Illegal, immoral, unethical, nuisance or harmful activities are strictly forbidden. Specifically, users are not to:

- access, publish or distribute information/data or participate in activities that are illegal, immoral, unethical
- attempt and/or participate in attempts to harm or destroy data of any Internet or School Network user
- knowingly access, publish and/or distribute information/data or act in a way that may harm others harass, menace or bully other users on the Internet or School Network (as supported by the Student Anti-bullying
- log onto the network using another person's user name or password
- breach copyright including, but not limited to, illegally copying, distributing or sharing software, images, video, music or other published works.
- create and/or distribute programs designed to negatively affect a user's computer performance. Users are not permitted to install software on School computers.
- Users may not engage in activities that are detrimental to others. This includes, but is not limited to the following:
    - o downloading or printing large files
    - o impersonating other people.

- Users are expected to abide by the following rules of etiquette:
  - Be polite.
  - Use appropriate language. Do not swear or use vulgar language.
  - Do not reveal your personal contact details (or anyone else's)
  - All information on the Internet should be considered to be copyright and should be treated accordingly.
  - All information accessed via the School's Network should be considered confidential, unless explicitly marked otherwise.
  - It is prohibited to publish pictures or videos of other people without their permission and/or the copyright owner's. This includes posting images and videos of students in the School's uniform unless permission has been granted by the Head of Student Services, Heads of School or Principal.

School Computers [desktops, laptops and other forms of ICT]

- Users must report any physical problems with School computers to a teacher and/or the Information Technology Department as soon as it is noticed.
- Care must be taken when using or carrying a laptop. Movement of the machines is to be via the laptop trolleys only. These are housed in the School's Resource Centre.
- Interference with School computers and cabling is viewed as vandalism.
- Students are to only access computers designated for student use.

Security

- All users have a responsibility to support security policies and procedures.
- Users must be aware of the purpose of the service and be familiar with this policy.

- Under no circumstances should attempts be made to circumvent data security measures; exploit security vulnerabilities; decrypt secure connections or data; or access prohibited web sites.
- Personal information/data should not be stored on the School's Network.
- Users are expected to respect the rights and privacy of other people.
- All users are provided with an alphanumeric username and a password. Users are required to ensure their password is kept secure and private. Under no circumstances should the password be shared with other people. Passwords should include a reasonable level of complexity.
- Users will be held responsible for all activities that originate from their accounts or personal technologies.
- All security, access or performance problems should be reported to your supervising teacher or to the ITC Technician. Suspicious incidents or problems should be reported immediately.
- Illegal, immoral, unethical, nuisance or harmful activities should be reported to the school coordinators or classroom teacher.

Definitions

ICT – means information, communication and technology.

ICT services – includes but is not limited to ICT networks, systems, facilities and devices, as defined below 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, tablets, eBook readers and related devices such as monitors, keyboards and mice), telephones (including mobiles, iPhones and smart phones), removable media (such as USBs, DVDs, Blu-ray 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), Smartboards, 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, USBs, PDAs, eBook readers, other palm and handheld devices and other equipment, as determined by the school, and owned by students.

Responsibilities

School

Wisdom 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 students, parents, and employees
- keep appropriate records, monitor and report on any issues related to inappropriate ICT services
- encourage students, parents and employees to contribute to a healthy school culture.

Staff

At Wisdom College employees have a responsibility to:

- uphold the school'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.

Students

At Wisdom College students have a responsibility to:

- uphold the school's Policy on this issue by ensuring the appropriate use of ICT

via safe, lawful and ethical behaviour
- report any breaches of this Policy to their teacher/ICT staff member/Principal as appropriate at your school.

Students will NOT;

- Share their password with anyone else
- Use another student's network account
- Allow another student to use their account
- Attempt to change the network in any way
- Install / use any software other than that provided by the school
- Attempt to bypass security
- Store inappropriate material in their network account (eg non-program related files, .exe files, personal files, video files, games)

Students will use the Internet in a responsible manner for educational purposes - for their classwork and assignment research. Internet use is a privilege, and students must at all times exercise careful judgment over all material that they access and communications   that they make.

Students must NOT;

- Violate copyright laws by using material from Internet sites without permission of   the copyright owner.
- Plagiarise works that they find on the Internet. Plagiarism is taking the ideas or writings of others and presenting them as if they were theirs.
- View, send, store or display indecent and/or offensive messages or pictures.
- Use profane, abusive, impolite or sexually explicit language to communicate. Do not knowingly access materials which are not in line with the rules of School behaviour. A good rule to follow is to never view, send, or access materials which they would not want your teachers and parents or colleagues to see. If they encounter such material by accident, they must report it to your teacher/ coordinator/principal immediately.
- Share their passwords with another person under any circumstance or logon for another person whose privileges have been withdrawn.
- Waste limited resources such as disk space or printing capacity. Files are not to be downloaded unless permission has been obtained from a supervising teacher. Users are expected to remain within allocated disk space and delete material which takes up excessive storage space.
- Trespass in another's folders, work, or files. Respect their privacy. Network storage areas may be treated like school lockers. The ITC technician may review communications to maintain system integrity and will ensure that students are using the system responsibly.
- E-mail, or place on the Web, personal contact information about themselves   or other people. Personal contact information includes your home address, telephone number, the school address, your work address etc.

Inappropriate content on social networking sites

Social networking sites such as Facebook, Twitter, Instagram, Myspace, etc. have changed the way young people communicate. While these sites are an effective way to keep in touch, it is important for young people to be cyber-smart and think before posting material online.

- All web users have a responsibility to be mindful when publishing content online to ensure it does not breach social, religious, cultural or copyright standards.
- If our college becomes aware of inappropriate content involving our staff, students or school, or images, banners, logos or our school crest are used without permission, we will take reasonable steps to ensure the content is removed.
- Our college is committed to promoting a safe and supportive learning environment and students involved in the posting of inappropriate material on websites may be disciplined in line with our college's Behaviour Policy for Students.

Compliance and Monitoring

The school may exercise its right to monitor the use of the school's ICT resources to:

- ensure that the systems and networks are functioning properly;
- protect against unauthorised access; and to
- ensure compliance with the Rules for Responsible ICT Use.

Breaches of the conditions of this agreement may result in access restrictions to ICT resources, and appropriate consequences.