
Box Hill Senior Secondary College/MYSC



Information and Communication Technologies Acceptable Use and Cybersafety Policy Student and Parent/Guardian Agreement

Aims of this Policy

Information and Communication Technologies (ICT) are provided in Box Hill Senior Secondary College and MYSC for educational, communication and research purposes. This policy aims:

- To set out the rules for responsible ICT use.
- To help protect students, staff and the resources of the College by clearly stating what is acceptable and what is not.

Failure to comply with the requirements of this policy may result in the termination of privileges apart from other sanctions deemed appropriate by the College.

The College ICT Acceptable Use And Cybersafety Policy applies to all Information and Communication Technologies devices used within the College. This includes:

- Infrastructure, computers, equipment and technologies owned or operated by the College.
- Laptops, storage devices and any other information and communication device privately owned by students.

Information and Communication Technologies (ICT) therefore include but are not limited to computers, the College network, the Internet, email services, mobile technologies (mobile phones, iPods, etc), cameras, printers, scanners, photocopiers, all audiovisual equipment and devices, and more widely, and any other information and communication device.

ICT Acceptable Use And Cybersafety Policy

Preamble

1. Laptop computers can only be used at College with the knowledge and written approval of the parent/guardian and the College.
2. The student accepts **full responsibility** for the care and use of their laptop (leased or owned) and of any other information and communication device, including mobile phones.
3. The College does not accept responsibility for theft or loss of the student's laptop or other information and communication device. Parents are strongly advised to organise comprehensive insurance cover for the laptop in particular.
4. The use of a laptop at particular times in individual lessons is at the discretion of the subject teacher.
5. The College does not provide replacement laptops.
6. If a student is unable to use their laptop for a School Assessed Coursework (SAC) because it is being repaired at the time, arrangements will be made in consultation with the subject teacher to provide access to a desktop.
7. It is the student's responsibility to ensure that battery power is sufficient for their use. The College cannot provide access to a power adapter/supply for either use or for recharging in lessons, assessments or exams.
8. The ICT staff are available to provide technical assistance through the help desk for any laptop issues when those are directly related to network access or general settings issues. If the laptop malfunctions during a lesson, the student is required to continue with his/her learning promptly in a conventional manner and get in touch with the help desk at an appropriate time. In the case of privately owned laptops, repairs remain the personal responsibility of the student as a private matter. Adequate insuring of the laptop by the parent/guardian is therefore essential.
9. Students are not allowed to alter any settings configured on their laptop by ICT staff. The same goes for the initial imaging of the laptop.
10. Any privately owned laptop will undergo a technical check by ICT staff in order to ensure that it does not present any risk to the College network. If the results of this check are not satisfactory, access to the network will not be granted and recommendations will be made to help the student achieve minimum security standards on their machine.

ICT Acceptable Use And Cybersafety Policy

1. Unlawful and inappropriate use

- The use of ICT resources must at all times comply with State and Commonwealth laws.
- College ICT resources must not be used to download, display, print, save or transmit material that others may find offensive, for example pornographic, violent or racist material. If you inadvertently access offensive material on a website or in an email you should leave the site immediately or delete the email, and notify a teacher.
- Chain letters, anonymous or threatening messages, and other unsolicited mail must not be sent.
- Peer to Peer networking is not permitted (MSN, chat rooms, etc.)
- **At no stage should students access programs or material from the laptop which are not relevant to their current work/learning.** The appropriateness of laptop use remains at the discretion of the teacher. In the event of students using their laptop inappropriately, the teacher may require the student to close down the laptop and continue working via other means. Any private laptop or ICT device having/ accessing/ displaying/ inappropriate material (defined under the Acceptable User Policy) may be inspected by the College's IT technician or any other authorised staff to determine if the College's AUP has been contravened.

2. Copyright and intellectual property

- Computer software must be used in accordance with licence agreements.
- You must not make an unauthorised reproduction of material protected by copyright, or use audio-visual material without permission from the copyright owner. This includes material on the Internet, CD-ROMs, DVD-ROMs and any other electronic storage device. If you use words, images, ideas or information from other sources in your assignments, you must cite and reference those sources.

3. Access to the intranet and Internet. Security.

- Access to the College network and Internet must only be made via your authorised account and password, **which must not be given to any other person.**
- You must not attempt to gain unauthorised access to any information resources, systems or networks or interfere with another user's work. System files, system configurations, folders and other technical data must not be altered.
- You must not deliberately engage in any activity that may cause damage to the College's ICT resources, or to anyone else's computer equipment.
- You are responsible to ensure that anti-virus software be kept up to date, with virus definitions being updated at least weekly. Storage devices should be scanned for viruses prior to use.
- You must log out of the College's Network properly at the end of each session.
- **Broadband dongles or any other device installed on a laptop to bypass the College network and access the internet are strictly prohibited.**
- You must log out of the College's Network properly at the end of each session.

4. Internet and Printing usage

Student Charges

A. Internet

A download credit of \$50 is given annually, which is sufficient for educational purposes for a year.

When a user's download credit has been used up, Internet access is automatically blocked, and a 'user pays' policy applies. A cash payment of at least \$5 will be required to the General Office to top up the download credit.

A cash payout of unused credits is not available when a student leaves the College.

B. Printing

A \$40 (up to Year 10) or \$50 (Year 11 and Year 12) credit is given at the start of the year.

Printing of documents from student laptops can only be done using a personal data-transfer device (disc or flash-drive etc) compatible with the College Network. Direct connection of the laptop to the network for printing is not permitted. It is the student's responsibility to have a suitable data-transfer device.

5. Privacy and personal safety

- The privacy of other users must be respected at all times.
- Use of the Internet and email carries the risk of bringing you into contact with individuals who may be unfriendly, rude or exploitative. You should not reveal personal details about yourself or others, or arrange meetings, unless a teacher has given you permission.
- Email and the Internet are not necessarily 100 % secure, and messages can be forwarded without your knowledge. For this reason you should be very careful about communicating private and confidential information via ICT resources.

6. Monitoring

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

- Ensure that the systems and networks are functioning properly
- Protect against unauthorised access
- Ensure compliance with the ICT Acceptable Use Policy

7. Use of mobile phone, iPod or other ICT mobile device.

This section of the Acceptable Use And Cybersafety Policy also applies to students during school excursions, camps and extra-curricular activities.

Mobile phones, iPods or any other ICT mobile **must be switched off during class** unless being used for learning purposes as directed by my teacher, in which case I will act responsibly and will not use the device to find, create or send information that might be harmful, inappropriate or hurtful to me or anyone else.

To this end, when using my mobile device as a phone, I will:

- keep my phone on silent during class times and only make or answer calls and messages outside of lesson times – except for specified learning purposes.
- protect the privacy of others and never post private information about another person using SMS messages.

When using my mobile device as a camera I will:

- only take photos and record sound or video when it is part of a class or lesson
- seek permission from individuals involved before taking photos, recording sound or videoing them (including teachers)
- seek written permission from individuals involved before publishing or sending photos, recorded sound or video to anyone else or to any online space
- respect others when I talk to and work with them online and never write or participate in online bullying
- seek teacher permission before uploading any content to websites (e.g. blogs)

8. Management of Infringements

- Breaches of the conditions of this ICT Acceptable Use and Cybersafety Policy may result in access restrictions or termination to ICT resources, apart from other sanctions deemed appropriate by the College, including suspension and expulsion.

The following is a list of possible penalties:

- temporary ban on using computers or mobile ICT device
 - removal of email privileges
 - removal of Internet-access privileges
 - removal of network access
 - paying to replace damaged equipment
 - removal from classes where computer use or mobile ICT device is involved
 - loss of marks for an assessment task (where appropriate)
 - suspension from school
- **Repair/ replacement ensuing any material damage caused to the College's ICT resources (infrastructure, hardware or software) will be billed to the parent/guardian.**

If you break the law you may be liable to prosecution.

Box Hill Senior Secondary College/ MYSC

ICT Acceptable Use Policy Student and Parent/Guardian Agreement



Student Declaration

- I have read the Box Hill Senior Secondary College ICT Acceptable Use And Cybersafety Policy, which sets out the policy, guidelines and conditions to be met when using computer hardware, ICT mobile devices and software at Box Hill Senior Secondary College.
- I understand the content of the document and I agree to adhere to the policy, guidelines and conditions as set out in the document.
- When I am notified that the document has been updated I will view it on the College website. If I disagree with any changes, I will notify any member of ICT staff immediately and cease using the facilities.
- I understand and accept that monitoring processes are in place to protect BHSSC students, and that College workstations can be remotely viewed and controlled by system administrators. I also understand and accept that my laptop can be inspected by an authorised staff member.
- I understand and accept that backing up of my computer files on a regular basis is my responsibility, and that the College is not liable for any loss of work due to computer failure.
- I will not hold any staff member and/or Box Hill Senior SC responsible for, or legally liable for, materials distributed to, or acquired from, the network or broader Internet.
- Any materials that I produce, including email messages, will portray me as a positive ambassador for my College.

Student ID Student name (print) Student signature Advocacy Group Date

Parent/Guardian Declaration

- I have read the Box Hill Senior Secondary College ICT Acceptable Use And Cybersafety Policy, which sets out the policy, guidelines and conditions to be met when using computer hardware, ICT mobile devices and software at Box Hill senior Secondary College.
- I have discussed the content of the document with my child and I agree that they should adhere to the policy, guidelines and conditions as set out in the document.
- I will not hold any staff member and/or Box Hill Senior Secondary College responsible for, or legally liable for, materials distributed to, or acquired from, the network or broader Internet.
- I understand the consequences if my child does not abide by the content of the document and accept that such action may result in loss of the privilege to use the College computer network system apart from other sanctions deemed appropriate by the College.

Parent/Guardian name (print) Parent/Guardian signature Date

The student's access to the College network will only be activated when the signed Acceptable Use Agreement form has been returned. No form, no access.