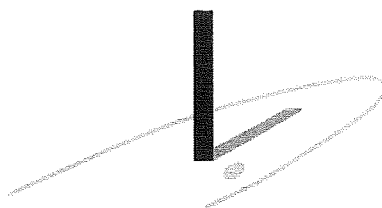


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# Box Hill Senior Secondary College



BOX HILL SENIOR  
SECONDARY COLLEGE

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

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### Aims of this Policy

Information and Communication Technologies (ICT) are provided in Box Hill Senior Secondary College 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 and other sanctions deemed appropriate by the College.

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

- infrastructure, computers, equipment and technologies owned or operated by the College
- netbooks, 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, watches etc), cameras, printers, scanners, photocopiers, all audio-visual equipment and devices, and any other information and communication device.

# ICT Acceptable Use and Cybersafety Policy

## Preamble

1. All students are required to have a netbook or tablet to support their learning. This device can only be connected to the College network with the knowledge and written approval of the parent/guardian.
2. Students are not permitted to create hotspots for their personal devices.
3. The student accepts **full responsibility** for the care and use of their netbook and of any other information and communication device, including mobile phones.
4. The College does not accept responsibility for theft or loss of the student's netbook or other information and communication device. Parents are strongly advised to organise comprehensive insurance cover for personal netbooks in particular.
5. The use of a netbook or tablet at particular times in individual lessons is at the discretion of the subject teacher.
6. The College does not provide replacement netbooks.
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 netbook issues when those are directly related to network access or general settings issues. If the netbook 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. Repairs remain the personal responsibility of the student as a private matter. Adequate insuring of the netbook by the parent/guardian is therefore essential.
9. Students are not allowed to alter any settings configured on their laptop by ICT staff.
10. All netbooks 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 netbook or tablet which are not relevant to their current work/learning.** The appropriateness of netbook or tablet use remains at the discretion of the teacher. In the event of students using their device inappropriately, the teacher may require the student to close down the device 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 Acceptable Use Policy has been contravened.

## 2. Copyright and intellectual property

- Computer software must be used in accordance with licence agreements.
- Students 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. Words, images, ideas or information from other sources must be cited and referenced appropriately.

## 3. Access to the intranet and internet security.

- Access to the College network and Internet must only be made via a student's authorised account and password, **which must not be given to any other person.**
- Students 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.
- Students must not deliberately engage in any activity that may cause damage to the College's ICT resources, or to anyone else's computer equipment.
- Students must ensure that anti-virus software is kept up to date, with virus definitions being updated at least weekly. Storage devices should be scanned for viruses prior to use.
- Students must log out of the College's Network properly at the end of each session.

Please keep pages 1 to 5 for your reference. Return page 6, if you have not completed the online acceptance

- **Broadband dongles or any other device installed on a laptop to bypass the College network and access the internet are strictly prohibited.**

#### **4. Printing usage**

Student Charges

Print credit of \$85 is given to each student in Years 7 – 9 at the start of each year.  
Print credit of \$110 is given to each student in Years 10 – 12 at the start of each year.

#### **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 coming into contact with individuals who may be unfriendly, rude or exploitative. Students must reveal personal details about themselves or others, or arrange meetings, unless a teacher has given permission.
- Email and the Internet are not necessarily 100% secure, and messages can be forwarded without knowledge. For this reason, never communicate 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 or other ICT mobile devices.**

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

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

To this end, when using any mobile device students will:

- keep the 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.
- not use any mobile device to create a wireless hot spot that allows a students ICT device or the ICT devices belonging to other students to access the internet.

Please keep pages 1 to 5 for your reference. Return page 6, if you have not completed the online acceptance

When using my mobile device as a camera students will:

- only take photos and record sound or video when it is part of a class or lesson
- seek permission from other 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 posting online
- students will respect others when they talk to and work with them online and never write or participate in online bullying
- seek teacher permission before uploading any content.

## 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, and 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

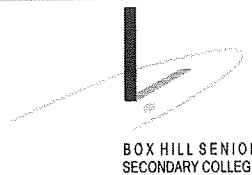
• Repair/replacement ensuing any material damage caused to the College's ICT resources (infrastructure, hardware or software) will be billed to the parent/guardian.

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



# Box Hill Senior Secondary College

## 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 the 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 devices 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 and 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.**