Eudunda Area School

INFORMATIONS & COMMMUNICATIONS TECHNOLOGY (ICT) POLICY

SCHOOL DEVICE & NETWORK USAGE POLICY

Users must adhere to the privacy of others by:

- only using their own assigned computer network account
- only viewing, using or copying passwords to access data or networks which they are personally authorised to access
- not distributing private information about others or themselves

Users must adhere to the integrity and security of electronic resources by:

- following school internet filter and posted network security guidelines
- reporting security risks or violations to a staff member
- respecting data or resources that does not belong to them
- conserving, protecting and sharing resources with other users
- notifying a staff member of computer or network malfunctions immediately

At all times, must respect and follow intellectual property regulations by:

- following copyright laws by not using, obtaining or transporting illegally possessed data
- citing sources when using others' work
- checking with a staff member if there are any queries regarding the legitimacy of data

When interacting with on-line communities, users must:

- communicate kindly and respectfully at all times
- report threatening, discomforting or inappropriate materials to a staff member
- not purposely access, transmit, copy or create any material that violates the school's Code of Conduct, including but not limited to pornography, threatening material, rude material, discriminatory material and any material used for bullying or harassment
- not purposely access, transmit, copy or create any material that is of copyrighted works, stolen material or questionable material
- not incite or further any act that is criminal or violates the school's Code of Conduct
- avoid spam, chain letters and other mass unsolicited communication
- not buy, sell, advertise or conduct business that is not staff approved as part of curriculum learning
- refrain from using social networks including but not limited to Facebook, Twitter, Snap Chat and Instagram unless directly advised by a classroom teacher or approved by an administrator

Users understand that consumables are limited and will:

- use school provided materials for educational use only, examples include but are not limited to printing, electronic resource charging and any electronic hardware
- advise a staff member when provided resources are being used inappropriately or are being wasted

Specifically, users will also not:

- violate any State or Federal law such as accessing or transmitting pornography of any kind, obscene depictions and harmful materials, materials that encourage others to violate the law, confidential information or copyrighted materials
- undertake any criminal activity that is punishable by law
- sell or purchase illegal items or substances
- obtain or use any sites known for nuisance activities such as email spam, phishing or virus spreading
- use profane, abusive or impolite language including but not limited to making damaging or false statements, accessing and transmitting disparaging material
- delete, copy, modify or forge other user's names, emails, files or data in any way including but not limited to impersonation or other fraudulent activities
- damage any computer equipment, files or data and the network in any way including but not limited to purposely affecting or disrupting system performance, spreading malicious material or any other nuisance activity
- take photos/videos of another individual without their consent
- advertise or promote non Eudunda Area School sites, commercial efforts or events
- use their devices or the network for non-academic related bandwidth activities such as games or transmission of large audio/video files or serving as a host for such activities

The use of a technological device at Eudunda Area School is not private. The school and network administrators monitor the use of information technology to ensure this policy is adhered to in order to provide a safe learning and working environment for all involved. Administrators reserve the right to examine, use and disclose any data found through investigation to relevant authorities, eg. school administration or Police.

In order for this to happen I acknowledge the school is able to review material such as:-

- previously printed documents
- previously visited websites
- date and files on devices
- computer monitoring applications

Such items that attribute to violations may be used as evidence in disciplinary action and furnish evidence of crime to law enforcement.

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BRING YOUR OWN DEVICE (BYOD) & NETWORK USAGE POLICY

Eudunda Area School has recently included BYOD for Year 11 & 12. This involves bringing a home laptop and having it connected to the network so it is able to be used for school work. Currently, this is not allowed for any other year level unless specifically required and authorised.

Our students are living in a world where they have immediate access to information any time and anywhere. Many students have personally owned devices in their pockets that can be used to allow them to learn in their own style and at their own pace. With digital learning, every student can access high quality and rigorous instruction in every subject, thereby maximising their opportunity for success in school and beyond. A decade ago this was just a dream – today it can be a reality.

Once a student is able to meet all the requirements including the signed consent form, they are then able to bring their own device to use in replacement of a school device. The requirements are:-

- ICT policy signed (*this document*)
- Cyber-safety policy signed
- BYOD user agreement signed
- compatible device to connect (currently no set restriction, however under 5 years old is preferred)
- acknowledgement and agreement to adhere to all BYOD guidelines

A BYOD user must:

- adhere to all previous conditions in this document
- not use their device to capture images/audio of another person without consent
- follow the strict social networking policy
- acknowledge that they are bringing the device at their own risk, just like any other personal items
- acknowledge that the school will not be held responsible if an electronic device or other item is lost, stolen or misplaced (some devices have a device locator - it is recommended that this feature is enabled if possible)
- acknowledge that the school is not responsible for the state of the software on the computer and that the school is under no obligation to troubleshoot or provide support for the device environment
- acknowledge that the device must be adequately charged prior to commencement of school, as charging of personal devices is not possible
- acknowledge the disciplinary action may result in confiscation of the device
- acknowledge that any internet used on the device whilst on school property must be filtered

If all conditions on this page are able to be met and the student is in the correct year level, please return the signed documents to the school with *Attention:- Network Management* so that the device may be set up.

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OFFICE 365 USAGE POLICY

Office 365 Education is a collection of services that allows you to collaborate and share your school work. It is available for free to staff who are currently working at an academic institution and to students who are currently attending an academic institution. The service includes Office Online (Word, PowerPoint, Excel and OneNote) 1TB of One-Drive storage.

In order to gain continued access to Office 365, a student will:-

- never commit any personally identifying details/sensitive information in any form or text field on the internet or commit any documents to the internet that identify such details
- adhere to previously outlined copyright/bullying policies
- have a signed ICT policy (*this document)*
- use any communication features in an approved way, communicating only with approved persons
- keep work continuously saved so it is not able to go missing
- upload, store and transmit only appropriate and approved material
- notify a staff member of any content that is threatening, illicit or illegal
- notify a staff member if any sensitive information of other persons is found
- be mindful of the amount of data that is continuously being stored/transmitted
- acknowledge that data saved on-line is stored off-site in Australia and that the Australian Government has access to the data through enquiry
- acknowledge that date saved on-line is stored off-site in Australia by an American company and that the American Government has access to the data through enquiry
- read and accept the EULA (End User License Agreement) for products included with Office 365
- manage use and responsibility of the Office 365 products personally and not share account details with anyone else
- understand that the usage/permission of Office 265 is provided by DECD and dependent on Microsoft having a service agreement with DECD
- use Office 365 during lessons per the exact direction of the teacher and not use Office 365 to sway from tasks

With these conditions in mind, Office 365 is a step towards the future and will allow for many great avenues of education, communication and progressive thinking. It will provide the student with a copy of Office 365 applications wherever in the world they are and in future will provide a way to submit work and receive feedback.

If a parent or student wishes to opt out of the product, they may complete the relevant page at the end of the document and submit the form to the Reception area of the school. Once the product has been opted out of, the features will be disabled for the student so that they are no longer able to access their Office 365 account.

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ELECTRONIC COMMUNICATION DEVICE POLICY (MOBILE)

Eudunda Area School prioritises creating a safe environment where students are engaged in their learning. Although mobile phones/electronic devices are an integral part of society, we believe they have a restricted place in the learning environment. The following guidelines will apply:-

- students may only use their communication devices for private purposes before and after school
- phones that are required to be used for a learning purpose must first be negotiated with the teacher per lesson and then remain open on the student's desk
- students are not able to use their mobile phone or unapproved electronic device whilst in office sit-out, private study lessons, study room or internal suspension
- mobile phones will be switched off and out of sight during class time and between lessons (not on silent or vibration mode) unless negotiated with the teacher per lesson
- the device must not be used to transfer photos or files from home to school unless education related and the teacher is advised
- the camera/video/microphone functionality of the mobile phone or device must not be used whilst at school unless for educational purposes – if the item features another user, parental consent must be obtained
- user must not send messages that would be regarded as harassing, menacing or otherwise offensive
- at no time will the school accept responsibility for the student's mobile phone or electronic device in the event of damage, loss or theft (parents may wish to organise their own insurance)
- if a parent needs to contact their child at any time during the day they need to contact the school unless pre-approved by school administration
- if students need to contact parents during the school day they need to do so through the Front Office, unless pre-approved by school administration
- storage of any material which is of profane or obscene (eg. pornographic) nature or material that advocates illegal acts, violence or discrimination towards other people is not allowed
- students in R-6 are not to use any electronic device within school grounds or on school buses

Consequences will be assigned and repetitive misuse will increase the severity of the consequence. Serious offences may require the school to contact the Police for investigation.

If a student has a phone on-site without this agreement being signed, the device will be confiscated to the Front Office for the day and returned home with the student.

INFORMATIONS & COMMMUNICATIONS TECHNOLOGY (ICT) POLICY

ICT & CYBER SAFETY AT EUDUNDA AREA SCHOOL

The measures to ensure the cyber-safety of EAS are based on our core values. To assist us to enhance learning through the safe use of information and communication technologies (ICTs), we are now asking you to read this document and sign the attached Use of Agreement Form.

Rigorous cyber-safety practices are in place which include Use Agreements for staff and students who have been involved in the development of the agreement. Child protection education, such as the Keeping Safe child protection curriculum, includes information about remaining safe when using new technologies and is provided to all students.

The computer network, internet access facilities, computer s and other ICT equipment/devices bring great benefits to the teaching and learning programmes at EAS and to the effective operation of the school. The ICT equipment is for educational purposes appropriate to this environment, whether it is owned or leased either partially or wholly by the school and used on or off the site.

The overall goal of EAS is to create and maintain a cyber-safety culture that is in keeping with our values and with legislative and professional obligations. The Use Agreement includes information about your obligations, responsibilities and the nature of possible consequences associated with cyber-safety breaches that undermine the safety of the school environment.

All students will be issued with a Use Agreement and once signed consent has been returned to school, students will be able to use the school's ICT equipment.

Material sent and received using the network may be monitored and filtering and/or monitoring of software may be used to restrict access to certain sites and data including email. Where a student is suspected of an electronic crime, this will be reported to the South Australia Police. Where a personal electronic device such as a mobile phone is used to capture images of a crime, such as an assault, the device will be confiscated and handed to the Police.

While every reasonable effort is made by schools and DECD administrators to prevent students exposure to inappropriate content when using the department's on-line services, it is not possible to completely eliminate the risk of such exposure. In particular, DECS cannot filter internet content accessed by your child at home, from other locations away from school or on mobile devices owned by your child. DECD recommends the use of appropriate internet filtering software. More information about internet filtering can be found on the websites of the Australian Communications & Media Authoirty at http://www.acma,gov.au or NetAlert at http://www.netalert.gov.au or the Kids Helpline at http://www.kidshelp.com.au or Bullying No Way at http://www.bullyingnoway.com.au .

Please contact the Principal if you have any concerns about your child's safety in using the internet and ICT equipment/devices.

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IMPORTANT TERMS

- Cyber-safety refers to the safe use of the internet and ICT equipment/devices including mobile phones
- Cyber-bullying is bullying which uses e-technology as a means of victimising others. It is the use of an internet service or mobile technologies (such as email, chat room discussion groups, instant messaging, webpages or SMS -text messaging) with the intention of harming another person.
- School and preschool ICT refers to the school's or preschool's computer network, internet access facilities, computers and other ICT equipment/devices as outlined below
- ICT equipment/devices includes computers (such as desktops, laptops, PDAs), storage devices (such as USB and flash memory devices, CDs, DVDs, floppy disks, iPods, MP3 players), cameras (such as video and digital cameras and webcams), all types of mobile phones, gaming consoles, video and audio players/receivers (such as portable CD and DVD players) and any other similar technologies
- Inappropriate material means material that deals with matters such as sex, cruelty or violence in a manner that is likely to be injurious to children or incompatible with a school or preschool environment
- E-crime occurs when computers or other electronic communication equipment/devices (eg. internet, mobile phones) are used to commit an offence, are targeted in an offence or act as storage devices in an offence

Parents/caregivers play a critical role in developing knowledge, understanding and ethics around their child's safety and safe practices for themselves and the people around them regardless of the time of day. Being cyber-safe is no exception and we invite you to discuss with your child the following strategies to help us stay safe when using ICT at school and after formal school hours.

- I will not use school ICT equipment until my parents/caregivers and I have signed by Use Agreement Form and the completed form has been returned to school.
- If I have my own user name, I will log on only with that user name. I will not allow anyone else to use my name.
- I will keep my password private.
- While at school or a school related activity, I will inform the teacher of any involvement with any ICT material or activity that might put me or anyone else at risk, eg. bullying or harassment.
- I will use the internet, email, mobile phone or any ICT equipment only for positive purposes, not to be mean, rude or offensive, or to bully, harass or in any way harm anyone else or the school itself, even if it is meant as a joke.
- I will use my mobile phone only at the times agreed to by the school during the school day. (refer Mobile Phone Policy)
- I will go on-line or use the internet at school only when a teacher gives permission and an adult is present.

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- While at school I will:-
  - access, attempt to access, download, save and distribute only age appropriate and relevant material
  - not attempt to get around or bypass security, monitoring and filtering that is in place at school
  - not damage computers, computer systems or networks (furthermore, if I discover any methods of causing
  - such damage I will report them to the Network Manager and I will not demonstrate them to others)

- If I accidentally access inappropriate material I will
  - not show others
  - turn off the screen or minimise the window
  - report the incident to a teacher immediately

- To ensure my compliance with copyright laws, I will download or copy files only with the permission of a teacher or the owner of the original material. If I infringe the Copyright Act 1968 I may be personally liable under this law. Plagiarism is unacceptable. Therefore, I will use any downloaded material in an appropriate manner in assignments, listing its source in a bibliography and clearly specifying any directly quoted material.

- My privately owned ICT equipment/devices (such as a laptop, mobile phone, USB/portable drive) I bring to school or a school related activity, also is covered by the Use Agreement. Any images or material on such equipment/devices must be appropriate to the school environment.

- Only with written permission from the teacher will I connect any ICT device to school ICT or run any software, eg. a USB/portable drive, camera or phone. This includes all wireless/Bluetooth technologies.

- I will ask my teacher's permission before I put any personal information on-line. Personal identifying information includes any of the following - my full name, address, email address, my phone numbers, photos of me and/or people close to me.

- I will respect all of the school ICTs and will treat all ICT equipment/devices with care. This includes:-

  - not intentionally disrupting the smooth running of any school ICT systems
  - not attempting to hack or gain unauthorised access to any system
  - following all school cyber-safety strategies & not joining in if other students choose to be irresponsible with ICT
  - not to vandalise school equipment and software and to report any breakages/damage to a staff member

- The school may monitor traffic and material sent and received using the school's ICT network. The school may use filtering and/or monitoring software to restrict access to certain sites and data including email.

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- The school may monitor and audit its computer network, internet access facilities, computers and other school ICT equipment/devices or commission an independent forensic audit. Auditing of the above items may include any stored content and all aspects of their use including email.
- If I do not follow cyber-safe practices, the school may inform my parents/caregivers. In serious cases the school may take disciplinary action against me. My family may be charged for repair costs. If illegal material or activities are involved or e-crime is suspected, it may be necessary for the school to inform the Police and securely hold personal items for potential examination by the Police. Such actions may occur even if the incident occurs off-site and/or out of school hours.

This policy will be reviewed as part of the school's three-year review cycle. Ratified 25th July 2022