



Pyramid Hill College

ICT (Internet) Use Policy

1. POLICY STATEMENT

The internet, combined with the college's mobile devices program, offers huge potential benefits for teaching and learning. It offers wonderful opportunities for students and teachers to contribute to the world community on the web. Blogs, social networking spaces such as Face book and instant messaging tools such as MS Messenger are now part of students' and staff 'life on the web'.

Students and teachers can:

- explore the world online
- visit museums and libraries around the world
- access rich information resources to support research and investigations
- communicate and collaborate with people all over the world
- publish to the web

The College has an important role in preparing students for these 'online communities', even though students and teachers may not access some online communities at school (e.g. Facebook).

Before our students start to use school provided devices to explore the Internet, it's crucial to make sure everyone understands what they should and shouldn't be doing online.

Behaving safely online means:

- protecting their own privacy and personal information (we used to call it 'stranger danger')
- selecting appropriate spaces to work and contribute
- protecting the privacy of others (this can be sharing personal information or images)
- being proactive in letting someone know if something is 'not quite right' - at home this would be a parent or guardian, at school a teacher

These principles of safety and responsibility are not specific for the web but certainly apply to the use of internet at school. Just as in the real world, the virtual world of the internet involves some risks. Our College has developed proactive strategies that help to minimise these risks to our students.

2. GUIDELINES

2.1 Use of the school's devices and/or network to access the Internet and Internet services, including electronic mail and the World Wide Web, will be governed by an Acceptable Use Procedures (AUP) for the Internet and mobile devices.

2.2 The Acceptable Use Procedures (AUP) is intended to encourage responsible maintenance and use of devices and to reflect a respect for the ability of its adherents to exercise good judgement.

2.3 Release of devices to students and independent student use of the internet at school will only be permitted where students and their parents/carers provide written acknowledgement that students agree to act in accordance with the conditions of loan and standards of conduct established in the Acceptable Use Procedures (see appendix A).

2.4 While we do not ask staff sign a written agreement the Guidelines do apply to them, staff should also be familiar with the DEECD Acceptable Use Policy which can be found at [DEECD Acceptable Use Policies](#)

2.5 Students and staff can expect sanctions if they act irresponsibly and disregard their obligations to other users and the school as the provider of their Internet access.

2.6 Students and staff must not use their loaned mobile device or the school network in breach of a law or to commit an offence.

3. PROGRAM

3.1.1 The use of the school's network is subject to the Acceptable Use Procedures (see appendix A). Briefly this means that the school's network can be used only by staff, students and associated individuals (e.g. visiting teachers) and only for, or in connection with the educational or administrative functions of the school.

3.1.2 The Acceptable Use Procedures (AUP) is intended to operate within and be consistent with existing school policies and procedures in areas such as:

- **Anti-bullying (including cyber-bullying) and Anti-harassment**
- **Student Welfare**

3.2.1 Responsibility and accountability for network security is the shared responsibility of all network users. It is the responsibility of staff and students to protect his/her password and not divulge it to another person. If a student or staff member knows or suspects his/her account has been used by another person, the account holder must notify a teacher or the administration as appropriate, immediately.

3.2.2 All messages created, sent or retrieved on the school's network are the property of the school, and should be considered public information. The school reserves the right to access and monitor all messages and files on the computer system as deemed necessary and appropriate. Internet messages are public communication and are not private. All communications including text and images can be disclosed to law enforcement and other third parties without prior consent from the sender.

3.3 Independent student use of the internet on the school's network will only be permitted where students and their parents/carers provide written acknowledgement that students agree to act in accordance with the standards of conduct established in this policy document and as set-out in the Acceptable Use Procedures (AUP).

3.4.1 For breaches of the Acceptable Use Procedures students and staff can face a number of consequences depending on the severity of the breach and the context of the situation. More than one consequence may apply for a given offence. Serious or repeated offences will result in stronger penalties:

For Students:

- removal of network access privileges
- removal of email privileges
- removal of internet access privileges
- removal of printing privileges
- paying to replace damaged equipment
- other consequences as outlined in the school's discipline policy

For Staff:

- Non-compliance will be regarded as a serious matter and appropriate action, including termination of employment may be taken

3.4.2 Bullying and harassment of any kind is prohibited. No messages with derogatory or inflammatory remarks about an individual or group’s race’ religion, national origin, physical attributes, or sexual preference will be transmitted. Violations of any guidelines listed above may result in disciplinary action.

While the Internet may be largely a self-regulated environment, the general principles of law and community standards still apply to communication and publishing via the Internet. In addition to school penalties, there are legal sanctions for improper use of the Internet.

4. LINKS AND APPENDICES (including processes related to this policy)

The Key Link connected with this policy is:

- [DEECD Using Technology to Support Teaching](#)

Appendix A: Acceptable Use Procedures (AUP) for the mobile devices and the Internet

Other school policies which are connected with this policy are:

- The school’s Anti-bullying (including cyber-bullying) and Anti-harassment Policy
- The school’s Student Engagement & Well being Policy

5. EVALUATION

This policy will be reviewed annually or more often if necessary due to changes in regulations or circumstances.

Some online activities are illegal and as such will be reported to police.

This policy was ratified by School Council on _____

Signed School Council President: _____

Appendix A - Acceptable Use Agreement for Digital Technologies

Pyramid Hill College recognises the need for students to be safe and responsible users of digital technologies. We believe that explicitly teaching students about safe and responsible online behaviours is essential and is best taught in partnership with parents/guardians. We request that parents/guardians work with us and encourage this behaviour at home.

School Profile Statement

Pyramid Hill College uses the internet as a teaching and learning tool. We see the Internet and mobile technology as a valuable resource, but acknowledge that it must be used responsibly. At the College we have a cyber safe and responsible use program across the school. We reinforce the school code of conduct values and behaviours when using technology and the internet.

At Pyramid Hill College we:

- Support the rights of all members of the school community to engage in and promote a safe, inclusive and supportive learning environment.
- Have a Student Engagement Policy that clearly states our school's values and the expected standards of student behaviour, including actions and consequences for inappropriate behaviour.
- Educate our students to be safe and responsible users of digital technologies.
- Raise our students' awareness of issues such as online privacy, intellectual property and copyright.
- Supervise students when using digital technologies for educational purposes.
- Provide a filtered internet service but acknowledge that full protection from inappropriate content can never be guaranteed.
- Respond to issues or incidents that have the potential to impact on the wellbeing of our students.
- Know that some online activities are illegal and as such we are required to report this to the police.
- Provide parents/guardians with a copy of this agreement.

- Support parents/guardians to understand the importance of safe and responsible use of digital technologies, the potential issues that surround their use and strategies that they can implement at home to support their child.

Student Declaration

When I use digital technologies I agree to be a safe, responsible and ethical user at all times, by:

- Respecting others and communicating with them in a supportive manner; never writing or participating in online bullying (for example, forwarding messages and supporting others in harmful, inappropriate or hurtful online behaviours).
- Protecting my privacy; not giving out personal details, including my full name, telephone number, address, passwords and images.
- Protecting the privacy of others; never posting or forwarding their personal details or images without their consent.
- Talking to a teacher if I feel personally feel uncomfortable or unsafe online, or if I see others participating in unsafe, inappropriate or hurtful online behaviours.
- Carefully considering the content that I upload or post online; this is often viewed as a personal reflection of who I am.
- Investigating the terms and conditions (e.g. age restrictions, parental consent requirements). If my understanding is unclear I will seek further explanation from a trusted adult.
- Confirming that I meet the stated terms and conditions; completing the required registration processes with factual responses about my personal details.
- Handling ICT devices with care and notifying a teacher if it is damaged or requires attention.
- Abiding by copyright and intellectual property regulations. If necessary, I will request permission to use images, text, audio and video and cite references.
- Not interfering with network systems and security, the data of another user or attempting to log into the network with a user name or password of another student.
- Not bringing to school or downloading unauthorised programs, including games.

In additions, when I use my personal mobile phone, I agree to be a safe, responsible and ethical user at all times, by:

- Respecting others and communicating with them in a supportive manner; never verbally or in writing participating in bullying (for example, harassing phone calls/text messages, supporting others in harmful, inappropriate or hurtful online behaviours by forwarding messages).
- Keeping the device on silent during class times; only making or answering calls or messages outside of lesson times (except for approved learning purposes).
- Respecting the privacy of others; only taking photos or recording sound or video at school when I have formal consent or it is part of an approved lesson.
- Obtaining appropriate (written) consent from individuals who appear in images or sound and video recordings before forwarding them to other people or posting/uploading them to online spaces.

Student Commitment

Definition of Digital Technologies

This Acceptable Use Agreement applies to digital technologies, social media tools and learning environments established by our school or accessed using school owned networks or systems, including (although are not limited to):

- School owned ICT devices (e.g. desktops, laptops, printers, scanners)
- Mobile phones
- Email and instant messaging
- Internet, Intranet and Ultranet
- Social networking sites (e.g. Facebook, SuperClubsPLUS)
- Video and photo sharing websites (e.g. Picassa, Youtube)
- Blogs, including corporate blogs and personal blogs
- Micro-blogs (e.g. Twitter)
- Forums, discussion boards and groups (e.g. Google groups, Whirlpool)
- Wikis (e.g. Wikipedia)
- Vod and podcasts
- Video conferences and web conferences.

This Acceptable Use Agreement applies when I am using any of the above digital technologies at school, at home, during school excursions, camps and extra-curricula activities.

I understand and agree to comply with the terms of acceptable use and expected standards of behaviour set out within this agreement. I understand that there are actions and consequences established within the Pyramid Hill College Student Engagement Policy if I do not behave appropriately.

Date: /..... /.....

Student Name:

Student Signature:

Parent / Guardian Signature:

Name of Parent / Guardian:

Appendix B

Pyramid Hill College Netbook Use Agreement

This agreement applies to netbooks being used by Year 9/10 students and iPads in P-4

1. Pyramid Hill College is the sole owner of the Netbook.
2. The student shall be issued with the Netbook at the beginning of the year and given the privilege to use the Netbook at school and at home or as determined by the school.
3. The school maintains the right to withdraw the privilege of taking the Netbook home.
4. The student shall operate, maintain and store the Netbook with due care and compliance with the instructions and recommendations of the supplier and manufacturer of the Netbook and pursuant to any directions given by the school.
5. The student shall use the Netbook in accordance with the Acceptable Use Agreement for Digital Technologies.
6. Any negligence/non warranty repairs will need to be paid for in full before the student will be returned the privilege to take the Netbook home again.
7. Students need to store and carry the netbook in the bag they were provided with for their previous netbook.

Taking Care of the Device

Students are responsible for the general care of the device that they have been issued. Devices that are broken or fail to work properly must be taken to the office for repair.

General Precautions

- Do not expose the device to food or drinks, as this may cause damage.
- Cords, cables and SD cards should be inserted carefully.
- Devices should never be carried with the screen open.
- Devices should remain free of any writing, drawing or stickers.
- The device should never be left in an unattended vehicle or unsupervised area.
- Students are responsible for keeping the device fully charged for school each day.

Screen Care

- Do not lean on top of the device when it is closed.
- Do not touch the screen, except for cleaning.
- You may clean the screen with a soft dry cloth or anti-static cloth. Do not use spray cleaning fluids. Do not press hard when cleaning the screen.

Software and Files on Your Device

Originally installed software:

Software compatible with the College systems will be pre-installed on each device. This software has been paid for and licensed by both Pyramid Hill College and the Department of Education & Early Childhood Development.

Software installed by you:

Any software installed by you will be automatically removed if you do not have written permission from the College to install the software. The Department of Education specifies that Internet Explorer and Flash Player 10 are required for use on the Department's Ultranet. Pyramid Hill College only supports Internet Explorer. Installation of other browsers may cause compatibility issues and will be removed by the ICT Technician.

Illegal Software and Files:

Installation of illegal software and/or storage of illegal or copyright content will not be tolerated and will result in your device being reset back to school defaults. Disciplinary action may also result. Examples of illegal files and programs are Torrent file sharing software, and downloaded movies and music.

Device Identification:

The device will be labelled in a manner which allows easy identification of the device. The school will record and store the serial number of the device. The device will have a Windows License Sticker and serial number sticker on it. These stickers must not be removed and if it appears that they are falling off, you should bring the device to the school office.

Storing the Device:

When students are not using their devices, they should be stored in their protective case and stored securely locked in your locker. Devices should be taken home every night, even if you do not need to use the device, for charging. The school will provide a secure area for storing devices if they cannot be taken home. This area is in the Library and will require students to check the device in at the Library desk. **Any device left in a locker or anywhere other than above, will be deemed to be in the student's possession. If stolen from a locker, the student/parent will be responsible for the entire cost of replacement.**

Damages:

Students are expected to keep their devices in good condition. Failure to do so will result in the cost of damages being covered by students/parents. In cases of extreme damage, students/Parents will be required to cover the cost of a replacement netbook.

Student Name:

I have read the above information regarding the use of a netbook.

I understand and agree with the terms and conditions of this agreement.

Parent/Guardian Signature :

Student Signature:

Date:/...../.....