



INFORMATION COMMUNICATIONS TECHNOLOGY (ICT) POLICY

Policy release details

Date of Revision

Nov 2013

Endorsed by CEO

Mar 2013

Next Review Date

May 2015

PURPOSE

This policy provides direction in managing usage of the College's ICT resources and in allowing or denying access to Staines Memorial ICT, including computer, resources. It is important for the ICT (computer) users at Staines Memorial to practice ethical behaviour in all ICT activities and applications because users have access to many valuable and sensitive resources. Continued access without penalty depends on users to act according to certain conditions.

Failure to comply with this policy may result in temporary or permanent loss of access to our systems and services. Use of the Staines computing and network resources is a privilege and not a right.

SCOPE

It is expected that all users (students, staff, authorised community members) of our ICT resources (including our network) use the most appropriate technology to enhance the learning and safety of students. Users of our systems are bound by the contents of this policy.

Staff and in time students will be encouraged to purchase their own devices and use them to enhance their learning. (Guidelines for the best type of device to enable functionality with our network will be provided.) Community (student, staff, authorised community members) member's devices must adapt to the systems and protocols of the College and not impede the workings of College functionality.

Staines Memorial ICT resources: are defined as all publicly available networks, processors, peripherals, software and supplies under the central administrative offices of Staines Memorial and its campuses.

DETAILS

Login ID Access to the College network is enabled through an individual login. Upon application to the Principal (or delegate – i.e. Resource Manager or ICT Coordinator) members of the Staines Memorial community may be issued a Login ID to access one or more Staines Memorial computer resources. This Login ID will remain valid so long as the individual is associated with Staines Memorial and the user uses the resources consistent with the College ethos and policies. The proper use of a Login ID is the responsibility of the individual under whose name it has been assigned.

Password A generic password will be provided at the point of initial access and needs to be changed on the occasion of first use and then changed at frequent intervals to ensure privacy of use. All users must guard their usernames and passwords and not share this information with anyone else.

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Access, Security and Personal Safety Use of the Staines Memorial computing and network resources is a privilege and not a right. All users are expected to act in the best welfare interests of the College community and its members. Inappropriate use of the Internet and other networks to which Staines is directly or indirectly connected will be deemed an abuse of computer privileges and will result in at least a suspension of use.

Examples of inappropriate use of the networks are listed below but not limited to:

- participating in network activities that place a strain on limited computer resources including any type of network games, downloading of games and other large files without permission.
- sending of obscene, offensive and/or harassing messages to other individuals on the network,
- using technology to bully or spread gossip
- attempting unauthorised access of another network computer system from Staines computer resources,
- attempting installation, modification or removal of computer equipment, software, or peripherals without proper authorisation.

Electronic Document: creation and deletion Documents created by users on our Network will be subject to quality control. Documents deemed to be disruptive or inconsistent with the College ethos and values will be removed from the network. Electronic documents created by users upon their departure from the College will be deleted unless they are deemed to be College property or of College benefit. Such documents will be appropriately stored for future use.

Copyrights and Licenses Users must respect copyrights and licenses to software and other on-line information. Software protected by copyright is NOT to be copied except as specifically stipulated by the owner of the copyright or otherwise permitted by copyright law. Protected software may not be copied into, from, or by any College facility or system, except pursuant to a valid license or as otherwise permitted by copyright law. In addition to software, all other copyrighted information (text, images, icons, programs, etc.) retrieved from computer or network resources must be used in conformance with applicable copyright and other law. Copied material must be properly attributed. Plagiarism of computer information is subject to the same sanctions as apply to plagiarism in any other media.

Electronic communication: e-mail / text messages and other electronic messaging activities The College assigned e-mail account is intended for communication of facts that will assist College operations and/or the constructive education of members of our community. Mass distribution of messages (including by email) is permissible only for relevant College business and is not to promote an external activity unless such activity is authorised by the Principal. Mass distribution of other non-College business and non-College-sponsored activities is likely to be considered "spamming" and a violation of the conditions for use of ICT resources. Mass distribution of messages using technology to a group of College users, who have not otherwise indicated their desire to receive messages, is unacceptable.

If an opinion is sought, or dialogue is important, the College leadership prefers users to meet face to face to as to minimise the likelihood of misinterpretation. 70% of communication uses non-verbal cues which are not visible with many electronic messaging tools.

The College leadership expects that if electronic messaging is used to convey information, there is a need to check that messages sent do get to the user and in the timeframe anticipated. As technology does not deliver messages consistently and in real time, all users are expected to not seek an electronic response within a 24 hour period. If a faster response is required, make a phone call or complete a face to face meeting.

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BYOD (Bring your own device) Members of the Staines Memorial College community are encouraged to use their own device, consistent with our College ethos, values and practices articulated in this document and other College policy and procedure documents. The care, security and maintenance of such devices remain the responsibility of each user. Access to the network and its devices will be facilitated by the ICT Coordinator (or their delegate) on completion of an application. The privilege of continuing access will depend on continued appropriate use. Personal devices need to function within the college network. The network will not be adjusted to suit personal devices.

VIOLATIONS OF THE POLICY

Staines Memorial will take the following action against an individual who abuses or fails to comply with the stated ICT Policy:

Suspension of Privileges: The Head of Teaching & Learning / Resources Coordinator / ICT Coordinator may temporarily suspend user access privileges if he or she believes it is necessary or appropriate to maintain the integrity of the computer system or network.

If the violation is created by a student, the appropriate Parent/Guardian will also be informed with notification of the investigation.

Subsequent actions taken by the College administrative authorities will depend on the severity of the computer abuse. Breaches of security are likely lead to a termination of a relationship with the College. Any breaches of the Communications law including accessing illegal material will similarly likely result in prompt termination of the relationship and referral of the matter to the Police.

ICT USE PROCEDURES

1. All users of ICT equipment are required to comply with our policies and practices and student users must have completed an *ICT Contract*.
2. All users are required to log off from a computer when leaving it for any reason, unless the computer is designated for sole use and the settings lock access after a brief period of time.
3. Students are to report any damage to any ICT equipment they are working on at the **start** of the lesson to the supervising teacher.
4. Students (unless authorised to do so) are not to seek to adjust the hardware, even if it is an attempt to fix a problem.
5. Students using the Internet need to be able to demonstrate the educational value of the site being visited or else they will be denied access to the computers for the rest of the day.
6. Students are not to install software, change settings, or save anything to any local hard drive of College computers. All student files should be saved on the servers in their own folder (drive H:). Alternatively, or additionally memory sticks (USB drives) can be used.
7. Students must not tamper with another student's ICT Equipment. Do not touch the keyboard, the mouse, or any other physical part of a computer, which is being used by another student. If assistance is required, please ask a teacher.
8. Students are not to bring their own programs or CD's or DVD's (containing programs or audio or video materials) and use them on any of the College computers, except with the permission of a teacher. If requested by a teacher, students must be presented or ICT Coordinator prior to use in the class This includes bringing programs or games on USB drives.

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9. Use of messaging (including emails) to communicate in class time, remains at the direction of the class teacher. Such messaging must be for specific class purposes. Inappropriate use will lead to a denial of computer usage for the remainder of the day.
10. All monitors may be left turned on, except when inappropriate materials have been inadvertently accessed, in which case the monitor must be turned off and a teacher called immediately.
11. Students in Prep to Year 9 are not permitted to enter any of the ICT Labs, or to use any other Staines ICT equipment without teacher supervision. Senior students (Years 10-12) may be allowed entry with limited supervision and their continued access is subject to ongoing appropriate use. Limited supervision is usually granted by a College Curriculum leader.
12. Students with lessons in any of ICT Labs are to wait for their teacher outside of the room unless another teacher/supervisor is present in the lab.
13. No bags may be brought near to any of the computers in any of the ICT Labs.
14. No food or drink may be brought by students into the ICT Labs.
15. No liquid white-out shall be brought into the ICT Labs or used at desks where computer equipment is installed.
16. Students may access the College ICT resources before and after dedicated lesson times so long as the focus is related to their education at the College. Access to the ICT labs will usually be restricted to times where adult supervision has been organised. Users of College resources completing class work or assessment work have priority over recreational users.
17. When a student or staff member leaves Staines Memorial, their Login ID and account will be disabled. Their files may shortly thereafter be deleted from the College servers.

RELATED POLICIES

Mobile Phone & Other Technologies Policy



Internet & Computer - Student Usage Agreement Form

Family Name (CAPITAL LETTERS PLEASE)	Given Names (CAPITAL LETTERS PLEASE)	College I.D. Number
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Background

For effective learning, all students are required to have College Computer Network access, conditional on their respectful and responsible use of College ICT's. All curriculum areas use computers for class work, electronic information retrieval and assignment writing. Students from Prep to Year 5 are provided a generic access.

To establish a personal network account (as district to a class based generic account) this contract must be signed by students and parents. Each student is allocated a nominal printing a value. When they reach the credit limit of copies per year, they must make a request to the Head of Teaching & Learning / Resource Manager for an extended credit. Extended credit will incur additional fees to parents.

Student Responsibility

I understand that the Internet can connect me to useful information stored on computers around the world. I understand that the College intranet connects me to useful information on computers around the College.

While I have access to the Internet and Intranet:

1. I will use it only for educational purposes as directed by the teacher.
2. I will not look for anything that is illegal, dangerous or offensive.
3. If I accidentally come across something that is illegal, dangerous or offensive, I will immediately and quietly inform my teacher; and they will assist me to clear any offensive pictures or information.
4. I will not misrepresent or bring into disrepute Staines Memorial College or the Christian principles we stand for in any way whatsoever.
5. I will not reveal to anyone password, home addresses or phone numbers - mine or that of any other person.
6. I will not use the Internet or Intranet to annoy or offend anyone else.
7. I understand sending or receiving inappropriate messages by phone or other technology is a breach of the telecommunications act with significant penalties. Anyone can take a valid concern to the Police.
8. I understand that if the College decides I have broken these conditions, appropriate action will be taken. This is likely to include a loss of my Internet access for a period of time.

Student – Sign Here

Parent / Carer Undertaking

I understand that the Internet can provide students with valuable learning experiences.

I also understand that it gives access to information, a very small part of which can be illegal, dangerous or offensive. In addition to parents and the College having protective measures in place, students need to be taught responsible use and what to do when confronted by something questionable or wrong.

I accept that a shared goal of parents and staff is for students to take responsibility for their learning and safety.

I believe _____ (Name of student) understands this responsibility, and I hereby give my permission for him/her to access the Internet under the College rules. I understand that students breaking these rules will be subject to disciplinary action. This is likely to include (at least temporary) loss of Internet access.

Parent / Guardian – Print Name

Parent / Guardian – Sign Here



Online Conduct & Rules of Use – Computer Network and Internet

This more detailed explanation is provided to students and parents who require more specifics than the previous form, or who fail to comply with College requirements.

I understand that the Internet is a public forum and therefore at all times my behaviour must be my best and not bring discredit in any way to Staines Memorial College or my family.

Logging of Activity, the Law & Police Access:

- I understand that my computer activities are logged and monitored and the College is obliged by law to provide copies of logs to police on request.
- I will abide by Australian laws regarding computer and Internet use.

Hacking and computer hardware:

- I agree not to tamper with the software or hardware that runs the computer system or use the system to hack other computers. I will not bring in or use software to discover passwords or probe the system for information.
- I will not attempt to fix broken computers or swap parts around, but report problems to the Help Desk.
- Computer vandalism is considered a serious offence.

Security of My Personal Account:

- My account will remain private and I will not share my password because I am solely responsible for all activity on my account, including Internet sites accessed, files used, consumption of printer credit and Internet credits and file security. I will not record my password in any obvious place and I will change my password regularly, about every month, or earlier if I suspect someone has discovered it.
- I will respect the privacy of others on the computer system and not seek to gain access to another users account under any circumstances. Should I accidentally discover information or password of another user, I will not use or share that information.

Acceptable Usage:

- I agree to use the Network/Internet for educational purposes only.
- I agree to store text and pictures related to my studies in my account.
- I will not save or run programs, games or utilities using my account unless at the time of use the file is appropriate to a subject and I have express permission of the teacher.
- I will not seek out or use inappropriate material of offensive or sexual nature.
- I will delete files and old assignments at regular intervals.
- I understand that the storage of inappropriate material will lead to computer access restrictions and possibly denial of access to the College computer network.

Conduct on the College computer system:

- Netiquette: I will act in a friendly, respectful and responsible manner when communicating with others on the network or Internet with due consideration as to their rights as individuals. Any offensive or intimidating behaviour will be met with loss of computer rights and disciplinary actions.

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Copyright:

- I understand that running programs brought into the College such as games & utilities or copied music files could damage the system or violate copyright. I will comply with the law.
- I will abide by copyright laws when downloading, using or copying materials from the Internet.
- I understand that the use and storage of copyright material will lead to computer access restrictions, Internet restrictions and possibly denial of access to the College computer network.

Plagiarism (Cheating):

- Copying another person's assignment or part of an assignment, pre-done assignments from the Internet or using materials from a document or the Internet without recognising the author and the document is known as plagiarism and is a form of cheating.
- Plagiarism results in a student receiving zero for an assignment item and casts doubt on the person's integrity and honesty. Accusations of plagiarism can have an impact on later employment prospects.
- Correctly using and referencing information and articles is considered to be high level skill and will greatly improve your results.
- Giving others access to my assignments will devalue my result if the work is copied.
- I am aware of the consequences of plagiarism.

System Reliability and Assignment Due Dates:

- I will endeavour to complete assignments a few days ahead of schedule to allow for computer network failure. I will plan to meet assignment deadlines with this in mind.
- I will back up any important information and assignments on a disk or send via email to my home.
- I am aware that there is a virus check icon on the main Window screen and I should perform virus checks on important documents.
- I will make multiple versions of my assignments during their development (eg Assn_V1, Assn_V2 Assn_V17) to cope with file corruption.
- I am aware that USB memory drives can fail and I need to have alternative copies of assignments e.g. on a personal computer.
- In emergencies, to meet deadlines, assignments can be emailed to College.projects@Staines.qld.edu.au

Personal Safety and the Internet:

Threat to safety of children and teenagers from Internet predators intent on using the Internet to satisfy their sexual needs has become a major public issue. Such net-behaviour is dangerous and students need to be aware of the seriousness of engaging in such encounters. Outcomes have included rape, kidnap and even death of the victim. Often the predator pretends to be a student and engages in sexy talk that leads to entrapment and forced meeting. Therefore:

- Do not give your (or another student's) phone number or address to anyone on the Internet.
- If you suspect contact with a predator, contact your teacher, parents or the police.
- Do not use the College facilities to arrange social meetings with friends outside the College. The College has a duty of care and you must arrange your social engagements outside the College with your parent's consent.
- Internet Chat is not acceptable unless under direct supervision and linked to course work.
- Do not provide much personal information on social network sites. Anything you provide is available for public consideration.
- Regularly check the security permissions of social network programs you use.
- If you do not want others to know things DO not publish matters using technology.

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INTERNET AGREEMENT

(required of students following a breach)

I understand that the Internet can connect me with much useful information stored in computers around the world. I have read the accompanying letter from the ICT Coordinator and Principal. I hereby agree that while using the Internet I will **NOT**:

- Attempt to retrieve, view or disseminate any obscene, offensive, pornographic or illegal material;
- Threaten or abuse another user;
- Send offensive, racist or sexist messages;
- Send anonymous or falsely addressed E-mail;
- Misrepresent or bring into disrepute Staines Memorial College or the Christian principles we stand for in any way whatsoever;
- Allow anyone else to use my account or give my password to anyone else;
- Use another student's account or tamper with another account in any way;
- Hinder the educational use of the Internet by another student;
- Use my account for business purposes or for financial gain or political purposes;
- Intentionally waste limited resources; or
- Tamper with the system in any way.

I also agree that **I WILL**:

- Observe all copyright laws, including those related to computer software;
- Respect all rights and privacy of other users;
- Be courteous in my communications with others on the Internet;
- Report any obscene or offensive material I encounter; and
- Observe all the guidelines specified by the College.

I _____ (student name) realise that using different methods of electronic communication (e.g. phone / messaging instagams, email) is a privilege. Further I understand a message once sent by me results in my loss of rights to privacy.

As a user of the Staines Memorial College computer network, I hereby agree to comply with the above stated rules and realise that if I do not abide by the above rules:

- a) My access to the College Network and/or the Internet may be withdrawn: and*
- b) I may be subject to further disciplinary action.*

Student Name: _____ Student Signature: _____

As a parent of a minor signing above, I grant permission for my son/daughter to have continued access to college enabled networked services such as electronic mail and the Internet. I understand that some materials on the Internet are objectionable, but I accept responsibility for guidance of Internet use.

Parents Name & Signature _____ Date _____