

Information and Communication Technologies Protocols



Context

This policy applies to all student users of Harrison School Information and Communication Technologies (ICT) and resources. ICT and resources encompass the electronic hardware and software of the Harrison School computer network and all devices that access the Harrison School computer network. The Harrison values of Care, Respect, Fair Go, Acceptance, Team Work and Inclusion underpin all ICT related activities at Harrison School.

Harrison School's ICT System is provided as a resource to enable the School's core business of education in a global society to operate efficiently and effectively. As such, it should be used for educational purposes, with personal usage kept to a minimum.

Students will be asked to sign an agreement that relates to this ICT Policy and Protocols document. In doing so students agree to use the Harrison School computer network, the Internet and any mobile technologies appropriately, responsibly and ethically at school and in

Safe and Responsible Use

Harrison School believes the teaching of cybersafe and responsible use of digital technologies is essential in the lives of students and is best taught in partnership between home and school. Safe and responsible behaviour in relation to ICT use is explicitly taught and modelled at our school and is always expected. 21st century students spend increasing amounts of time online, learning and collaborating. To be safe online and to gain the greatest benefit from the opportunities provided through an online environment, students need to do the right thing by themselves and others online, particularly when no one is watching.

The wireless capacity of laptops, Mac Books and iPads enables students easy access to the Internet for learning activities and the ability to connect with their peers to communicate and collaborate. With this increased capacity to connect comes an increased need for students to understand the ethical and legal (including privacy and copyright) considerations for safe and responsible behaviour online. Some online activities are illegal, and if evidence of these activities is found, it will be reported to police.

It is unacceptable to browse inappropriate web sites that have unacceptable content. Material that is fraudulent, harassing, sexually explicit, profane, obscene, intimidating, defamatory or otherwise unlawful or inappropriate must not to be downloaded from the Internet or stored or displayed on any digital device.

Logging or Monitoring

To protect students from unsuitable content, website filters and blocking software operate on the Harrison school network. Parents/carers should be aware that the nature of the Internet is such that full protection from inappropriate content can never be guaranteed.

Students should be aware that in accordance with ACT and Commonwealth legislation, all activity on the Department of Education ICT and resources is continuously monitored and audited and

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these records are archived. If necessary these records can be used as evidence in any legal or disciplinary action. Content will be periodically checked and learning activities supervised.

iPads and other Portable Devices

iPads and other portable devices are valuable tools for learning. When not in use, these devices should be kept secure and out of sight. Students should always carry their iPads in their schoolbag when travelling to and from school.

iPads purchased by the school for use by students will be synced by the school to ensure Apps required for learning activities are available on each device. When using these devices students should not download or install Apps, music or videos without the permission of their teacher. Students are not to use their own iTunes accounts to access or install Apps or download music or videos. Any content downloaded or installed in this manner will be erased from the device when it is synced with the Harrison School account.

Parents may wish to purchase an iPad for their child either through the school or independent of the school. Use of personal iPads at Harrison School will be for school work or for communication and is bound by the Harrison School Acceptable Use Policy. To support the use of personal iPads for learning activities at school, parents will need to purchase Apps as specified by the school for educational purposes.

School support for the safe and responsible use of digital technologies

Harrison School uses its computer network, the Internet and digital technologies as teaching, learning and communication tools. We see the Internet and digital technologies as valuable resources, but acknowledge they must be used responsibly. To support this, student use of ICT and resources at the school are supervised and a cybersafety unit, which may be supplemented by cybersafety presentations by the Australian Federal Police, will be completed by all students. Resources related to cybersafety are available via the cLc.

As a school we:

- use this policy and protocol document to outline the values of the school and expected behaviours when students use ICT and resources
- provide a filtered Internet service
- model appropriate use of the Harrison School computer network and work with students to highlight and reinforce the expected behaviours when using digital technologies
- provide supervision and direction when using digital technologies for learning, including online activities
- support students in developing digital literacy skills
- teach students about cybersafety and clearly articulate the school's expectations of responsible behaviours when using ICT
- have a cybersafety officer to support students, parents and teachers in safe and acceptable use of ICT

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- use mobile technologies for educational purposes (e.g. podcasts or photos from excursions)
- provide support to parents/carers through information evenings and through this policy and protocols document

Student responsibilities for use of digital devices and the Harrison School ICT network

- users of the Harrison School ICT and resources must accept responsibility for knowing the content of the Harrison School ICT Policy and Protocols and must agree to abide by them by signing the Acceptable Use Agreement form.
- each user is responsible for his/her password and it is not to be shared. If a student believes someone else knows their password, it should be changed immediately.
- each user is responsible for their use of Harrison School ICT and resources.
- each user is responsible for any content created or accessed through their logon.
- digital devices may never be used in change rooms or toilets.
- each user is responsible for taking appropriate care of Harrison ICT and resources.
- each student is responsible for the safety and security of their personal digital devices. Students are strongly discouraged from sharing or loaning their personal digital devices to other students.
- damaged or broken ICT resources should be reported to class teachers as soon as soon as they are noticed.
- any observed inappropriate use of Harrison School ICT and resources should be reported to class teachers as soon as possible.

Actions

Alleged inappropriate use of the ICT and resources may be reviewed by the appropriate Executive Teacher or representative and may lead to disciplinary action or referral to the Police.

Teachers and other staff may ask you to stop using any ICT at any time.

Students may lose the right to access ICT and resources at Harrison School for a specified period of time

If students do not use digital devices as outlined in this policy and protocols document they may be asked to surrender the device for collection after school or by a parent/carer.

Acknowledgements

Elements of the following documents have been modified and included in this document.
Victorian Department of Education and Early Childhood Development Acceptable Use Agreement
Ivanhoe Grammar School Acceptable Usage Policy
ACT Department of Education and Training Acceptable Use of Information Technology (IT) Resources Statement

Harrison School ICT and Resources Acceptable Use Agreement

When I use Information and Communication Technologies and resources at Harrison School I agree to:

- be a safe, responsible and ethical user
- support others by being respectful in how I communicate with them and never write or participate in online bullying (this includes forwarding messages and supporting others in harmful, inappropriate or hurtful online behaviour)
- talk to a teacher if I feel uncomfortable or unsafe online or see others participating in unsafe, inappropriate or hurtful online behaviour
- seek to understand the terms and conditions of websites and online communities and be aware that content I upload or post is part my digital footprint
- protect my privacy rights and those of other students by not giving out personal details including full names, telephone numbers, addresses and images
- only use social networking sites when directed by teachers for educational purposes
- abide by copyright procedures when using content on websites (ask permission to use images, text, audio and video and cite references where necessary)
- maintain the integrity of network security
- only logon to the Harrison School network, the Internet and digital resources with my own logon
- keep my password secret and secure
- only access programs, Apps, images, videos and music approved by Harrison School on ICT and resources
- follow School protocols, and State and Federal laws
- only use ICT and resources in ways that cause no harm to the reputation of Harrison School, its staff or students
- not undertake activities which might disrupt the network such as large email distribution lists or large attachments; large downloads or uploads
- care for ICT and resources (not contribute to damage, loss or theft - defects and damage must be reported to your teacher as soon as possible)
- ensure content of my electronic software, documents, files, web pages, mobile phone messages and emails do not harm the reputation of Harrison School, staff or students if it was seen by members of the public
- follow good practice publishing standards and laws
- leave any accidentally accessed inappropriate web site immediately
- report any inappropriate use of ICT and resources to my class teacher as soon as possible

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Mobile phones, iPods, iPads or other mobile devices

I agree to:

- keep my devices (iPods and/or mobile phones) in my locker or hand it in at the front office (except iPads). At these times I will keep my device on silent
- protect the privacy of others and never post or forward private information about another person without their consent
- seek permission from individuals involved before taking photos, recording sound or videoing them only
- take photos and record sound or video only when it is part of an approved lesson
- seek appropriate (written) permission from individuals involved before publishing or sending photos, recorded sound or video to anyone else or to any online space
- be respectful in the photos I take or video I capture and never use these as a tool for bullying
- not post images of students in school uniform to social networking sites or the Internet
- use any mobile device only in ways that do not endanger, embarrass or inconvenience any member of the school community or visitors to the school
- respect the rights of others to access resources for teaching and learning, to privacy and good reputation;

This Acceptable Use Agreement also applies during school excursions, camps and extra-curricula activities. I understand that my access to the Internet and mobile technology at school will be renegotiated if I do not act responsibly.

I have read the Harrison School ICT Policy and Protocols carefully. I understand and agree to abide by them. I understand that any breach of the policy or protocols may result in my ICT privileges being suspended or revoked.

Student Name: _____

Class: _____

Student Signature: _____

Date: _____

Parent/Carer Signature: _____

Date: _____