Student ICT Acceptable Use Guidelines

Purpose:

To -

- Maintain an ethical and amicable learning environment
- Ensure that ICT systems in the College are not used improperly or illegally.

Relevant to:	All Members of Staff Volunteers
Responsible Officer(s):	Principal ICT Manager
Date of Introduction:	March 2003
Date of Review:	December 2022
Related Documents:	Appendix II: *ICT Behaviour Support and Consequence Plan* Student Use of Online Services Appendix 1: *Student ICT Acceptable Use Agreement Checklist* Student MacBook Agreement Personal Electronic Technology Guidelines

Modification History		
December 2008	July 2015	
December 2011	October 2015	
March 2013	December 2022	

BACKGROUND

The Internet and online services provided at Trinity Catholic College are intended for research and learning and communication between students and staff. This document aims:

- To list the rules and acceptable use for ICT (Information and Communication Technology) resources
- To ensure that students of the College use ICT resources in a responsible and ethical way to promote a secure and safe learning environment
- Providing learning experiences that maximise the benefit of the Internet and network services to enrich and enhance classroom practices
- To outline consequences of ICT breaches

Students should be aware that a breach of these guidelines may result in the termination of computer privileges and disciplinary action. This may include referral to the Police.

1. The College

The College Student ICT Acceptable Use Policy applies to all Information and Communication Technology (ICT) devices and services used within the College. This includes but is not limited to:

- Infrastructure, Windows computers, Windows laptops, iMacs, MacBooks, Chromebooks, equipment and technologies owned or operated by the College.
- Laptops, mobile phones, iPods, iPads, storage devices and any other ICT device privately owned by students.
- Internet services
- Email
- Cameras, scanners, printers, photocopiers, audiovisual equipment and devices

The staff at Trinity Catholic College will take all reasonable measures to ensure that students use the ICT resources correctly, for educational purposes throughout the College.

2. ICT Technical Support

The main support centre is the ICT Hub located at SCU Campus. Assistance can also be provided through the ICT Service Desk, through either the ICT Team page on Lighthouse or via emailing ictsupport@trinitylismore.nsw.edu.au

3. Parents and Carers

The appropriate use of ICT is the joint responsibility of students, parents/carers and College staff. Therefore, parents and carers should share with the College the responsibility for setting and conveying standards for acceptable use when using electronic media and information sources. It is important for the parent/carer to have read and understand this document.

Students must have signed the Trinity Student ICT Acceptable Use Agreement Checklist (Appendix 1) to be allowed access to the College's ICT systems, computers and network.

4. Students

As users of the College's ICT systems and computers, students have important responsibilities when using this technology. By signing the Trinity Student ICT Acceptable Use Agreement Form (Appendix 1), the student is agreeing to the following conditions outlined below. It is important to realise that the College reserves the right to determine other conditions as appropriate to a particular situation.

4.1. Unlawful and inappropriate use

College ICT resources must not be used to download, display, print, save or send material that others may find offensive, for example pornographic, violent or racist material, obscene language or any material that is contrary to the ethos of the College. In particular, accessing or sending any material or emails in violation of any State, Federal or International regulation is prohibited.

If a student accidentally accesses inappropriate material, they should:

- Not show others
- Turn off the screen or minimize the window
- Report the incident to a teacher immediately

4.2. 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, CDs, DVDs and any other electronic storage device. The legal rights of software producers and network providers, and copyright and license agreements must be honoured. A student who infringes copyright may be personally liable under the law.

These rules also apply to any privately-owned ICT equipment/device a student brings to the College or to a College-related activity. Any images or material on such equipment/devices must be appropriate to the College environment.

Any software, music or videos installed on the College's MacBooks must be legally purchased – specifically, the College reserves the right to remove any "pirated" software, music or videos.

4.3. Cyber Bullying, Peer Pressure, Spam

Students must not engage in harassment, bullying, spamming, illegal behavior, malicious blogging or similar antisocial behaviors. Students who use a social networking or blogging site for antisocial behavior, such as bullying a fellow student, will be subject to the College regulations regarding such behavior. The matter may be referred to the police for further investigation.

4.4. Email, Privacy and Personal Safety

Students must respect others' privacy and academic property.
Each student has a College email address. No other email service apart from the College email is permitted while at the College eg Hotmail, Yahoo. E-mail is provided by the College for educational use, though the College understands that personal emails are sometimes received.

Chain letters and other unsolicited email must not be forwarded. Students must not send full school or large group emails unless you have the permission of the Assistant Principal, the ICT Manager or your Head of House/Head of Department approves it for educational purposes.

Use of the Internet and email carries the risk of bringing students into contact with individuals who may be unfriendly, rude or exploitative. Students should not reveal personal details about themselves or others.

Email documents are stored and may be used in future legal matters.

4.5. Monitoring and Access to Student Files and Activity

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 Trinity Student ICT Acceptable Use Agreement

All Internet use is logged and can be checked at any time.

The College reserves the right under "Duty of Care" to access files and email as the ICT Manager deems necessary. The ICT staff have the right to delete any files that are deemed to be inappropriate under the Trinity Student ICT Acceptable Use Agreement (eg games, filesharing or "hacking" programs).

4.6. Network Security

Each student will be issued with a user account which can be used to access the Internet, College services and other external online services. Each student is responsible for all activity under their account. Access to the College network and Internet must only be made via the student's authorised account and password, **which must not be given to any other person**. If using a shared device, it is the student's responsibility to log out of the computer properly at the end of each lesson.

Security problems *must* be brought to the immediate attention of the ICT Manager or ICT staff. The problem must not be demonstrated to other students.

Security breaches which are not permitted and have serious consequences include:

- Attempting to gain unauthorised access to any information resources, systems, services or networks, or interfere with another person's work.
- The use of Peer to Peer networking [Bittorrent applications, Instant messaging or chat-based applications and VPN applications] between students or others on the Internet.
- The running of programs on the system that have not been sanctioned by the ICT Manager or authorised by the ICT Team.
- The use of anonymous proxies or other techniques to bypass the College's proxy server (eg to allow access to FaceBook, YouTube, etc)

- Networking other computers together by using cables or wireless networks, or disconnecting or modifying computer or network cables in the computer rooms. Playing of networked games (eg Halo, Quake) or the uploading of these games or any other files to unauthorised parts of the College network (eg the profiles directory)

- Deliberately engaging in any activity that may cause damage to the College's ICT resources, or to anyone else's computer equipment. This includes, but is not limited to, the uploading or creating of computer viruses or associated malware.
Hardware and software vandalism will result in the student having to pay all costs to repair damage, including any labour charges.

4.7. Assessments and Backups

Failure of hardware or software will not be deemed as an acceptable reason for late submissions of an Assessment Task.

It is the student's responsibility to make a backup of their school work and personal files. The ICT staff are not responsible for loss of these files when fixing a computer problem.

Refer to *Assessment Policy* found in Assessment Handbooks

4.8. Printing/Photocopying

Students will be charged for all printing and photocopying throughout designated facilities at the College.

Students can top up their printing accounts with additional credit at the Library.

4.9. BYOD Program

Refer to Trinity BYOD Acceptable Use Agreement Form

4.10. Use of Privately-Owned Laptops or Mobile Devices

Refer also to Trinity Personal Electronic Technology Policy

4.11. Management of Infringements

Students are expected to be aware of the *Student ICT Acceptable Use Guidelines*. Where infringements occur the following **Behaviour Support and Consequence Plan** will serve as a guide to follow up action.

Appendix II

Trinity Catholic College - Student ICT Acceptable Use Guidelines
Behaviour Support and Consequence Plan

This Consequence Plan is divided into 3 Levels:

Level 1- Minor infringement. Issues managed at the classroom level with utilisation of the Time Out process.

Level 2 – Medium infringement or repetition of Level 1 behaviours. Consequences include Subject Time out and ban from the network for 1-2 weeks as well as parental contact.

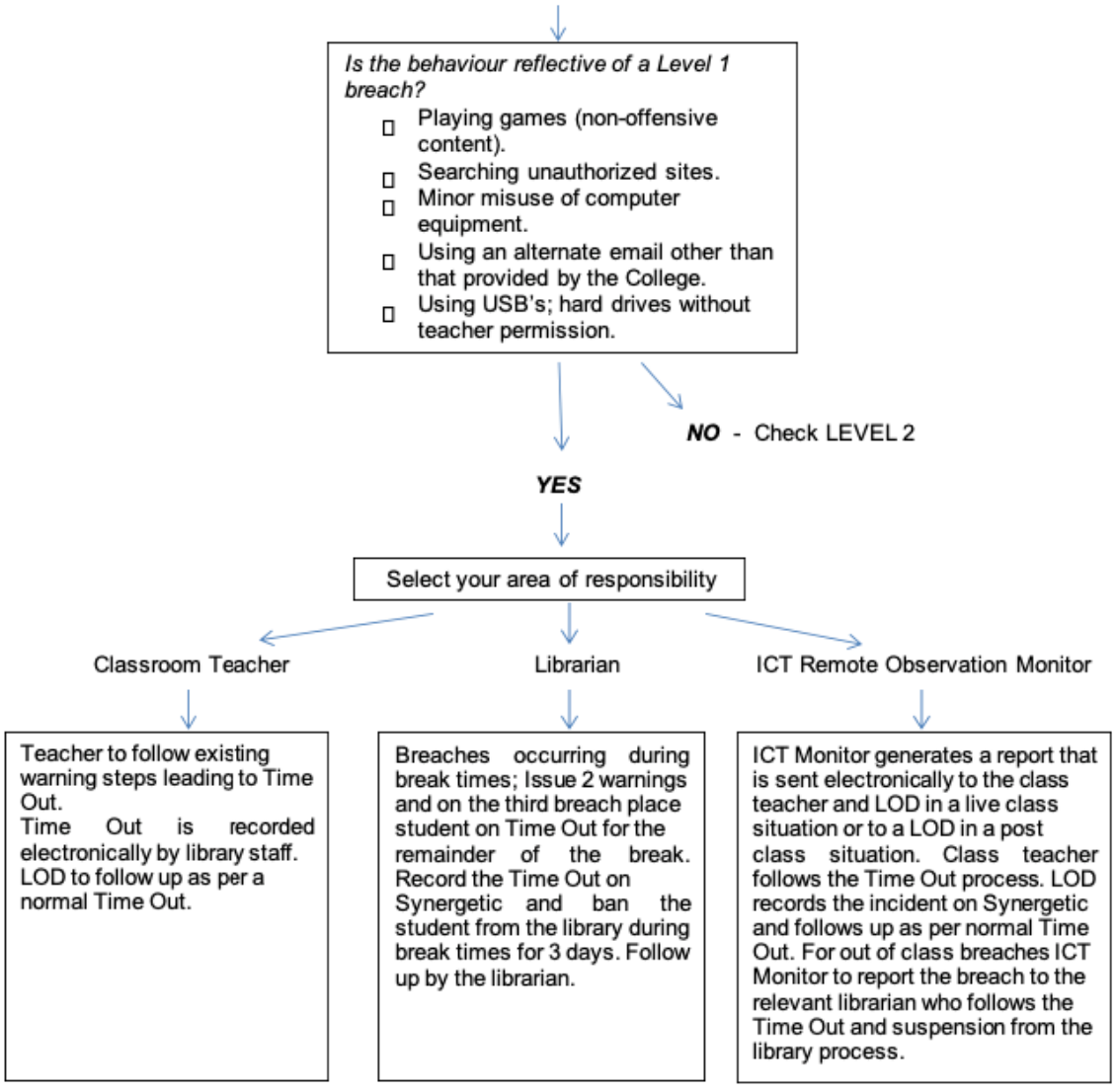
Level 3(a) – Major infringement or repetition of Level 2 behaviours – First Offence. Consequences include: replacement of damaged equipment, after school detention, 1 day internal/external suspension, expulsion, ban from the network for 20 school days, parental contact, police involvement for infringements involving the Law.

Level 3(b) – Major infringement or repetition of Level 2 behaviours – Second Offence. Consequences include: Extended external suspension, expulsion, network bans for 1 term, Principal/Parent meeting, police involvement for matters relating to the Law.

These guidelines ask the teacher to categorise the breach into one of 3 levels and then to follow the recommended course of action.

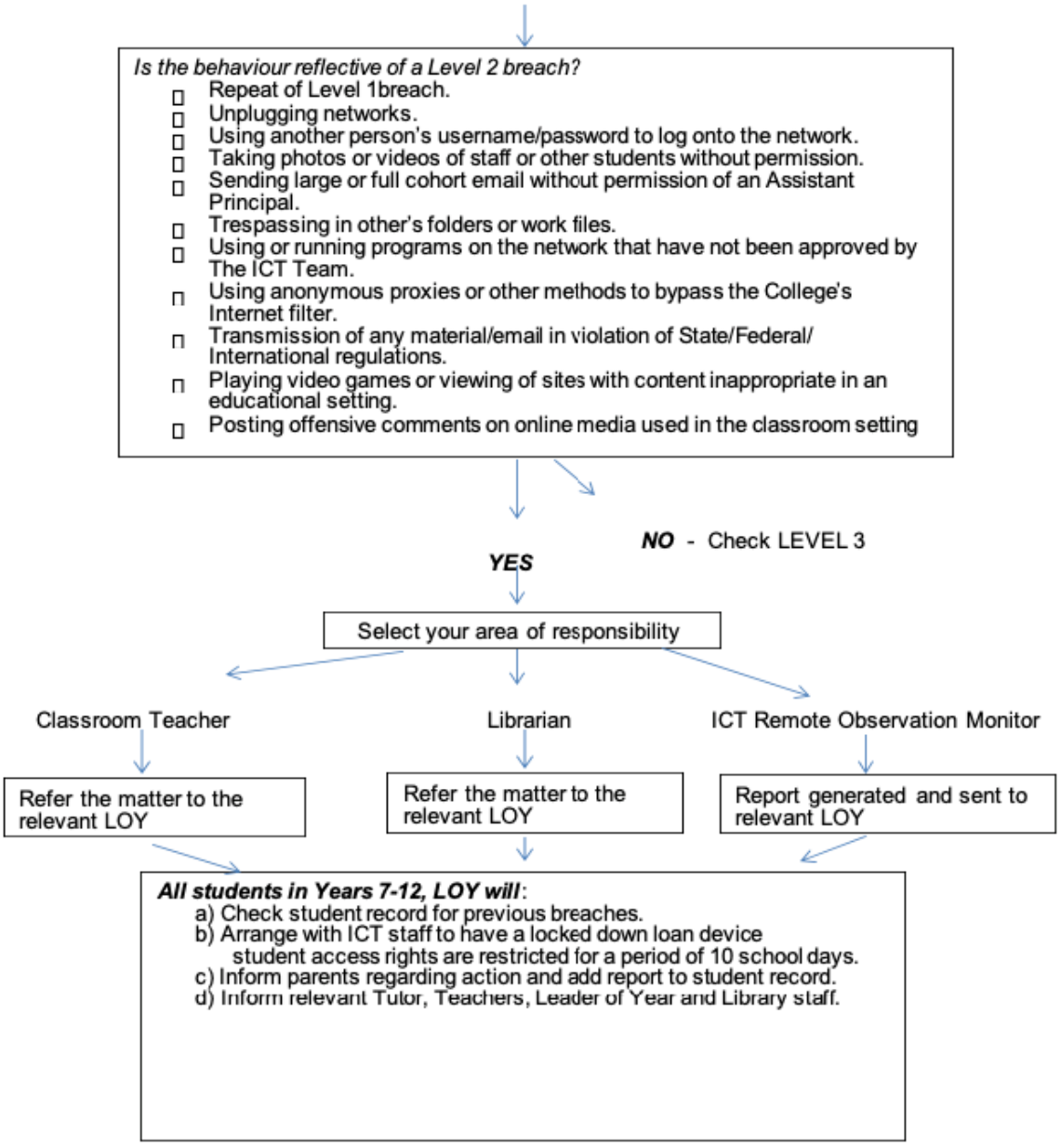
LEVEL ONE

A Teacher/librarian/ICT monitor observes behaviour that requires follow up.

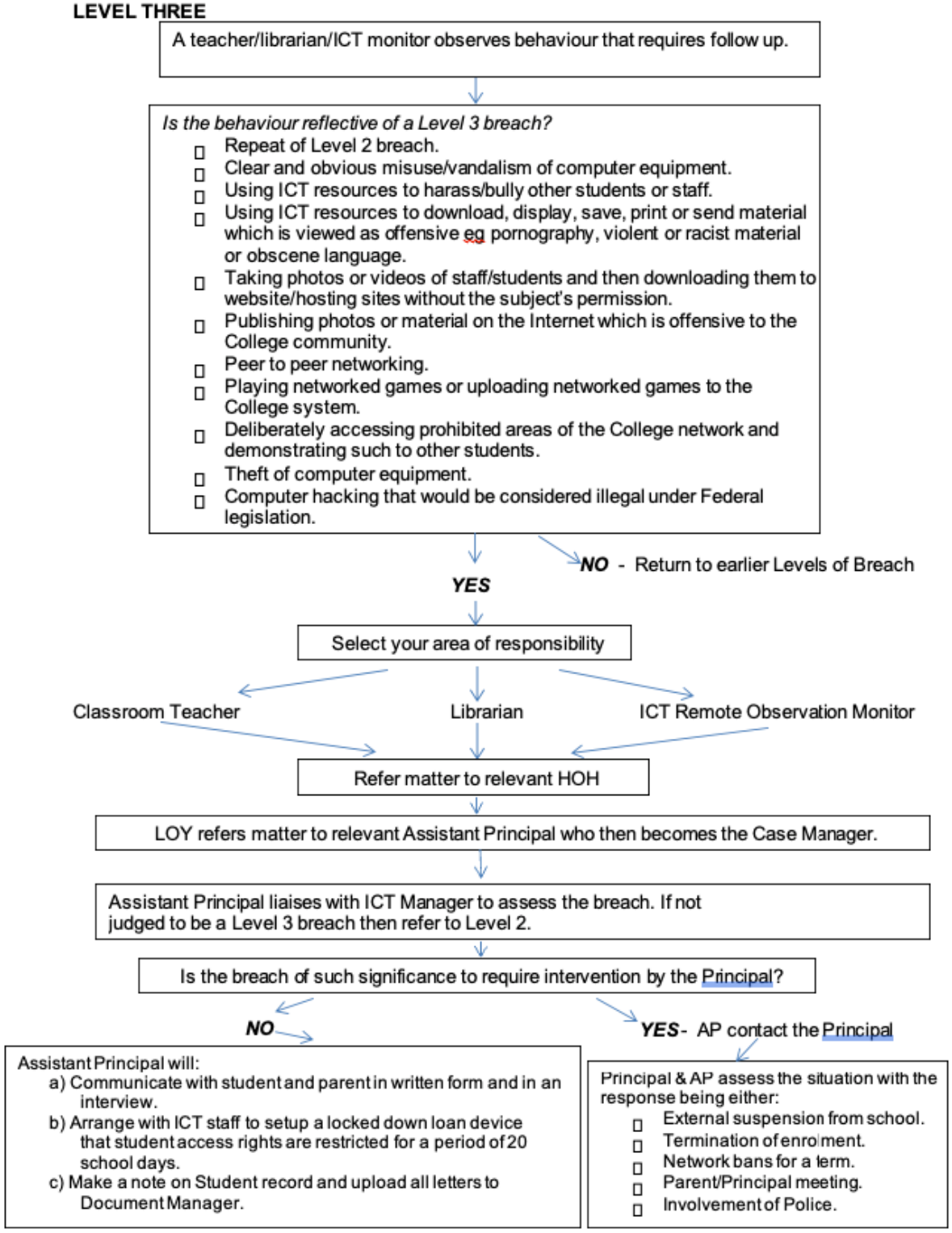


LEVEL TWO

A teacher/librarian/ICT monitor observes behaviour that requires follow up.



LEVEL THREE


A teacher/librarian/ICT monitor observes behaviour that requires follow up.
Is the behaviour reflective of a Level 3 breach?
Repeat of Level 2 breach.
Clear and obvious misuse/vandalism of computer equipment.
Using ICT resources to harass/bully other students or staff.
Using ICT resources to download, display, save, print or send material which is viewed as offensive eg pornography, violent or racist material or obscene language.
Taking photos or videos of staff/students and then downloading them to website/hosting sites without the subject's permission.
Publishing photos or material on the Internet which is offensive to the College community.
Peer to peer networking.
Playing networked games or uploading networked games to the College system.
Deliberately accessing prohibited areas of the College network and demonstrating such to other students.
Theft of computer equipment.
Computer hacking that would be considered illegal under Federal legislation.
NO - Return to earlier Levels of Breach
YES
Select your area of responsibility
Classroom Teacher
Librarian
ICT Remote Observation Monitor
Refer matter to relevant HOH
LOY refers matter to relevant Assistant Principal who then becomes the Case Manager.
Assistant Principal liaises with ICT Manager to assess the breach. If not judged to be a Level 3 breach then refer to Level 2.
Is the breach of such significance to require intervention by the Principal?
NO
YES- AP contact the Principal
Assistant Principal will:
a) Communicate with student and parent in written form and in an interview.
b) Arrange with ICT staff to setup a locked down loan device that student access rights are restricted for a period of 20 school days.
c) Make a note on Student record and upload all letters to Document Manager.
Principal & AP assess the situation with the response being either:
External suspension from school.
Termination of enrolment.
Network bans for a term.
Parent/Principal meeting.
Involvement of Police.

Student ICT Acceptable Use Guidelines Checklist

Student Name:	

As a student of Trinity Catholic College Lismore, I agree to and understand the following statements as part of the appropriate use of ICT resources, devices and services provided by the College.

- ❑ Technical support is available at the ICT Hub and I may also use Lighthouse to request assistance through the ICT Team Page.
- ❑ Using technology lawfully and appropriately for the purpose of learning.
- ❑ Any software, music or videos accessed or used while at the College should be properly licensed.
- ❑ Will **not** engage in harassment, bullying, spamming, illegal behaviour, malicious blogging or similar antisocial behaviors.
- ❑ Will **not** engage in any malicious activities that may involve bandwidth abuse or attempting to circumvent security of the College network or related systems
- ❑ Respect the privacy and academic property of other students
- ❑ Ensure I have backup copies of assessments and related classwork using Google Drive or an external USB storage medium
- ❑ Printing and photocopying will be charged accordingly and additional credit may be added to my account at the Library.
- ❑ Sending large group Emails or chain letters is strictly prohibited and I must seek permission from the Assistant Principal, Leader of House or Leader of Year if I wish to do so.
- ❑ The College reserves the right under “Duty of Care” to access/monitor College services and resources that students may actively use to ensure appropriate use.
- ❑ Keep my College account credentials safe and secure from other students or parties.

Student Signature:	