

Version Control

Version	Approval Date	Details	Approved By	New Review
1	2017	New	School Board	2021
2	pending	Review doc	School Board	

## Acceptable User Policy and Agreement

*The following agreement covers the student's use of Internet, intranet, portal, network and e-mail.*

### Philosophy

IQRA College provides all students enrolled at the school with Information Communication and Technology (ICT) facilities for educational use. Students may use these facilities for class work, research, preparation of assignments and communications.

The resources provided include computers and peripherals, access to network resources, e-mail, the Student Portal and the Internet. Care must be taken to ensure the resources are protected from harm and that no users are exposed to materials considered offensive or illegal.

Students and parents should carefully read the conditions below. Students must agree to abide by the school's Acceptable User Agreement Policy to have access to the school's ICT resources.

### Rationale

In alignment with the National Safe Schools Framework, IQRA College could look to commit to:

- Affirming the rights of all members of the school community to feel safe and be safe at school.
- Acknowledging that being safe and supported at school is essential for student wellbeing and effective learning.
- Accepting responsibility for developing and sustaining safe and supportive learning and teaching communities that also fulfil a school's child protection responsibilities.
- Encouraging the active participation of all school community members in developing and maintaining a safe school community where diversity is valued.
- Actively supporting young people to develop understanding and skills to keep themselves and others safe.
- Developing a safe school community through a whole-school approach

### Acceptable and Unacceptable Use

#### Acceptable use may include:

- Use of the school's network in connection with curricular, co-curricular or pastoral activities.
- Sending and receiving emails using an appropriate school email account.
- Using the internet in connection with teaching and learning and along guidelines established by teaching staff.

#### Unacceptable actions or intent may include:

- Bullying, invading privacy, defaming or harassing individuals through messaging, emails, posting of blogs, wikis and/or images on web-based sites.
- Unlawful activity (e.g. breaching copyright laws and licence agreements, hacking accounts of other users, accessing passwords or transgressing school protective measures).
- Accessing, possessing, displaying or exchanging inappropriate material (e.g. pornographic, racial, discriminatory, political or violent material).
- Spamming or sending bulk emails, including electronic chain mail.
- Damaging or modifying the computer network (e.g. by introducing viruses, hacking, changing software settings, installing software, or damaging hardware).

- Using another person's password, disclosing a password to someone or impersonating someone.
- Interfering with another person's computer.
- Trespassing in another person's storage folder or storing files in unauthorised folders.
- Using the network for commercial or profit-making exercises or to purchase goods.
- Wasting network resources through excessive internet downloads.
- Deliberate misrepresentation of the school or its actions.
- Downloading information from the school network in order to provide it to an unauthorised third party.
- Disabling, interfering with or overloading any computer system or protective measure.
- Downloading or transferring illegal file types or subscribing to inappropriate email lists.
- Downloading or transferring games.
- Bringing inappropriate files, including games from home, via storage devices or e-mail (including USB memory sticks, DVDs, CDs, and MP3 storage devices).
- Disclosing personal details such as home address or phone number in a public forum such as a public chat or bulletin board.
- Using the school network to contravene any school rules.

Students must be aware that their electronic communication and work created via the school's network is not private, and that the school may access their storage files to check for compliance with the policy.

### **Internet Use**

The internet provides an opportunity to enhance students' learning experiences by providing access to vast amounts of information across the globe. Use of the internet is intended for research and learning and communication between students and staff.

Students using the internet have the responsibility to report inappropriate behaviour and material to their teachers for e.g. the transmission or receipt of inappropriate internet material from other student or staff.

### **Email use**

Students should exercise good judgement and common sense when creating and distributing email messages. The school and/or individuals may be liable for defamatory, misleading or deceptive statements contained in email messages, and may also be liable for the disclosure of information which is confidential, or which constitutes personal information as defined by the Privacy Act 1988 (Cth).

When using email communication students should be aware of the following:

- Whilst reasonable care is taken, a school cannot guarantee the confidentiality of on-line communication by users of the school's network.
- Emails may be sent to the wrong destination.
- Emails are traceable.
- Emails cannot always be recalled.
- If used carelessly, emails or attachments to emails can cause offence and in extreme cases may give rise to litigation.
- The tone of a written communication may be subject to an interpretation different from the one intended.
- Any email sent from a school's network is the property of the school and will necessarily reflect on the school.
- Email correspondence is no different from paper documents and can be requested by parents or other parties.

When using email communications, it may be appropriate for students to adhere to the following protocols

- Use the same guidelines, e.g. salutations as would be used with other types of correspondence, and observe the same conventions as with any other correspondence. Individuals should use appropriate language and check emails for typographical and spelling errors before sending.
- Use great caution in the language and tone used in an email.
- Never send an email in haste or anger.
- Delete all addresses of other recipients when forwarding a message.
- Place multiple addresses in the Blind Carbon Copy (“BCC”) line if you wish to avoid recipients reading each other’s email addresses.
- Scroll through an email before forwarding to make sure that you are only forwarding the intended message.
- Obtain the author’s permission when forwarding personal or sensitive emails.
- Be aware that it may not always be appropriate to open or reply to an email from an unknown source. Attachments and emails from unknown origins should be deleted without opening them to view the contents.
- Limit the contents of an email to one subject, thus minimising the possibility of inadvertently forwarding inappropriate messages.

### **Social Networking Sites**

Social networking sites, blogs (web logs) and personal web sites are to be considered as documents that are published within the public domain. Such sites allow the free sharing of information and opinions, therefore are potentially problematic for a number of reasons.

Entries may breach privacy conventions or regulations, may be considered “cyber bullying”, may be defamatory, obscene, libellous or be of generally inappropriate content.

Students need to be aware that the public nature of blogs and social networking sites means that anyone can read comments, including the school itself, a prospective employer or a person seeking information about someone’s personality, political or religious views. Restrictive privacy settings should be adopted whenever possible.

Students should also be aware that they should not seek friendships with teachers via social networking pages and that students should not be permitted to join a teacher’s page.

### **Policy Breach**

Inappropriate use of ICT by students will result in penalties in accordance with the school’s behaviour policy and code of conduct. Penalties may include loss of network rights or other sanctions as outlined in the behaviour policy. Students should be aware that breaches of the criminal law using ICT may be a matter for the police.

### **Legal Liability, Legal Obligations and Privileged Information**

Students should exercise caution with regards to exaggeration, colourful language, guesswork, obscenity, copyrighted materials, legal conclusions, and derogatory remarks or characterisations.

The internet does not provide the privacy or control assumed by many users. Students should appreciate that no matter what protections they place around access to their personal sites their digital postings are still at risk of reaching an unintended audience and being used in ways that could complicate or threaten employment.



Students should be aware of the following expectations in considering their use of social networking sites:

- Have considered the information and images of them available on their sites and are confident that these represent them appropriately.
- Comments on their site about their school, friends or staff, if published, would not cause hurt or embarrassment to others, risk claims of libel, or harm the reputation of their school, their friends or staff.

Sexual harassment or acts that amount to criminal or sexual assault may be referred to the police. Students, or parents of students, who have been subjected to such acts may take legal action. Acts that constitute an e-crime could be referred to SAPOL. Acts where there is suspicion of child protection issues will be referred to the Child Abuse Report Line (13 14 78) in line with mandatory reporting requirements.

### **Privacy**

Electronic communication is not a secure means of communication. While every attempt would be made by the school to ensure the security of its resources, users must be aware that their security is not guaranteed, particularly when communicated to an external party. The sender should consider the confidentiality of the material they intend to send when choosing the appropriate means of communication.

### **Training**

The school will seek to access programs to educate students and possibly parents on the acceptable use of ICT and the risks.

### **Checklist**

- Develop a Use of ICT Policy and Procedures relevant to IQRA College ethos, principles and practise. (Include forms and any other relevant paperwork. This process may include consultation with appropriate members of the school community). [refer to Appendix A]
- Disseminate the policy and procedures to the school community – parents, staff, students, others (volunteers, student placement, etc).
- Provide appropriate and adequate training for all staff in relation to their role and responsibilities in the appropriate use of ICT.
- Identify and/or establish links with appropriate outside agencies or bodies if necessary.
- Regularly review policies and procedures to ensure they operate effectively and to implement improvements

### **Relevant Policy and Documents**

Student Wellbeing

Behaviour Policy

Child Protection Policy

AISSA: [Acceptable-Use-of-Information-and-Communication-Technologies-for-Students-in-Schools-Guidelines.pdf \(ais.sa.edu.au\)](https://www.ais.sa.edu.au/Guidelines.pdf)

## **Student Agreement and Declaration**

When I use digital technologies and the internet, 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 (g. 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 or a trusted adult if I personally feel uncomfortable or unsafe online or if I see others participating in unsafe, inappropriate or hurtful online behaviours when I am at school
- talking to a trusted adult if I personally feel uncomfortable or unsafe online or if I see others participating in unsafe, inappropriate or hurtful online behaviours when I am at home
- carefully considering the content that I upload or post online; knowing that this is a personal reflection of who I am and what people think of me
- reviewing the terms and conditions of use for any digital or online tool (e.g. age restrictions, parental consent requirements), and if my understanding is unclear seeking further explanation from a trusted adult
- confirming that I meet the stated terms and conditions and completing the required registration processes
- handling ICT devices with care and notifying a teacher of any damage or required attention
- abiding by copyright and intellectual property regulations; requesting permission to use images, text, audio and video and cite references where necessary
- no accessing media that falls outside the School's policies
- not downloading unauthorised programs, including games
- not interfering with network systems and security, the data of another user
- not attempting to circumvent system security, controls or network filtering
- not attempting to log into the network with a user name or password of another student or school member.

In addition, when I use my personal mobile devices applicable to Year 10 – 12 students) I agree to be a safe, responsible and ethical user at all times, by:

- keeping devices on silent during class times (except when approved as part of a lesson)
- respecting the privacy of others; only taking photos or recording sound or video when others are aware and formal consent has been provided as part of an approved lesson
- respecting others and communicating with them in a supportive manner, including outside school hours and in social contexts by not making harassing phone calls/text messages or forwarding on messages
- 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.

### **School owned devices**

#### **Ownership**

- Parents and students should be aware that files stored on the device, or on the school's server, are not private
- School owned devices and class sets may be made available for class use or borrowed from the school where deemed appropriate. These devices are the property of the school.



### **Damage or loss of equipment**

- All devices and batteries are covered by a manufacturer's warranty. The warranty covers manufacturer's defects and normal use of the device. It does not cover negligence, abuse or malicious damage
- Any problems, vandalism, damage, loss or theft of the device must be reported immediately to the school
- Students may be required to replace lost or damaged chargers
- In the case of loss or accidental damage, a statement must be signed by a parent and provided to the school
- If a school owned device is damaged or lost, the principal or their nominee will determine whether replacement is appropriate
- If a school owned device is damaged and the damage is not covered by the manufacturer's warranty or any of the school's insurance arrangements, the principal may determine that the student will pay the costs of repairing the damage or if necessary the costs of replacing the device.

### **User responsibilities**

Students are responsible for:

- handling ICT devices with care and notifying a teacher of any damage or required attention
- backing up their data securely
- adhering to this Acceptable Use Agreement when using the machine

### **Personal devices (applicable to year 10 – 12 students)**

#### **Ownership**

- The device is owned by the parents/student but is made available for use as part of the school learning program
- Parents/students should be aware that files stored on the device are private but may be publicly accessed as part of learning programs.

#### **Software and access**

- The school will provide information about standard software programs and applications required for installation on personal devices and will advise if new software or applications need to be purchased
- Parents are responsible for purchasing and installing new programs on personal devices. Parents are advised to set up a separate family account (not use their own accounts) to manage purchases for their child's device.

#### **School support**

Support will be provided for:

- connecting the device to the school network, internet and other digital technologies
- set up and management of school student email accounts
- all school-based software and associated issues with school applications

#### **Support will not be provided for:**

- connecting to home networks, the internet, printers, or other devices
- personal email accounts and settings
- software issues
- hardware issues



### **Damage or loss of equipment**

- Parents are responsible for making sure the device is covered under their insurance, so that it can be replaced if lost or damaged and student learning is not interrupted.
- The school must be notified if the device is damaged or lost so that a student's learning program is not interrupted whilst being replaced.

### **User responsibilities**

Students are responsible for:

- bringing portable devices fully charged to school every day
- ensuring the device has appropriate virus protection
- backing up data securely
- carrying their device in an appropriate protective case at all times
- adhering to this Acceptable Use Agreement when using the device at all times.

### **Acknowledgement**

This Acceptable Use Agreement applies to all digital technologies and environments, including (although not limited to):

- school owned ICT devices (e.g. desktops, laptops, iPads, printers, scanners)
- student owned devices
- email and instant messaging
- internet, intranet
- Daymap
- Online services (e.g. Gmail, Google Classroom)
- social networking sites (e.g. Facebook, Instagram, etc.)
- video and photo sharing websites (e.g. YouTube)
- blogs or micro-blogs (e.g. Twitter)
- forums, discussion boards and groups (e.g. Google groups)
- wikis (e.g. Wikipedia)
- VOD and podcasts
- video conferences and web

This Acceptable Use Agreement applies when digital technologies are being used at school, during school excursions, at camps and extra-curricular activities, and at home.

### **Parent**

I understand the conditions under which ICT facilities are made available and agree to those conditions. I further understand that additional explanations have been provided to my child, copies of which can be obtained from the school upon request.

I understand that my child may be accessing the Internet for educational purposes or in accordance with this Agreement.

I understand that any use of facilities contrary to this Agreement, or generally, will be treated as a breach of school discipline and shall be dealt with accordingly.

The school reserves the right to vary the terms of this Agreement to accommodate unforeseen circumstances relating to the use of facilities by students. Variations shall be in writing signed by the school Principal and shall be distributed to students and shall take effect accordingly.



## Acceptable User Policy and Agreement

---

By signing this agreement and using the equipment and resources of IQRA College, the parent acknowledge and accept that the student agrees to abide by these conditions.

---

### **For Parent/Carer**

Parent/Carer Name: \_\_\_\_\_

Address: \_\_\_\_\_

Parent/Guardian Signature: \_\_\_\_\_

*Parent signature confirms explanation of these terms with the student.*

### **For Student**

I agree to abide by the conditions outlined in the school's Acceptable User Agreement. I have had this document explained to me and I am fully aware of my responsibilities regarding the use of ICT facilities in the school.

Student Name: \_\_\_\_\_

Signature: \_\_\_\_\_ Home Group/Class: \_\_\_\_\_

Agreement signed on this date: \_\_\_\_/\_\_\_\_/20\_\_\_\_

---

### **For Admin Purposes Only**

- Student has been explained of the terms within the Acceptable User Policy and Agreement.
- Student has been explained of the user responsibilities and consequences in the event of any breach as stipulated in this policy.

Staff Name and Signature: \_\_\_\_\_

Date: \_\_\_\_\_