

## ICT POLICY

### **Policy Statement**

Kurnai College acknowledges the use of Information and Communication Technology through the College and its departments as a major part of the administration and curriculum activities.

The College is committed to the provision of a safe and reliable communications network. When used effectively, the power of a communications network lies in its ability to create global communities and global learners for both teachers and students. It can provide access to a huge library of knowledge, promote collaboration, and allows students and teachers to investigate, search, create, present and discuss.

We recognise that learning potential is maximised through the provision of flexible environments that encourage the development of learners who are self-motivated, problem solvers, independent, collaborative and literate in a digital world

Effective use of the internet provides students with unprecedented opportunities to obtain information, engage in discussion, and liaise with individuals, organisation and groups world-wide so as to increase skills, knowledge and abilities.

Use of a personal device can assist in the learning of a student through a better known device that allows the learning to continue away from the school's boundaries, in a more effective manner.

### **Our College will:**

Provide a safe and secure communications network that includes:

- Internet access- Intranet- Online library – Communication technology - Storage space to save work.
- Printing - Provide within reasonable effort the availability for print/copy capabilities for all students including BYOD (Bring Your Own Device).
- Create life-long learners who discriminate and synthesise data from multiple sources that are able to manage and use information effectively.
- Provide a safe, secure learning and teaching environment that maximises student potential and lifelong learning through the use of Information Communications Technology.
- Develop an environment where the use of ICT is regarded as an integral part of our teaching and learning practices and administration.
- Encourage the College community to assume greater responsibility for their own learning.
- Provide a College network for staff and students to promote educational excellence by facilitating resource sharing, innovation and communication.
- Provide students with opportunities to access school work outside of normal classroom activities.
- Provide students with access to a greater range of educational opportunities through a greater range of personal application selection.
- Allow a student to work on devices they are more familiar with.
- Enforce proper use of personal devices.
- Provide an understanding of responsibility when a personal device is brought to school.

## **Implementation:**

### *Network*

- To provide every user a 'username' for login and a password protected account with sufficient space for safe storage of individual's documents.
- To maintain the student 'Acceptable Use for the Kurnai College Network' agreement including guidelines for safe Internet usage.
- To provide skill development for all users in the 'how' to access and use the network's various communication technologies effectively.

### *Digital Learning*

- Digital Learning will be overseen by the ICT coordinator, principal representative and at least 2 campus eLearners with implementation advice to be sought from the campus ICT technicians.
- The digital learning team will develop the eLearning Plan for 2015 – 2018 in line with the College's strategic plan and DET policies and guidelines. The eLearning Plan will include the development of teaching & learning strategies, hardware, software, budgets, and review processes.
- The digital learning team will provide ongoing professional development for teachers to become confident in the use of information technology for Digital Learning to be successfully integrated into the school curriculum.
- The digital learning team will ensure digital learning is included in all KLD areas to ensure quality learning for 21<sup>st</sup> century education.

### *Print and Photocopy Use*

- Each student shall be provided a dollar (\$) value at the beginning of each year for 'Print Credit'.
- This 'Budget' is the student's responsibility to maintain a positive balance to ensure printing and photocopying remains accessible to them.
- Students who run out of Print Credit can, purchase additional top ups from a Campus office in incremental amounts.
- Printing and Photocopying must be used in accordance to the Acceptable Use section of the ICT Policy.

### *Internet Use*

- Our school actively supports access by students to the widest variety of information resources available, accompanied by the development of the skills necessary to filter, analyse, interpret and evaluate information encountered.
- All students and staff at our College will have appropriately applied censorship filtered internet and email access. All students and staff will have their own password protected internet account and log on. Such access is a privilege that infers responsibility, and not simply a right to be expected.
- Student behaviour when using College computers and networks, when using the internet and e-mail, and when engaging in any activity with school or personal computers and devices must be consistent with the College's expected standards of behaviour.
- The ICT coordinator will liaise with staff and the technical support technician to manage all e-mail access, maintenance of the school's web site, web filters, and all other issues related to internet access by students.

- The College will ensure that information published on the Internet by students or the school is of a high standard, and meets legal requirements and standards of general practice within the community in relation to copyright, safety and decency.
- Guidelines on access rights will be defined for different user levels. Restricted access shall be available to guest users for specific purposes only.
- Consequences of publishing, accessing or failing to notify the ICT coordinator of inappropriate material shall include the removal of access rights.
- Signed parent and student consent (see below) is required to be completed in order to gain access to the internet, or to publish work, photos or videos on the internet.
- Privacy of students, parents, staff and other users must be recognised and respected at all times. Students will only identify themselves on the internet by their real name.

*Bring Your Own Device – BYOD (does not include mobile phones)*

- Our College will only provide internet access and printing to personal devices through a school assigned log in username and password.
- The maintenance (including backups) and care of the device is completely the responsibility of the student.
- The device must only be used in accordance with the 'ICT Agreement'.
- Any misuse of the device as stated in the 'ICT Agreement' may result in the confiscation of the device by any staff member at the College.
- The device must comply with the 'Device Compliance standards' before it will be connected, and will be disconnected should it not meet the requirements once connected.
- Only one device per student will be registered on the College Wi-Fi network.
- Any device on College grounds that is found to have anything deemed unnecessary or inappropriate by any staff may be confiscated for a period of up to 48 hours.
- Students are not allowed to provide 3<sup>rd</sup> party internet service, such as a Hot Spot on capable devices.
- Devices should not be used to take, share, print or publish photographs or video footage in any situation without the specific permission of the subjects (student, staff member or visitor to the college).
- Devices must be available for students to use at all times but, kept on mute throughout class time unless required to be listening to audio where headphones should be worn.

*Mobile phones*

- Are not to be used as a substitute for a BYOD without the permission of individual classroom teachers.
- Must adhere to all items in the Bring Your own device area of this policy
- Must be left in locker or kept out of sight in a bag or pocket at all times until permission to use has been approved by appropriate staff of the school.

*Acceptable Use*

- Devices should not be used in any manner or place that is disruptive to the normal routine of the College.
- The College acknowledges that Devices can have educational application as well as personal communication uses; as such they may be used in class at the teacher's discretion.

- It is important that students display courtesy, consideration and respect for others whenever they are using a Device.

*Theft or Damage*

- The College accepts no responsibility for students who lose or have their Device stolen or damaged while travelling to or from school, or during school hours; if a Device is stolen it will be the responsibility of the student to contact the police.

*Inappropriate Conduct*

- Inappropriate use of a Device will result in disciplinary action as deemed necessary by the College. This may include, but is not limited to:
  - Temporary confiscation
  - Confiscation and a parent meeting
  - Detention or Suspension
  - Referral to police in extreme instances

**Appendices**

APPENDIX A: ICT Agreement

**Evaluation**

This policy will be reviewed as part of the College's regular four year review cycle or as required to keep up to date with current trends and technologies.

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| <b>Date Implemented</b>                        | Week 3 – Term 2 - 2014   |
| <b>Approval Authority (Signature and date)</b> | <br>29 <sup>th</sup> May, 2018 |
| <b>Dates Reviewed</b>                          | Week 7 – Term 4 – 2014 V2<br>Week 7 – Term 3 – 2015 V3<br>Week 3 – Term 2 – 2016 V4<br>Week 7 – Term 2 – 2018 V5   |
| <b>Responsible for Review</b>                  | College ICT Team   |
| <b>Next Review Date</b>                        | Week 7 – Term 3 - 2019   |
| <b>References</b>                              | DET  |

## **APPENDIX A: ICT Agreement**

### **Definition**

Internet access includes related communications systems through school or personal devices. Connection and use of personal devices must adhere to these terms and conditions.

### **Conditions**

For users to gain use of and access to Kurnai College's Internet facilities or have a Bring you own Device connected they must read and accept the following rules and sign the agreement. The agreement must also be signed by a parent if the student is under 18 years of age.

### **Purpose**

The purpose of this document is to establish a policy for acceptable use of the Internet at Kurnai College and BYOD. It is particularly designed to protect students from accessing inappropriate material and to teach them responsible use of online materials and to ensure that students and parents know their responsibilities when bringing and using a personal device at school.

### **ICT Agreement**

1. Because Kurnai College's Internet accounts exist to provide access to curriculum related material I shall not use the school account to search for non-curriculum related material unless given direct permission by College staff.
2. I shall not use the Internet to access unacceptable material. This includes sites dealing with illegal activities, pornography, or extreme violence.
3. I accept that information published on the Internet may be inaccurate or may misrepresent a person or situation and shall take care in the use of this material.
4. I will abide by copyright laws. I shall not copy or redistribute work or use other people's work without correctly acknowledging them.
5. I shall respect the rights and privacy of others. I will not disclose usernames and passwords to anyone, read other people's electronic mail or reveal personal addresses or phone numbers.
6. In accordance with Section 85ZE of the *Commonwealth Crimes Act*, I shall not use the Internet or any telecommunication service to menace or harass others. Similarly I will not use such a service to use disrespectful, inaccurate or inappropriate language.
7. I shall treat all College computer equipment with care and respect.
8. I understand and accept that inappropriate behaviour whilst accessing the Internet shall incur penalties. Kurnai College reserves the right to terminate or suspend Internet access and/or other penalties as deemed appropriate.
9. Students who bring their own devices must not use these devices in any manner illegal, harmful or against the school's internet policy.
10. I shall not use these personal devices for anything deemed to be un-educational by any member of Kurnai College's staff.
11. I accept that the use of a personal devices in connection with Kurnai College carries specific risks for which I as the owner/user, assume full responsibility. These risks include but are not limited to, partial or complete loss of data, errors, bugs, viruses, downloaded malware, and/or other software or hardware failures, or programming errors which could render devices inoperable.
12. Kurnai College accepts no responsibility for inappropriate use, damage obtained on or off school grounds, misuse by those other than the intended owner/user, loss or malfunction.
13. I agree that Kurnai College and its staff will not be responsible or held responsible for the maintenance or upkeep of the device.
14. It is my responsibility to keep any personal device in a safe and secure situation at all times

15. If devices are deemed to be conflicting with any Kurnai College policy or agreement whether agreed to or not, the devices may be taken by any member of Kurnai College's staff under the responsibility of the owner/user and not that of the staff member, with any damage incurred the responsibility of the Owner/user.
16. I agree that any device may be taken at any time to be checked by a Kurnai College staff member should that staff member identify that the personal device contain inappropriate data or be used in an inappropriate manner as deemed by that staff member.
17. I agree that any personal devices will have up to date programs, operating systems, virus protection, browsers and plugins.
18. In the event of loss, theft or damage, you must inform Kurnai College within 2 working days.
19. I agree that the device meets the 'BYOD approved device list' which may change at any time.
20. I agree that only 2 devices (including mobile phone) will be connected to the school network, and that further connections will not be permitted.
21. I agree that connection is not guaranteed and may be disconnected at any time without warning.

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

Student Signature: \_\_\_\_\_

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

As a parent/guardian of the above named student I have read the agreement and accept the conditions outlined.

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

**BYOD approved device list**

The below list may change at any time and is the responsibility of the owner/user to keep their device up to date.

- Laptop/Notebook
- Tablets

Operating system must be as follows;

| <b><u>Device type</u></b>              | <b><u>Required operating system</u></b> |
|--|---|
| Windows Laptop, Netbook, Tablet, phone | Windows 7 and above                     |
| Android Devices                        | Version 4.4 and above                   |
| Apple devices other than mac           | iOS 7 and above                         |
| Mac                                    | Mac OSX 10.9 and above                  |
| Chromebook                             | Any (operating system updates itself)   |

***Updated list can be found on the college website.***