



## Information Communication Technologies Middle / Senior Years ICT Acceptable Use

At Peninsula Grammar we support the rights of all members of the school community to be provided with and engage in a safe, inclusive and supportive learning environment. This extends to the use of digital tools and online communities and is underpinned by our expectation of safe and responsible behaviour of all members of the school community.

Students are provided with access to email, internet and intranet facilities via the school's network. Below are guidelines governing the acceptable use of all of these facilities. By using Peninsula Grammar Network students agree to accept the terms and conditions outlined below.

Acceptable device use Students must follow school rules and:

- Be Responsible
- Be Respectful
- Be Safe

### Responsibilities

It is the responsibility of students to protect his/her password and not divulge it to another person. If a student knows or suspects his/her account has been used by another person, the account holder must notify a teacher or the IT Support Services immediately. All messages created, sent or retrieved on the school's network are the property of the school. The school reserves the right to access and monitor all messages and files on the computer system, as necessary and appropriate.

### Acceptable Use

Students are expected to:

- Use their device for the purpose of school related work
- Use the Internet appropriately and for the purpose of school related work
- Bringing portable devices fully-charged to school every day
- Store only school related work on their OneDrive or school provided Hard Drive space
- Carrying their device in an appropriate protective case at all times
- Back up their device regularly onto an external Hard Drive
- Keep their device software up to date
- Students are encouraged to have appropriate security measures on PC
- Adhering to this Acceptable Use Policy when using the machine, both at home and at school, including during lunchtime or when not in the classroom

Consequences of Improper Use Consistent with the Student Code of Conduct breaches of the Acceptable Use Policy by students can result in a number of consequences depending on the severity of the breach and the context of the situation.

For Students:

- a) Removal of network access privileges
- b) Removal of email privileges
- c) Removal of internet access privileges
- d) Removal of printing privileges
- e) Other consequences as outlined in the school's student code of conduct

## **NETWORK**

- Students must keep their password confidential at all times. If a student suspects that someone else is aware of their network password they should contact the Service Centre to have their password altered.
- Any student with a non-school issued notebook who wishes to access the network must first have the service center configure their notebook with the appropriate software which includes the Schools antivirus client.
- Upon logging on to the School network, the individual understands that his or her actions may be monitored at any time.
- Monitoring of user accounts may include tracking of web pages visited, viewing of sent and received emails, monitoring all material downloaded from the internet, and scanning of files saved on the individual's network drive.
- The school network is integral in the development and delivery of the curriculum. Students found attempting to violate or compromise the integrity of the network by any means are guilty of a criminal offence and will be dealt with accordingly.
- The individual understands that their school H: drive network space is a place for them to store school related materials, and a place to back up their school work from their notebook computer. This H: drive area is limited and users are responsible for the maintenance of their space.
- Under no circumstances will an individual store any games, music, or other related non - school materials on their personal School network space.

## **Office 365**

- Students while enrolled at Peninsula Grammar have access to the Office 365 suite. Students can logon using their Peninsula Grammar credentials via a browser to <http://portal.office.com> to access the suite and download applications such as Word, PowerPoint, Excel and OneNote to their Laptop, Mobile Phone or portable device.
- Students also have access to OneDrive and are highly encouraged to use this to store their digital data. Students have access to 1 Terabyte of space for their school data.
- Students may only use their OneDrive for school related work, under no circumstances are students allowed to use their OneDrive for storage of work of a personal nature.
- The use of Office 365 is governed by this policy and students must use it appropriately at all times.

## INTERNET

- The individual using the Peninsula Grammar internet connection is responsible for all material accessed under their account.
- The internet connection is to be used for school research, assignments and other school related activities only. The internet is a valuable research tool and all students are encouraged to use it, provided it is used appropriately.
- The Peninsula Grammar internet connection is not to be used to download material that is unrelated to school. This includes games, music, movies and other such material.
- The Peninsula Grammar internet connection may not be used to stream any content unrelated to school activities.
- Students internet use is monitored at all times and high users will be spoken to by the appropriate Head of House
- Whilst the school endeavours to block as many unacceptable sites as possible via content filtering software, it is realised that no blocking software is 100% effective. If a student comes across an unacceptable site it is their responsibility to report this to the Service Centre who will add it to the blocked list. Students must not knowingly attempt to access unacceptable content.
- Students are prohibited from accessing or downloading various social media programs whilst at school. These include but are not limited to Facebook, Instagram, Tumblr
- Students under no circumstances are to attempt to bypass the content filtering software.
- No student should post their email address or subscribe to content on a web page external to Peninsula Grammar.

## EXTERNAL WIRELESS MODEMS

- The School provides a wired and wireless network for students. Hence, there is no need for students to have external wireless cards or USB modems. These devices must not be brought to school.

## EMAIL

- Peninsula Grammar provides an email account for all users.
- Email is to be used for electronic communication between two parties. It is not to be used for "spamming" or sending unsolicited "junk mail".
- Students are encouraged to exercise great care when creating email messages. At all times students should use appropriate language and images when sending email.
- No student is to harass another person. Email is considered harassment if it offends the receiving party in any way.
- Students shall not send unauthorised broadcast messages.
- Students are not to send messages containing private information about themselves or any other person, nor should anyone forward to another person a message sent to them privately, without the permission of the sender.
- Any user who feels uncomfortable about a message they receive or which they consider to be inappropriate *must report it immediately to a staff member.*

## **COPYRIGHT AND PLAGIARISM**

- Students must respect the intellectual property rights of others and not copy and/or redistribute another person's work. In particular, students should be conscious of the provisions of the Australian Copyright Act (1968) and Copyright Amendment Act (2000). All texts, photographs, video clips, audio clips, music, movies, games and computer software are protected by copyright. Unauthorised copying, distribution or downloading of this type of material can constitute breach of copyright.
- For authentication purposes Peninsula Grammar insists that all sources are properly referenced and acknowledged. Plagiarism (copying other people's work and pretending it's yours) is a serious matter that is dealt with accordingly by the school.

## **SCHOOL SOFTWARE**

- Students "lease" the Microsoft operating system and Microsoft Office on annual basis. When students leave the school other than on Year 12 Graduation they are responsible for removing the "leased" software and replacing with the original operating system. The service centre may be of assistance with this. If the software is not removed it will stop working after a period of time. Students graduating at the end of Year 12 are entitled to receive a licensing code that will allow the Microsoft software to continue working. This can be collected towards the end of the year.

## **BACK-UP RESPONSIBILITIES**

- It is the individual's responsibility to back up their notebook data on a periodic basis. Backups should be at least once a week, preferably to an external device. If an individual's notebook computer fails, and he/she has not performed a backup, only the individual can be held responsible for the loss of any data. The IT department is not responsible for backing up student notebook data and cannot be held accountable for any loss.

## **MOBILE PHONES**

- It is accepted that carrying a mobile phone may add a degree of safety for students on their way to and from school.
- Students may therefore bring a phone with them to school. The following outlines the expectations for Senior and Middle Years students.

### **Senior Years students:**

- Students may keep their mobile phones on them if they wish (on silent).
- No messages or calls are to be made during class. Phones may only be used in class with the permission of the teacher.

### **Middle Years students:**

- Year 7 and 8 students must have their phone locked in their locker during the day
  - Year 5 and 6 students must hand their phone to their class teacher as they don't have 'lockable' lockers.
- All students are responsible for maintaining their own mobile phone security and must ensure that the above guidelines are followed at all times. The School will not be held responsible for any lost or stolen phones.

### **IPODS AND MP3 PLAYERS**

- As a general rule iPods and MP3 players must not be brought to school at any time. Permission may be granted for students to use iPods or MP3 players under specific teacher instruction during class or for teaching and learning excursions off campus.

### **BREACHES**

Any breaches of the above protocols will result in disabling of the student's account and the appropriate disciplinary action being taken.

## AGREEMENT

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 (e.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
- never posting any images that include Peninsula Grammar's uniform, logo or any images that can be identified as Peninsula Grammar
- talking to a teacher or a trusted adult if I personally feel uncomfortable or unsafe online
- talking to a teacher or a trusted adult if I see others participating in unsafe, inappropriate or hurtful online behaviours
- 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
- investigating the terms and conditions of use (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
- not downloading unauthorised programs, including games
- not interfering with network systems and security, the data of another user or attempting to log into the network with a user name or password of another student.

In addition, when I use my personal mobile devices (including my phone) I agree to be a safe, responsible and ethical user at all times, by:

- Senior Students keeping devices on silent during class times; only making or answering calls or messages outside of lesson times (except when approved as part of a lesson)
- Year 7 and 8 students must have their phone locked in their locker during the day
- Year 5 and 6 students must hand their phone to their class teacher as they don't have 'lockable' lockers.
- 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.

### 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, printers, scanners)
- mobile phones and student owned devices
- email and instant messaging
- internet, intranet
- social networking sites (e.g. Facebook, snapchat)
- 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 conferences.

This Acceptable Use Policy applies when digital technologies are being used at school, during school excursions, at camps and extra-curricular activities, and at home. To use networked resources, all students must sign and return this form to their Academic Mentor with parental permission.

**Student Name:** \_\_\_\_\_ **Class:** \_\_\_\_\_

### Student User Agreement:

As a user of Peninsula Grammar computer network, I hereby agree to comply with the statements and expectations outlined in the ICT Acceptable Use Policy document and to abide by all relevant laws and restrictions.

**Student Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

### Parent/Guardian Permission:

All students are provided with access to computer resources. In addition to accessing our computer network, as the parent or legal guardian, I grant permission for the above named student to access the school's Network, Internet and e-mail system.

These permissions are granted for an indefinite period of time, unless otherwise requested. I understand that some materials on the Internet may be objectionable, but I accept responsibility for guidance of Internet use - setting and conveying standards for my daughter or son to follow when selecting, sharing or exploring information and media.

**Parent/Guardian Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_