



# Ashdale Secondary College

## ICT Usage Policy

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### **RATIONALE**

At Ashdale Secondary College we pride ourselves on the use of technology to further our students' educational learning environment. The College staff utilise research-based learning models to develop and support the ICT needs of all students. Ashdale Secondary College uses ICT as a tool for learning across the curriculum, which enables students to become competent, creative and productive users of technology, and develop their knowledge, skills and capacity. This further enhances students' abilities to inquire, develop new understandings, create and communicate with others in order to participate effectively in society, and prepare them for their lives beyond the College.

### **DEFINITIONS**

'Information and Communication Technology (ICT)' means all computer hardware, software, systems and technology (including the internet and email) and telecommunications devices in facilities that may be used or accessed from the College campus or connected to the College's communication network. This includes all parent-funded and personal devices whilst in use on the College campus.

### **PRINCIPLES**

1. At Ashdale Secondary College ICT is provided for educational purposes only.
2. Electronic devices are considered 'educational devices' and are not seen as rewards.
3. Students using the College's ICT must not break State or Federal laws (a summary of these laws are included in this Policy and form part of this Policy).
4. The College has the right to check all written, graphic, audio and other materials created, produced, communicated, stored or accessed on school ICT by students, including emails.
5. Students shall be made aware that access to ICT and in particular email and the internet, can expose them to inappropriate material or potential harm.
6. Students shall take responsibility when using the College's ICT services by protecting their personal information and data, maintaining the required level of security, respecting the privacy of others, respecting the legal boundaries of licensing and copyright, using language appropriate to the College's expectations and taking good care of all ICT equipment.
7. Students shall take personal responsibility when using the College's ICT devices by protecting and ensuring all equipment is treated with respect.

## PROCEDURES

1. Ashdale Secondary College is committed to ensuring all students are aware of standards for the use of ICT within the College environment. Consequently, unacceptable use will not be tolerated under any circumstances and disciplinary action will be taken against any student who breaches this policy as per the Ashdale Secondary College Student Engagement Policy.
2. Ashdale Secondary College shall identify acceptable and unacceptable use of ICT and is committed to regularly updating this policy.

### 2.1 Acceptable use includes:

- Taking notes in class
- Researching information relating to assignments\*;
- Gathering specific information about subjects/topics\*;
- Emailing a teacher or friend for assistance with College related work; and,
- Other teacher directed activities.

*\*Students shall exercise caution as to the quality and accuracy of the information they are accessing or transmitting.*

### 2.2 Unacceptable Use: includes but is not limited to:

- Accessing networks without College authorisation;
- Transmitting or deliberately accessing and/or receiving material that may be considered inappropriate, which includes threatening, sexually explicit, or harassing materials, offensive or discriminatory materials, or material that may be harmful either physically or emotionally, which includes bullying or harassment of fellow students or others outside the College. This includes filming and/or distributing footage of fights and/or physical altercations.
- Communicating information concerning any password, identifying code or other confidential information or violating the security of the system in any way;
- Interfering with or disrupting network users, services or equipment. Disruptions include but are not limited to, distribution of unsolicited advertising, propagation of viruses, in any form, "Jail Breaking" mobile devices and using the network to make unauthorised entry to any other machine accessible via your network;
- Plagiarising and/or breaching copyright laws, including software copyright and re-engineering of software;
- Conducting private business matters or use the system for any personal gain;
- Downloading and/or installing software programs (e.g. .dmg files), apps, videos, music, picture galleries, copying music CD's, screen savers and games etc. without the permission of the school;
- Inviting or accepting a College staff member to be a 'friend' on social networking sites (such as Facebook) or other learning management systems not managed by the College. *\*\*Note: a page that a staff member manages on a site that is not managed by the College (e.g. wiki, or a private Blog) is acceptable as long as its' primary purpose remains education related.*

It is unlawful to send electronic messages, such as emails, which:

- Defame someone or an organisation;
- Infringe copyright laws i.e. reproduce or adapt copyrighted material by downloading and further disseminating the material;
- Contain statements which could constitute sexual discrimination or sexual harassment;
- Display sexually offensive or explicit material;
- Contain offensive or insulting statements based on the race, colour or nationality of a person; and,
- Undertake activities that breach State and Federal laws.

### **3.1 Mobile Electronic Devices: (excluding Phones)**

Mobile electronic devices include such devices as iPads, personal computers and graphics calculators.

- Students are encouraged to use mobile electronic devices for educational purposes. (see acceptable use)
- When used in a classroom, students are required to keep their electronic device inaudible unless directed by a teacher.
- A student must obtain formal permission from the ICT Technician to use and register personal electronic devices on the school network. (eg personal computers, iPads and Tablets)
- Any College-owned mobile device must be treated with the utmost care and respect at all times. Any damage must be reported to the classroom teacher or ICT Technician immediately.

### **3.2 Mobile Phones**

- Students who bring mobile phones to the College should place them in their bags during the day, unless it is being used for approved educational purposes.
- Mobile phones may be used at recess or lunchtime however must be switched off and placed in their bags at the end of these breaks and/or before entering a Learning Area.
- No calls or text messages are to be made or taken during class time. Emergency calls by parents are to be directed to Administration.

Unacceptable and/or unlawful use of ICT systems constitutes a breach of the College Code of Conduct and may warrant disciplinary action according to the Ashdale Secondary College Student Engagement Policy. Students must also be aware that the College may have to notify the Police or relevant authorities if an offence has been committed.

### **3.3 Personal Property Insurance**

- Parents/Guardians are encouraged to take out personal property insurance as the Department of Education does not cover for the accidental loss, theft or damage of the personal property of students. The College will not be responsible for the loss, theft, misuse or damage of privately owned electronic devices, or any other valuables.

## **EMAIL USE**

At Ashdale Secondary College, students will use their education email for all College related correspondence with staff and the wider community. This includes the use of Connect and any other College based communication tool.

Student email address:

***First name.surname@student.education.wa.edu.au***

All students and parents should be aware that Ashdale Secondary College and the Department of Education WA may monitor student email. All students in Department of Education schools in Western Australia are required to undergo this filtering.

## **INTERNET USE**

All data use is closely monitored. Any students abusing the available bandwidth will have their internet access revoked; ensuring access for everyone is responsive and fair.

The Department of Education filters the internet for inappropriate sites and blocks them from student access. However, students and parents should be aware that all internet traffic is monitored and logged.

## **STUDENT PASSWORDS**

All students are issued with a password at the commencement of the academic year. This default password should be changed to a private password by the student as soon as possible. These passwords are for individual student use ONLY and as such they should not be given to any other student at the College. Students are responsible for protecting their individual password.

Your username and password gives you access to:

- The Ashdale Secondary College network
- School owned computers (IT Labs and Learning Area trolleys)
- Connect
- Your email (First name.surname@student.education.wa.edu.au)

Disclosing passwords leads to other students having access to student email and any activity performed on the network will be logged against the incorrect student.

Students who use another student's password will be deemed to be in breach of this policy.

If a student suspects their password security has been breached the student should immediately change their password when possible and report this occurrence to the ICT Technician or classroom teacher. A new password may be issued and further misuse of the password will be monitored and dealt with as necessary.

## **LEGAL IMPLICATIONS**

Users are advised that the inappropriate use of electronic information can be a violation of State and Federal laws. Please make yourself aware of the statutes that are applicable to your use of the College ICT facilities as indicated on the following page.

## **IMPORTANT STATUTES THAT ARE APPLICABLE TO STUDENTS**

### ***Copyright Act 1968 (Cth)***

Students may copy or otherwise deal with copyright material for the purpose of study or education. However, generally only the author of original material has the right to reproduce, copy, publish, perform, communicate to the public and make an adaptation of the copyright material.

### **Equal Opportunity Act 1984 (WA)**

This Act precludes:

1. Discrimination against persons on grounds of sex, marital status or pregnancy, family responsibility or family status, sexual orientation, race, religious or political conviction, impairment or age in education
2. Sexual harassment and racial harassment in the workplace and in educational institutions, and
3. Promotes community recognition and acceptance of the equality of all persons regardless of their race, sexual orientation, religious or political convictions, impairments or ages.

### **Censorship Act 1996 (WA)**

Students must not use a computer service to transmit, obtain or request an article knowing that it contains objectionable and restricted material. It is an offence to possess or copy indecent or obscene articles or child pornography. Students should be aware for their own protection that people who deal with such material commit an offence.

### **Criminal Code (WA)**

Students should be aware that it is illegal to show offensive material to children under 16, and that if someone does show them offensive material that person is committing an offence. Racist harassment and incitement to racial hatred are also criminal offences.

### **Cybercrime Act 2001 (Cth)**

Unauthorised access to or modification of data held in a computer and unauthorised impairment of electronic communication eg 'hacking' or infecting computer systems with a virus, are illegal.

### **Privacy Act 1988 (Cth)**

Students should respect that the personal information of others is private. This Act covers the collection, use and disclosure, quality and security of personal information.

REVIEW DATE      April 2019

### **HISTORY OF CHANGES**

Effective Date	Last update date	Policy Version no.	Portfolio for Review	Notes
May 2016		1.0	Deputy Principal ICT	
Following endorsement of College Board Term 1 2018	December 2017	1.1	Deputy Principal ICT	Minor addition. Notifying police.
	20 April 2018	1.2	Deputy Principal ICT	MCS added Insurance 3.3, 3.1.4 removed
May 2018	4 May 2018	1.3	Deputy Principal ICT	MCS removed Insurance 3.3
December 2018	5 December 2018	1.4	Deputy Principal ICT	The word "School" changed to College, removal of PDA's and To include Unacceptable use including filming/distributing fights and physical altercations