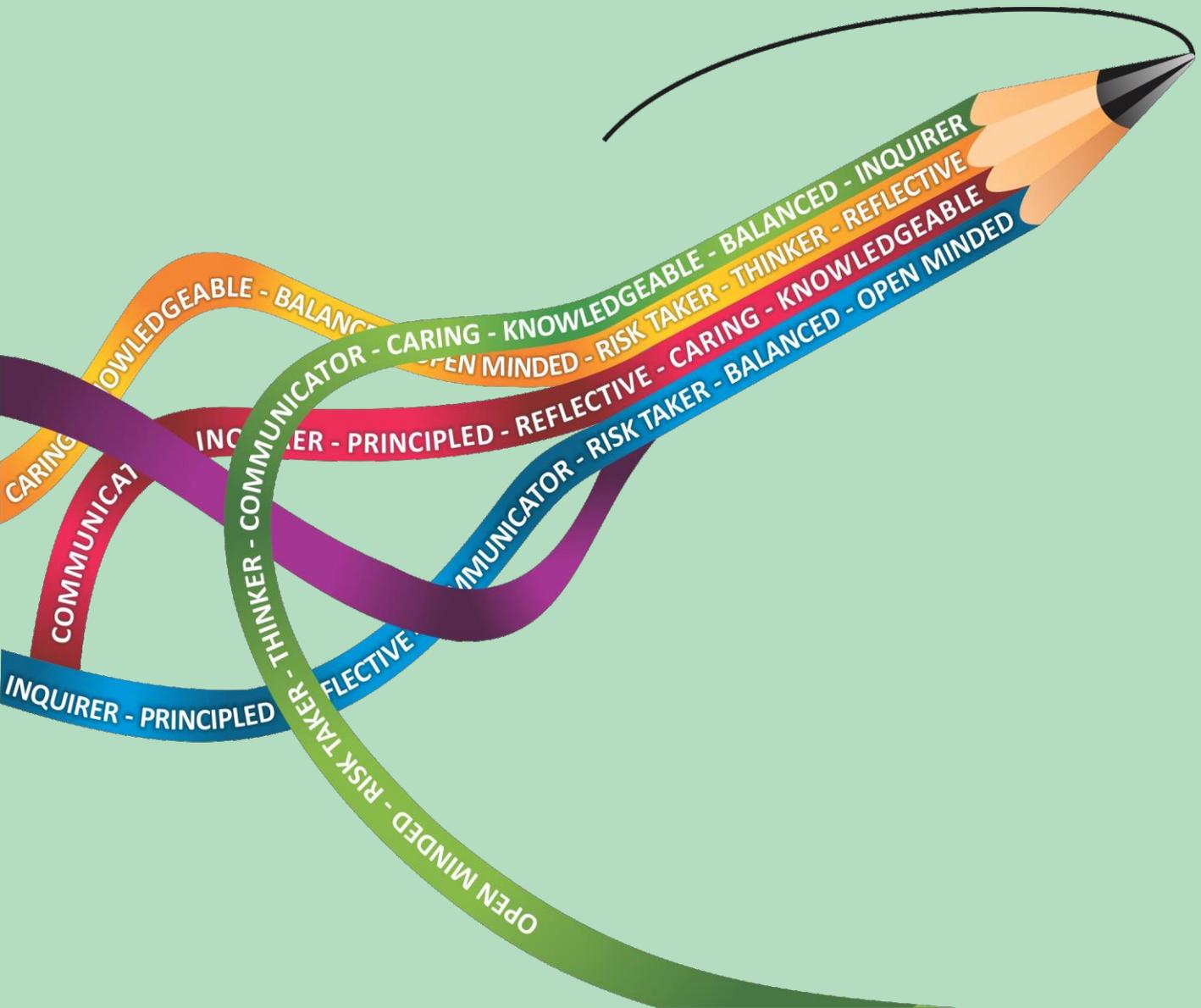




ICT & INTERNET POLICY



ICT USE AND INTERNET POLICY AT NISV

This policy makes it clear that students have responsibilities while using ICT. Irresponsible conduct leaves a student liable to deal with the consequences. Irresponsible conduct includes:

- Giving out your password to another student.
- Sending inappropriate emails/messages.
- Downloading inappropriate and illegitimate materials.
- Downloading music files.
- Using email or any other social networking site to bully or harass other students or staff.
- Knowingly placing a computer virus on a computer/laptop/tablet or network.

This list is not exhaustive and is subject to be amended from time to time. The Principal has the right to determine the extent of the misconduct and impose sanctions.

If a student does act irresponsibly, over and above the usual school sanctions, which can be imposed, the student can be summarily dismissed.

Safe and responsible behavior

1) Using digital technologies and the internet requires the following safe and responsible behaviour:

- Always thinking and checking that what is written or posted is polite and respectful.
- Being kind to friends and classmates and thinking about how the things that are done or said online might make them think or feel.
- Working to stop bullying by not sending mean or bullying messages, photos or materials, or passing them on to others.
- Creating and presenting one's own work and if copied from the internet, letting others know by sharing the website link to acknowledge the resources referred to or downloaded.

2) When using digital technologies and the internet one should **protect personal information** by being aware that his/her full name, photo, birthday, address and phone number is personal information and is not to be shared online. This means that one should:

- protect his/her friends' information in the same way.
- protect his/her passwords and not sharing them with anyone except parents.
- only ever join e-spaces with ones parents or as guided by the teachers.
- never answer questions online that ask for my personal information.
- know not to post three or more pieces of identifiable information.

3) When using digital technologies and the internet one should respect oneself and others . This means one:

- stops to think about what to post or share online.
- uses spaces or sites that are appropriate for ones age and, if not sure, ask a trusted adult for help.
- protects friends' full names, birthdays, school names, addresses and phone numbers because this is their personal information.
- speaks to a trusted adult if one sees something that makes one feel upset or if one needs help.
- speak to a trusted adult if someone is unkind or if someone else is upset or scared
- does not deliberately search for something rude or violent.

- turns off or closes the screen if one sees something one doesn't like and tell a trusted adult.
- needs to be careful with the equipment in use.

Use of Equipment

- Do not damage, disable, or otherwise harm the operation of computers, deliberately install and use software illegally, or install any malicious code on school ICT resources.
- All software and hardware that needs to be installed and used must be approved by the Principal and IT Co-ordinator.
- Report damaged or bad working hardware or software to the teacher or systems IT Co-ordinator.
- Being aware that all used hardware and installed software is also registered in a central database maintained by the IT Co-ordinator.

Use of Internet

- Respect the work and ownership rights of people outside the school as well as other students or staff. This includes abiding by copyright laws.
- Use of the Internet is for study or for school authorized/supervised activities only.
- Games/ music may not be downloaded or played on any School ICT equipment.
- "Chat" activities are banned.
- Parents must understand that their child may encounter material that they consider inappropriate (i.e. Vulgar Jokes, statements of belief that some may consider immoral, pornography, etc.). The student is responsible for not pursuing material that could be considered offensive and illegitimate.

Data Security & Privacy

- To protect the ICT network, security on the computers must not be breached or settings on computers altered in any way.
- Network/Computer storage areas and USB keys may be reviewed by staff.
- Students may not examine copy, alter, rename, or delete the files or programs of another student. The School Administrators may, as a requirement of system maintenance, delete files that are determined to be non-essential.

Ownership

- Parents/students should be aware that the e-content and the related apps stored on the device are leased out to the student for a specific period only.
- Parents/students should be aware that files stored on the device, or on the school's server, are not private.
- If the student leaves the school prior to completing the course or moves to another school, interstate or overseas, the e-content and related apps would be blocked on the device.

Damage or loss of equipment

- Parents are responsible for making sure the device is covered under their insurance and under the manufacturer's warranty, 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.
- Any problems, vandalism, damage, loss or theft of the device must be reported immediately to the school.
- In the case of suspected theft, a police report must be made by the family and a copy of the report provided to the school.
- The parent has to ensure that the student comes to school with a working device.

Tablet/Laptop Use, Care, and Classroom Routines

Lockers

- Tablet/ Laptop must be stored in the assigned locker when not in use.
- Tablet/Laptop MUST be encased when not in use
- Tablet/Laptop should be stored in the bag or on its side standing up.
- Never pile things on top of it.
- Never leave it on the bottom of the locker.
- Never leave the locker open.

Hallways

- Keep your Tablet/Laptop in the case at all times.
- Never leave the Tablet/Laptop unattended for any reason.
- Log-off before you change classes.

Classroom Habits

- Center the Tablet/Laptop on the desk/table.
- Close the lid of the Tablet before standing up.
- Lock the Tablet/Laptop before walking away from it.
- Follow all directions given by the teacher.

Care of Tablet/Laptop at Home (If Applicable)

- Charge the Tablet/Laptop fully each night.
- Store the Tablet/Laptop on a desk or table - never on the floor!
- Protect the Tablet/Laptop from:
 - ✓ Extreme heat or cold
 - ✓ Food and drinks
 - ✓ Small children
 - ✓ Pets

Traveling To and From School (If Applicable)

- Completely shut down the Tablet/Laptop before traveling.
- Do not leave the tablet in a vehicle.
- Use your backpack to carry the Tablet/Laptop.
- Stolen Tablet/Laptop are located through GPS and may be retrieved in cooperation with the local law enforcement agency.
- Use of Tablet/Laptop is restricted to usage in the classroom and under teacher supervision.
- The Tablet/Laptop must not be used in school buses or in transit

User responsibilities

Students are responsible for:

- bringing portable devices fully-charged to school every day
- maintaining virus protection, spam and filtering settings, set as a standard on the device
- backing up data securely
- carrying their device in an appropriate protective case at all times
- adhering to this Acceptable Use Agreement when using the machine, both at home and school, including during lunchtime or when not in the classroom.

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.



Agreement

- I understand that using the computer network is a privilege, which could be taken away from my student. Therefore he/she must follow the code of practice stated above.
- I will ensure the use of the device with a cover which has a label of my name and grade.
- I understand that appropriate action will be taken by the school authorities if the policy is not adhered to.

Students Name: _____

Grade: _____

Signature: _____

Parents Name: _____

Date: _____

Signature: _____



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