

Delany College Granville

ICT and Electronic Devices Policy



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Rationale

The purpose of Information and Communication Technologies (ICT) at Delany College is to:

- enhance student learning opportunities
- promote student achievement
- support the professional work of staff
- enhance the school's management information and business administration systems.

The use of ICT within school should be responsible, legal, appropriate and for educational purposes, and should follow the guidelines outlined in this policy. This policy applies to the use of all ICT for and electronic devices (such as mobile phones), whether provided by the school or the student. Both students and parents/guardians must read and sign this policy. It should then be returned to your mentor teacher.

Definitions

Information and Communications Technologies are any electronic device or related applications which allow users to record, send, access or receive information, in textual, audio, image or video form. These may include but are not restricted to:

- computer systems and related applications such as email and Internet
- web-based tools such as discussion forums, chat rooms, blogs, podcasts, social networking sites and instant messaging systems
- mobile devices such as mobile phones, PDAs, ipads
- fax machines
- imaging tools such as video or still cameras
- audio tools such as audio recording devices.

Acceptable uses

Students should:

Respect resources

- use ICT equipment and resources for educational purposes under teacher supervision
- follow teacher directions for accessing files, programs, email and Internet resources
- seek advice from a teacher before responding to online prompts
- delete emails from unknown sources without opening any attachments as they may contain a virus

Respect others

- respect the rights, beliefs and viewpoints of others
- follow the same standards of behaviour online as you are expected to follow in real life
- follow the Netiquette guidelines for online communications at the end of the document
- observe copyright rules by respecting the information, ideas and artistic works of others
- acknowledge the author or publisher of information from the Internet and do not claim the work or pictures as your own

Keep yourself safe online

- keep your passwords and personal work secure
- do not share your passwords with others
- use the Internet and email for educational purposes only
- use school provided email accounts, if provided, when communicating online
- seek teacher or parental advice before providing personal details online
- always get teacher permission before publishing any personal information or photos online

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Guidelines for ICT use

Students should refer to the following guidelines:

Using devices in the classroom

When using technology at the College, students should note the following guidelines:

- headphone use is not permitted while a teacher is addressing the students
- headphones may only be worn in class with the teacher's permission to complete assigned work, otherwise, they must be packed away
- when a teacher is talking, all technological devices should be placed face down or laptop screens should be 45° angle

Mobile phones

Mobile phones are not satisfactory devices to support learning in the classroom. The following guidelines apply to mobile phones:

- mobile phones are not to be used in any classroom unless the student is given express permission by teaching staff
- usage of phones includes, but is not limited to, accessing internet sites, messaging, phone calls, photographing and/or recording, use as a clock or watch, listening to music
- if a student requires multiple instructions to cease using a phone it will be treated as defiance.

Protecting and maintaining your equipment

Delany College is not responsible for damage, harm or theft of student owned devices. If the device is lost, stolen or damaged, the owner of the device is responsible for the cost of repairs or replacement. The College will not cover these costs, nor will it demand payment of costs from another person or family.

It is therefore in the student's interest to use some or all of the following guidelines with respect to protecting and maintaining ICT equipment:

- purchase and use a protective case for all equipment
- clearly label all equipment with a student name
- store equipment in a locker during recess and lunch times
- do not share passwords or PINs with any other student
- do not loan your equipment to another student
- do not leave the equipment unattended

Netiquette

Netiquette refers to guidelines and etiquette for appropriate online communication.

You should:

- ensure that email and online messages are written carefully and politely. You should also try to keep messages short and precise
- check e-mail frequently and delete unwanted messages promptly
- use appropriate language. Anything you post online is public
- respect the rights, beliefs and viewpoints of others
- follow the same standards of behaviour online as you are expected to follow in real life.
- ensure Caps Lock is off when typing text, as typing in all capitals is equivalent to online shouting

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Unacceptable uses

The following ICT recommendations should be followed:

Personal safety

Disclosure of personal information can expose users to inappropriate material, physical danger, unsolicited commercial material, financial risks, harassment and bullying, exploitation, unreliable information, nuisance and sabotage.

You should NOT:

- send or post detailed personal information, images or audio about yourself or other people
- personal contact information includes home address, telephone or mobile number, school address, work address, email addresses, etc
- meet with someone you have met online without your parent's/guardian's approval and participation

Illegal activities

Students need to be aware that they are subject to laws relating to harassment, assault, trafficking and computer offences.

An electronic audit trail may provide evidence of offences.

You should NOT:

- attempt to gain access to any computer system or service, to which you do not have authorised access. This includes attempting to log in through another person's account or accessing another person's files or emails
- make deliberate attempts to disrupt other people's use of ICT
- make deliberate attempts to destroy data by hacking, spreading computer viruses or by any other means
- engage in any illegal act, such as threatening the personal safety of others
- sale or the purchase of alcohol, engaging in criminal activity, etc
- install or use software which is not licensed by the school

Network security

You should NOT:

- provide your password to another person or in response to a request via email (even if it looks like the email comes from someone you know)
- look for network security problems, because this may be seen as an attempt to gain unauthorised access to the network
- post information that, if acted upon, could cause damage to or disrupt the network
- open e-mails from unknown sources

Inappropriate language

Restrictions against inappropriate language apply to public messages, private messages, and material posted on web pages.

Messages sent using the school's ICT systems may be monitored or scanned.

You should NOT:

- use obscene, profane, rude, threatening, sexist, racist, disrespectful or inappropriate language

Respect for privacy

You should NOT:

- re-post a message that was sent to you privately without the permission of the person who sent the message
- take photos, sound or video recordings of people, including background figures and voices, without their permission
- distribute private information, including photos or recordings, about another person without their permission

Respect for others

You should NOT:

- make personal attacks on another person
- harass another person. Harassment is persistently acting in a manner that distresses or annoys another person. If someone tells you to stop sending them messages, you must comply with their request
- send or post any inappropriate or inaccurate information, comments, images, video or audio about other people or organisations
- send or post personal information about other people without their permission

Respecting resource limits

You should NOT:

- use the College's ICT for other than educational activities
- download or send large files (>5 Mb) without teacher permission
- post or respond to chain letters or engage in "spamming". Spamming is sending an annoying or unnecessary message to a large number of people

Plagiarism and copyright

You should NOT:

- plagiarise works found on the Internet. Plagiarism is taking the ideas or writings of others and presenting them as if they were original to the user
- use material from the Internet in a manner which violates copyright laws
- access or use material from the Internet which relates to exam cheating or providing completed assignments

Access to inappropriate material

Attempts to access inappropriate material using the College's ICT are monitored and logged by the school or the CEDP.

Some inappropriate material may be filtered or blocked by the school or CEDP.

You should NOT:

- use ICT to access material that:
 - is profane or obscene (pornography)
 - advocates illegal acts
 - advocates violence or discrimination towards other people
- participate in online chats, discussion groups or mailing lists that are not relevant to your education
- access material which is not relevant to your education
- use the school ICTs to purchase, order or sell any goods

Respecting the privacy of others

The privacy and dignity of others should be respected at all times.

You should NOT:

- re-post a message that was sent privately to a student without that student's permission
- take photos, or record sound or video of people, including background figures and voices, without their permission
- distribute private information, including photos or recordings, about another person without their permission

Anti-bullying and ICT usage

Bullying is made up of behaviours intended to deliberately hurt, threaten, frighten or exclude someone by physical and non-physical means over extended periods of time. An individual or group may direct these behaviours towards another individual or group.

Someone is bullying another person when they *repeatedly* verbally or electronically abuse a person or group by calling them unpleasant names, by writing them nasty notes and/or messages, etc. The *Anti-bullying Policy* provides a comprehensive description of appropriate behaviours.

Any student who is asked to refrain from sending messages to another person should comply with that request immediately. If someone tells you to stop sending them messages, you must comply with their request.

You should NOT:

- make personal attacks, intimidate, threaten, tease or in any other way bully another person

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Notification of inappropriate use of ICT

You should:

- disclose to your teacher any messages you receive that are inappropriate or disturb you
- notify the College if you identify a possible security problem
- immediately disclose to your Student Learning Leader accidental access to inappropriate material. This will protect you against an allegation that you have intentionally violated the School Acceptable Use Policy
- notify Student Learning Leader if you are offended by another person's use of ICT

IT Support Services

The College provides a range of support services for students.

Student IT Support

- troubleshooting and resolution before school begins and both recess and lunch times
- advice and, where possible, assistance with IT software required for learning purposes

ICT device loans

- the College has a number of ICT devices that are available for loan to students
- a device will be loaned where a parent has contacted the College to request a loan, where the student Learning Leader requests a loan device on behalf of a student, or other reasons deemed appropriate by the IT Services coordinator
- loan devices become the responsibility of the student and all aspects of this Policy apply
- a student also assumes responsibility for the safety of the device and will be accountable for repair or replacement if damage occurs while on loan.

Printing services

- students are able to print in the library ONLY and are only allowed to print before school, recess and lunch (when the library is open)
- students may not use class time to print their work unless a class teacher provides written permission AND the librarian is available to provide supervision at that time

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Consequences of improper use

Breach of any part of this policy will be recorded and may be subject to the listed consequences:

- loss of access privileges for a period of time
- informing and/or meeting parents/guardians
- detention or suspension
- police intervention
- legal action.

Persistent refusal to follow directions from staff regarding ICT usage will be treated as defiance which is described in the *Dignity and Wellbeing Policy*.

Confiscation of ICT and electronic devices

Confiscation of a student's device can occur only under the following circumstances:

- teaching staff may request a student to place their device on the teacher's desk
- teaching staff may confiscate a device if it is being used in a way that endangers the physical safety of others
- teaching staff may report dangerous or inappropriate ICT usage to the Assistant Principal who, after appropriate investigation, may confiscate the device

Confiscated devices will not be returned to a student. A parent or guardian must attend the College to meet with the Assistant Principal and have the device returned to them at this stage.

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Letter of agreement

Student

I understand and will abide by the College's ICT and Electronic Devices Policy. If the guidelines or regulations are disregarded or broken my access privileges may be revoked, and disciplinary and/or legal action may be taken.

I have the read and agree to the ICT policy? YES NO

Name: _____ Homeroom: _____

Signature: _____ Date: _____

Parent or Guardian

As the parent or guardian of this student, I have read the ICT and Electronic Devices Policy. I understand that these resources are designed for learning purposes and that this policy is designed to maximise the effective of these resources. I give permission for my child to be given access to information and communication technologies as deemed appropriate by the school, including access to email and the Internet, and that he/she is held accountable to this policy.

Name: _____

Signature: _____ Date: _____