Information Communication Technology (ICT)
Acceptable Use Procedure

1 . Our values

Yeronga State High School is committed to fostering a school environment that is supportive, respectful, compatible with human rights and provides all students with opportunities to engage in quality learning.

Effective learning communities are evolving towards personalised and integrated learning experiences for the digital generation. Increasingly in our classrooms more learning is taking place online or is supported through online services. Yeronga State High School aligns to the [Department of Education Digital strate 2019-2023](#) *IT's all connected: For creative, connected and engaged learners now and in the future.*

2. Purpose

Information and communication technology (ICT), including access to and use of the internet and email, are essential tools for schools in the provision of innovative educational programs.

Schools are constantly exploring contemporary ways to incorporate safe and secure ICT use into learning programs.

Yeronga State High School acknowledges that students use ICT as an essential part of their learning and to equip them to live and work successfully in the digital world. This document will outline the procedures to support students as they learn to become:

- Skilled and knowledgeable users of ICT to explore, create and communicate.
- Digital citizens who consider the ethical and social impacts of using ICT.

3. Definitions

Mobile device: A portable computing or communications device with information storage capability that can be used from a non-fixed location. Mobile devices include mobile and smart phones, laptops, notebooks, tablets, personal digital assistants (PDA), eBook readers, game devices, voice recording devices, cameras, USB drives, flash drives, DVDs/CDs or hard disks, and other electronic storage media or hand-held devices that provide retention and mobility of data; mobile device ear bud, ear phone accessories.

Personal mobile device: A mobile device owned wholly by the individual and not by the department.

4. Authorisation and controls

The principal reserves the right to restrict student access to the school's ICT services, facilities and devices if access and usage requirements are not met or are breached. Restricted access will not disrupt the provision of the student's educational program.The department monitors access to and use of its network. For example, email and internet monitoring occurs to identify inappropriate use, protect system security and maintain system performance in determining compliance with state and departmental policy.The department may conduct security audits and scans, and restrict or deny access to the department's network by any personal mobile device if there is any suspicion that the integrity of the network might be at risk.

5. Responsibilities for using Yeronga SHS's ICT facilities and devices

At all times students, while using the department's ICT services, facilities and devices, are required to act in line with the requirements of the Yeron a State High School Student Code of Conduct. In addition, students and their parents/carers should understand the following responsibility and behaviour requirements:

- Students are expected to demonstrate safe, lawful and ethical behaviour when using Yeronga State High School's ICT network, as outlined in the Student Code of Conduct.
- Students are to be aware of the occupational health and safety issues when using computers and other learning devices.
- Parents/carers are also responsible for ensuring students understand the Yeronga State High School's ICT access and usage requirements, including the acceptable and unacceptable behaviours.
- Parents/carers are responsible for appropriate internet use by students outside the school environment when using a school-owned or school-provided device.
- Yeronga State High School will educate students regarding cyber-bullying, safe internet and email practices, and health and safety regarding the physical use of ICT devices.
  Students have the responsibility to implement these safe practices.
- Use of Yeronga State High School's ICT network is secured with a username and password. The password must be difficult enough so that it cannot be guessed by other users and is to be kept private by the student and not shared with others.
- Students cannot use another student's or staff member's username or password to access the school network. This includes not browsing or accessing another person's files, home or local drive, email or accessing unauthorised network drives or systems.
- Students should not share personal information via the internet or email for reasons not directly connected to fulfil the requirements of the school's educational program.
- Students will be taught that copying software, information, graphics or other data files may violate copyright laws without warning and be subject to prosecution from enforcement agencies.

6. Acceptable/appropriate use/behaviour by a student

While at school it is acceptable for students to:

use mobile devices for:

- Subject lessons, only for assigned class work and assignments set by teachers and relating to the subject lesson at the time.
- Developing appropriate literacy communication and information skills.
- Authoring text, artwork, audio and visual material for publication on the intranet or internet for education purposes, as supervised and approved by the school.
- Conducting general research for school activities and projects.
- Communicating or collaborating with other students, teachers, parents or experts in relation to school work.
- Accessing online references, for example dictionaries, encyclopedia resources.
- Researching and learning through the department's e-learning environment.

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While at school it is acceptable for students to:

- Be courteous, considerate and respectful of others when using a mobile device.
- Switch off and place out of sight the mobile device during classes, when the device is not being used in a teacher-directed activity to enhance learning.
- Use their personal mobile device for private use before or after school, or during recess and lunch breaks, in accordance with the Student Code of Conduct.
- Seek teacher's approval where they wish to use a mobile device under special circumstances.

7. Unacceptable/inappropriate use/behaviour by a student

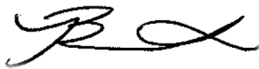**While at school it is unacceptable for students to:**

- Use a mobile device in an unlawful manner.
- Use a mobile device in technology-free designated spaces or times.
- Download, distribute or publish offensive messages or pictures.
- Use a mobile device to relay obscene, inflammatory, racist, discriminatory or derogatory language.
- Use a mobile device to relay language and/or threats of violence that may amount to bullying and/or harassment, or stalking.
- Use a mobile device to insult, impersonate, harass or attack others or use obscene or abusive language.
- Use a mobile device to deliberately waste printing and internet resources.
- Damage computers, printers or network equipment.
- Commit plagiarism or violate copyright laws.
- Ignore teacher directions regarding the use of social media, online email and internet chat.
- Send chain letters or spam email (junk mail).
- Share their own or other's personal information and/or images which could result in risk to themselves or another person's safety.
- Knowingly download viruses or any other programs capable of breaching the department's network security.
- Use in-device camera inappropriately and/or illegally and/or without specific permission from the teacher. This applies to all areas of the school, including classrooms.
- Invade someone's privacy by recording personal conversations or daily activities and/or the further distribution of such material, for example forwarding, texting, uploading, Bluetooth.
- Complete assigned class work and assignments in a non-related subject lesson, unless with permission from the teacher of the subject lesson at the time; for example, completing assigned mathematics work in an English lesson.
- Use the mobile device (including those with Bluetooth functionality) during examinations or assessments unless expressly permitted by school staff.
- Use proxy servers, torrents, on- and offline gaming.

8. Sign-off

On enrolment, the student and their parent/carer will sign-off on the ICT Acceptable Use Agreement. Following this, the student and their parent/carer will be required to sign-off annually to ensure the agreement is sustained through the period of enrolment at Yeronga State High School.

9. Endorsement

Yours Sincerely

Timothy Barraud

Effective date: May 2021
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