

## **Eatons Hill State School**

### **ACCEPTABLE USE OF ICT SERVICES, FACILITIES AND DEVICES**

The measures to ensure the acceptable use of ICT services, facilities and devices at Eatons Hill State School are based on our key virtues. To assist us to enhance learning through the safe use of information and communication technologies (ICTs), we ask you to read this document and sign the attached Acceptable Use of ICT Services, Facilities and Devices Form.

The computer network, Internet access facilities, computers and other ICT equipment/devices bring great benefits to the teaching and learning programs at our school and to the effective operation of the school. All ICT equipment on school premises is for educational purposes appropriate to this environment, whether it is used on or off the site.

The overall goal of Eatons Hill State School is to create and maintain a safe and positive digital literacy learning environment that is in keeping with our values and with legislative and professional obligations. BYOD IPAD Program Handbook includes information about student and staff obligations, responsibilities, and the nature of possible consequences associated with cyber-safety breaches that undermine the safety of the school environment.

Material sent and received using the network may be monitored and filtering and monitoring software are in place to restrict access to certain sites and data, including e-mail.

Attempts to access inappropriate sites by conducting searches based on inappropriate words or topics and emails containing unacceptable language are identified electronically and referred to the Systems Administrator for follow up. As identification relates to student logon information, password security is an important safeguard for all students and staff.

All students will be issued with a copy of the BYOD IPAD Program Handbook and once the Acceptable Use of ICT Services, Facilities and Devices agreement form has been signed and returned to school, students will be able to use the school ICT equipment.

Please contact our school if you have any concerns about your child's safety in using the Internet and ICT equipment/devices.

### **TERMINOLOGY**

**Cyber-safety** refers to the safe use of the Internet and ICT equipment and devices, including mobile phones.

**School ICT** refers to the school's computer network, Internet access facilities, computers, and other ICT equipment and devices as outlined below.

**ICT equipment and devices** include computers (such as desktops, laptops, PDAs), storage devices (such as USB and flash memory devices, CDs, DVDs), cameras (such as video and digital cameras and webcams), all types of mobile phones, gaming consoles, video and audio players/receivers (such as portable CD and DVD players), and any other, similar technologies.

**Inappropriate material** means material that deals with matters such as sexual behaviour, cruelty or violence in a manner that is likely to be injurious to children or incompatible with a nurturing school environment.

**E-crime** occurs when computers or other electronic communication equipment/devices (e.g. Internet, mobile phones) are used to commit an offence, are targeted in an offence, or act as storage devices in an offence.

## **CYBER-BULLYING**

**Cyber-bullying** is bullying which uses e-technology as a means of victimising others. It is the repeated or ongoing use of an Internet service or mobile technologies such as e-mail, chat room discussion groups, instant messaging, web pages or text messaging with the intention of tormenting, threatening, harassing, humiliating or otherwise targeting another person.

**No-one has the right to bully another person.** At its most serious, cyber bullying is illegal and can be investigated by the police.

**Staff members** have the responsibility to ensure that:

- students are informed and educated about safe and appropriate cyber communication and usage in particular the Acceptable use of ICT services, facilities and devices User Agreement Guidelines for our school
- students and staff are aware of the nature of cyber bullying and its potential impacts on both the victim and the perpetrator
- students are aware of the consequences of cyber bullying
- all cases of cyber bullying are reported and responded to promptly
- there is supervision of technology use that is effective for monitoring and deterring cyber bullying

**Students** have a responsibility to ensure that they:

- do not participate in cyber bullying
- do not use mobile phones, cameras or other ICT equipment or devices without authorisation by the principal or a teacher or to record audio and visual material that is not authorised as part of the school curriculum program
- do not breach the privacy of students, staff and members of the school community through any unauthorised recording or filming
- do not disseminate inappropriate information through digital media or other means
- report incidents of cyber bullying to a member of staff or trusted adult

## **ICT AND THE CURRICULUM**

Students use ICT as an integral part of their learning and to equip them to live and work successfully in the digital world. In the Prep to Year 10 Australian Curriculum in all learning areas, students develop capability in using ICT for tasks associated with information access and management, information creation and presentation, problem-solving, decision-making, communication, creative expression and empirical reasoning. This includes conducting research, creating multimedia information products, analysing data, designing solutions to problems, controlling processes and devices, and supporting computation while working independently and in collaboration with others.

Students develop knowledge, skills and dispositions around ICT and its use, and the ability to transfer these across environments and applications. They learn to use ICT with confidence, care and consideration, understanding its possibilities, limitations and impact on individuals, groups and communities.

## **ACCEPTABLE USE OF ICT SERVICES, FACILITIES AND DEVICES FORM**

### **Parent or Guardian:**

I understand that the school provides my child with access to the school's information and communication technology (ICT) services, facilities and devices (including the internet) for valuable learning experiences. In regards to internet access, I understand that this will give my child access to information from around the world; that the school cannot control what is available online; and that a small part of that information can be illegal, dangerous or offensive.

I accept that, while teachers will always exercise their duty of care, protection against exposure to harmful information should depend upon responsible use by my child. Additionally, I will ensure that my child understands and adheres to the school's appropriate behaviour requirements and will not engage in inappropriate use of the school's ICT services, facilities and devices. Furthermore, I will advise the school if any inappropriate material is received by my child that may have come from the school or from other students.

I understand that the school is not responsible for safeguarding information stored by my child on a departmentally-owned student computer or mobile device.

I understand that the school may remotely access the departmentally-owned student computer or mobile device for management purposes.

I understand that the school does not accept liability for any loss or damage suffered to personal mobile devices as a result of using the department's services, facilities and devices. Further, no liability will be accepted by the school in the event of loss, theft or damage to any mobile device unless it can be established that the loss, theft or damage resulted from the school's/department's negligence.

I believe \_\_\_\_\_ (name of student) understands this responsibility, and I hereby give my permission for him/her to access and use the school's ICT services, facilities and devices (including the internet) under the school rules. I understand where inappropriate online behaviours negatively affect the good order and management of the school, the school may commence disciplinary actions in line with this user agreement or the [Student Code of Conduct](#). This may include loss of access and usage of the school's ICT services, facilities and devices for some time.

I have read and understood this BYOD IPAD Program Handbook and the [Student Code of Conduct](#).

I agree to abide by the above rules / the procedure/policy/statement/guideline.

\_\_\_\_\_ (Parent/Guardian's name)

\_\_\_\_\_ (Parent/Guardian's signature) \_\_\_\_\_ (Date)