WHITES HILL STATE COLLEGE
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College ICT Policy

1. **SCOPE:**

   The ICT policy is intended to detail the appropriate use of ICTs within the school. ICTs within the school may include school owned ICTs or ICTs owned by students.

2. **PURPOSE:**

   Whites Hill State College is committed to providing opportunities for students to utilise ICTs for learning enhancement. Further, the college is committed to providing a safe school environment where ICTS are used for educational purposes only.

3. **POLICY STATEMENT:**

   a) Student Agreement for College ICT – see appendix 1

   b) Student Electronic Device Agreement – see appendix 2

   c) Computer Room Usage Agreement – see appendix 3

4. **RESPONSIBILITIES:**

   LINE MANGERS: Support the responsible use and maintenance of ICTs for their staff and students in accordance with this policy.

   STAFF: Responsibility to follow this policy to ensure that ICTs within the school are used and maintained responsibly and safely.

   BSM: To assist administration team to maintain records of student ICTs.

   STUDENTS: Responsibility to follow this policy to ensure that ICTs within the school are used and maintained responsibly and safely. Students who are intending to use ICTs within the school, are required to sign and agree to the Student Agreement for College ICT (see appendix 1) and the Student electronic device agreement (see appendix 2)

5. **RELATED POLICIES OR PROCEDURES:**

   Details of student use of ICTS is referred to in the Responsible Behaviour Plan for students. The latest version of this plan can be found on the school website.

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Appendix 1 Student Agreement for College ICT

Student name:		Date:

Information and Communications Technology User Agreement

Guidelines for Information and Communications Technology (ICT) use at Whites Hill State College

Information and Communications Technology (ICT) facilities and devices provide innovative and engaging opportunities for teaching and learning both inside and outside of the classroom environment. ICT at Whites Hill State College (from here on referred to as WHSC) are primarily designed for educational and research purposes. This User Agreement sets out the expectations for acceptable use of ICT for all students.

This agreement is designed to reflect the Department of Education's (DoE) policies relating to Acceptable use of ICT and Managing Electronic Identities in a way that is relevant to, and relatable for, all students.

Every student at WHSC is provided with a copy of this ICT User Agreement for review, discussion and signing with their parent/ caregiver. This user agreement will remain in effect for the duration of the student's enrolment at WHSC. In the event that any amendments or additions are required to be made to this agreement, you will be advised in writing.

WHSC is committed to promoting and maintaining a culture of online behaviour that provides a safe, respectful and disciplined environment for students and staff. With the support of DoE, WHSC employs systems to assist in managing and monitoring student access to ICT and avoiding and reducing access to harmful online content and materials.

While every reasonable effort is made by the school to ensure students' use of ICT is safe and positive, developing positive online behaviours and protecting against negative influence is an ongoing and collaborative task that requires the active involvement of parents and caregivers. It is encouraged and expected that parents and caregivers will discuss this user agreement with their child.

Online behaviours can impact upon students' right to learn, teachers' ability to teach and the ability of the school to provide a safe, supportive learning environment. 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 Responsible Behaviour Management Plan.

WHSC invites parents and caregivers to contact school staff to discuss any questions about cybersafety or this user agreement.

Principles of ICT use

1. Online behaviours require the same attention to etiquette, courtesy and accountability as any other behaviour. I understand that online behaviours and content are capable of being shared online and reposted to a large audience.

2. The use of ICT is a privilege and misuse may result in my access being restricted, suspended or subject to increased monitoring and supervision.

3. Despite departmental systems to manage access to information on the Internet, illegal, dangerous or offensive content may be accessed or accidentally displayed. To minimize the risk of students accessing illegal, dangerous or offensive material, it is a requirement that all ICT devices be connected to the school's Wi-Fi network. As such, the use of cellular data or "hot spotting" to a mobile phone is prohibited.

4. Online behaviour can form the basis for criminal offences. The school may need to report serious instances of inappropriate online behaviour or content to police.

5. Behaviour that is in violation of this acceptable use agreement may form the basis for the school to take disciplinary action against me.

6. WHSC restricts the use of personal ICT devices on school grounds. Personal ICT devices (including iPads) are used at their owners' risk. No liability will be accepted by the school or Department in the event of loss, theft or damage to any device unless it can be established that the loss, theft or damage resulted from the Department's negligence. To decrease the likelihood of damage, ICT devices can only be used inside of designated learning areas.

7. In the event that the use of a personal ICT device (other than an iPad) is required for educational purposes, it is the responsibility of the student, with their parent/caregiver, to negotiate with the school for special permission to use the private ICT device during school hours and/or on the school network.

Agreement for acceptable use

- I will use only my designated personal account to access the school ICT and network.

- I will protect my account information, including username and passwords, and will not share this information with any other person.

- If I become aware that another student's account details are being shared, I will advise a teacher or responsible staff member as soon as possible.

- If I find any online content that is offensive, abusive or that I know is against the school's responsible behaviour management plan, I will report this to a teacher as soon as possible.

- I will not save copy or distribute any offensive or inappropriate material content to any other person.

- I will use all equipment with care, and I understand that I am responsible for, and agree to pay for all damage that is the result of my misuse of the computer network and ICT related hardware including, but not limited to; desktop computers, laptops, iPads and digital and/or video cameras.

- I understand that I am responsible for any damage that may come to my personal ICT device and the cost incurred for repairing it including if I loan my device to another student.

- I will only use ITC devices for teacher directed activities.

- I will not change any device's set-up without explicit permission from the class teacher.

- I understand that I am not to make any posts or upload photos that can identify any student or Whites Hill State College on social media.

- I am to respect everyone else's privacy by not posting or recording conversations or photos of their person or work without their expressed permission.

- I understand that my online behaviours are capable of impacting on the good order and management of the school whether I am using the school's ICT inside or outside of school hours. I will strive to ensure that my online behaviour complies with this user agreement at all times.

- I understand that school staff, with the support of the Department, will always exercise their duty of care, but avoiding or reducing access to harmful content also requires that I am responsible in my use of the ICT network and obey acceptable use policies and teacher directions.

- I understand that the school and the Department monitor access to and usage of the ICT network. For example, email monitoring will occur to identify inappropriate use, protect system security, maintain system performance, determine compliance with State and departmental policy and determine compliance with State and Federal legislation and regulation.

- By signing this document, I acknowledge that I accept the principles and guidelines contained within it and understand my responsibilities in using ICT while enrolled at WHSC.

Student signature:		Date:	
Parent / Guardian signature:		Date:	

Appropriate use of social media

1. WHSC embraces the amazing opportunities that technology and the internet provide to students for learning, being creative and socialising online. Use of online communication and social media sites and apps can provide positive social development experiences through an opportunity to develop friendships and shape identities.

2. When used safely, social media sites and apps such as Facebook. Twitter and Instagram can provide positive opportunities for social learning and development. However, inappropriate, or misguided, use can lead to negative outcomes for the user and others.

3. WHSC is committed to promoting the responsible and positive use of social media sites and apps.

4. No student of WHSC will face disciplinary action for simply having an account on Facebook or other social media site.

5. It is unacceptable for students to bully, harass or victimise another person whether within WHSC's grounds or while online. Inappropriate online behaviours can have a negative impact on student learning and the good order and management of WHSC — whether those behaviours occur during or outside school hours.

6. This policy reflects the importance of students at WHSC engaging in appropriate online behaviour.

Role of social media

- The majority of young people use social media sites and apps on a daily basis for schoolwork, entertainment and to keep in contact with friends. Unfortunately, some young people misuse social media technologies and engage in cyberbullying.

- Social media by its nature will result in the disclosure and sharing of personal information. By signing up for a social media account, users are providing their personal information.

- Students need to remember that the internet is a free space and many social media sites and apps, like Twitter, have limited restrictions placed upon allowable content and regulated procedures for the removal of concerning posts

- Social media sites and apps are designed to share online content widely and rapidly. Once students place information and/or pictures online, they have little to no control over how that content is used.

- The internet reaches a global audience Even if students think that comments or photos have been deleted, there can be archived records of the material that will continue to be searchable into the future.

- Inappropriate online behaviour has the potential to embarrass and affect students, others and the school for years to come.

Appropriate use of social media

- Students of WHSC are expected to engage in the appropriate use of social media. Specific examples of appropriate use of social media sites and apps include:

  - ensuring that personal information, such as full name, address, phone number, school name and location or anyone else's personal information, is not shared.

  - thinking about what they want to say or post, and how it could be interpreted by others, before putting it online. Remember, once content is posted online you lose control over it. Students should not post content online that they would be uncomfortable saying or showing to their parents' face or shouting in a crowded room.

  - remembering that it can be difficult to work out whether messages typed on social media sites and apps are meant to be funny or sarcastic. Tone of voice and context is often lost which can lead to unintended consequences. If students think a message may be misinterpreted, they should be cautious and make the decision not to post it.

  - never provoking, or engaging with, another user who is displaying inappropriate or abusive behaviour. There is no need to respond to a cyberbully. Students should report cyberbullying concerns to a teacher and allow the teacher to record and deal with the online concern.

- If inappropriate online behaviour impacts on the good order and management of WHSC the school may impose disciplinary consequences for that behaviour regardless of whether the behaviour occurs during or outside of school hours.

- Disciplinary consequences could include suspension and/or exclusion. In serious cases of inappropriate online behaviour, the school may also make a report to the police for further investigation.

- WHSC will not become involved in concerns of cyberbullying or inappropriate online behaviour where the incident in question does not impact upon the good order and management of the school. For example, where cyberbullying occurs between a student of this school and a student of another school outside school hours. Such an incident will be a matter for parents and/or police to resolve.

Laws and consequences of inappropriate online behaviour and cyberbullying

- Inappropriate online behaviour may in certain circumstances constitute a criminal offence. Both the *Criminal Code Act 1995* (Cth) and the *Criminal Code Act 1899* (Qld) contain relevant provisions applicable to cyberbullying.

- The Commonwealth Criminal Code outlines a number of criminal offences concerning telecommunications services. The most relevant offence for cyberbullying is 'using a carriage service to menace, harass or cause offence to another person'.

- The Queensland Criminal Code contains several applicable sections for cyberbullying. Potential relevant criminal offences are:

  - Unlawful stalking

  - Computer hacking and misuse

  - Possession of child exploitation material

  - Involving a child in making child exploitation material

  - Making child exploitation material

  - Distribution of child exploitation material

  - Criminal defamation

- There are significant penalties for these offences.

- WHSC strives to create positive environments for all students at all times of the day, including while online. To help in achieving this goal, WHSC expects its students to engage in positive online behaviours.

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Appendix 2 The Use of Personal Electronic Devices at School

Personal electronic devices

- Students bring personal electronic devices to school at their own risk. Personal electronic devices include, portable gaming devices, phones, mp3/4 players, smart watches, cameras, voice recording devices and laptops or iPads/tablets that are not permitted to be connected to the school network.
- Personal electronic devices will be confiscated by staff if they are seen or heard between 8.45am and 2.55pm. Confiscated items are to be logged at student services, and available for collection at the end of the school day. Consequences will apply as per the Whites Hill State College Student Code of Conduct.

School supported devices

- Students in years 7 – 9 are permitted and encouraged to bring an iPad to school. Students will be required to have the school IT department configure their device forschool use.
- Students in years 10 – 12 are permitted and encouraged to purchase a school designated laptop through the school IT department. To purchase a laptop through theschool, student and parents/caregivers can collect forms at the main administration.
- Only school recommended devices for years 7-12 can be used by students within theschool.
- Students in Prep year to Year 6 are not recommended to purchase their own school supported device and will be provided with access to ICTs as suited to their personallearning.
- Students who require the use of a personal assistive technology device (for example toassist with a medical condition or other disability or for a special project) should negotiate a special circumstances arrangement with the Head of School or Principal.

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Appendix 3 Computer Room Usage Agreement

Booking of Computer Room and IT Resources:

- Computer rooms must be booked using the "Room Booker" tool on the WHSC TeamSite. If you have not entered your class details into this application, classes are not permitted to be in the computer room.
- Computer room D2 is only available for ICT classes and senior business classes (there are permanent bookings for these classes). Under special circumstances, it is possible this room may be booked for other classes in consultation with the IT HOD.
- Computer rooms may only be booked for curriculum purposes.
- Primary iPads must be booked out in teacher's name in class sets using the Bookmark barcoded program.
- Any devices currently positioned in classrooms must not be moved unless permission is granted by HOS in consultation with IT HOD.

Use of Computer Labs:

- Students in computer labs must be actively supervised by a teacher at all times.
- Food and drinks (including water) are not permitted in computer labs.
- Students in computer labs may only use computers for curriculum purposes.
- Each computer lab has a folder containing blank seating plans and a log for IT maintenance on the teacher's desk.
- The teacher is responsible for checking computers at the beginning of the lesson and reporting any damage to the IT HOD immediately.
- The teacher must record a seating plan for computer room usage each time the room is used by their class. This seating plan is to be recorded in the folder in the room.
- The teacher is to add any minor maintenance tasks to the log in the folder in the computer lab. This maintenance log, is not to be used for damage of hardware, in this case the IT HOD needs to be notified immediately.
- If damage occurs and the procedures have not been followed and students can't be identified as the source of the damage, the teacher's curriculum area will be responsible for paying for replacement and/or repair required.