

Responsible Use of Technology at Scots All Saints College

I Responsible Use of Technology at Scots Scots All Saints College

(Please read this document carefully, sign and return to the Registrar's Office)

Responsible use of technology includes:

1. Being a responsible user.

The use of information technology at Scots All Saints College is focused on educational purposes. However, as these devices can also be used for personal and recreational purposes, it is important that students are aware of the expectations for the use of technology at school. In some cases students' behaviour is guided by clearly stated rules and expectations of the College, but in other cases, they must make wise decisions about their own behaviour. These decisions should be dictated by a sense of good citizenship and as a responsible member of the All Saints' community. Students should be aware that these expectations apply to any device used at Scots All Saints College.

2. Protecting your identity and personal information.

With the increasing spread and availability of information networks, safeguarding your personal information has become extremely important. Once any information is placed on the Internet it is likely that it will remain there for a very long time. Personal information also extends beyond names, phone numbers, student ID numbers and addresses, but also to such things as user names and passwords. It is therefore very important that students treat their own and others' personal information with great care. Students should never share user accounts or passwords, especially those that are close to their actual identity (e.g. email, social networks). All personal information, such as home addresses, phone numbers and full names, should always be kept private and never revealed on the Internet.

3. Respecting and protecting the privacy of others, including (but not limited to):

- using only your own assigned account
- not viewing, using or copying passwords and data for which you are not authorised
- not distributing private information in any form (including, but not limited to emails, photographs, mobile phones and the Internet) about others or yourself

4. Respecting and protecting the integrity, availability, and security of all College resources, including (but not limited to):

- observing all College network security practices
- not providing passwords or access to the College network to another student or anyone outside the College
- not destroying or damaging data, networks, or other resources
- not installing any software onto the network without authorisation from the IT Manager
- not hacking or attempting to gain unauthorised access to files or the network of any organisation or individual
- printing only that which is necessary for school work
- avoiding excessive use of bandwidth, particularly where alternatives are available. (This includes such activities as watching YouTube for recreation, or simply listening to music).
- not removing identifying barcode tags affixed to any College equipment

5. Respecting and protecting the intellectual property of others, including (but not limited to):

- not altering, moving or deleting files belonging to others
- not plagiarising, copying or presenting the work of others as your own
- not infringing or violating copyright laws (including copying and transmitting documents, software, music, games and/or video files) without license or permission. (Such games or music should be legally acquired).

6. Respecting and practising principles of mutual respect, including (but not limited to):

- communicating only in ways that are appropriate and respectful. (Harassing, insulting, defaming or attacking others through any digital communication amounts to cyber-bullying and is not acceptable)
- not accessing, downloading, sending or displaying offensive, abusive, racist, pornographic, sexist, obscene language or excessively violent material in any electronic communication
- not sending emails that contain information which is abusive, impolite, offensive, defamatory, inaccurate or illegal
- not sending spam, chain letters, or other unsolicited mass mailings
- not accessing sites, applications or files during class time that are not relevant to the lesson
- accessing only appropriate sites (Inappropriate sites include, but are not limited to sites that are illegal, pornographic or contain inappropriate or obscene sexual material, advocate hate/violence, contain discriminatory material or other inappropriate games or software)
- the appropriate use of group messaging and peer-to-peer networking
- computer use should not be disruptive to other students who are working nearby including the use of headphones at all times when listening to audio
- the College reserves the right to search devices owned by students for content specific to a suspected breach of the Responsible Use of Mobile Phones & Other Mobile Devices at ASC.

Many of the inappropriate behaviours listed here are now also defined by our society as illegal actions. Failure to adhere to some of the principles of mutual respect could result in legal action being brought against the individuals involved.

Students should also be aware that individual teachers will have different rules for classroom use of IT and it is the student's responsibility to be aware of these rules and to adhere to them.

7. Ensuring that all material which is stored on your personal device or on the College network is age-appropriate as per the Government classifications systems.

- See www.classification.gov.au for current details.

8. Respecting and protecting College equipment, including (but not limited to):

- Not deliberately damaging, defacing, unplugging or moving computers and other technology equipment.

9. Sharing work online in an appropriate manner, including (but not limited to):

- Keeping personal information private
- Treating online spaces with the same respect as classroom spaces. (Language or images that are inappropriate for class are equally not appropriate online).

II Responsible Use of Mobile Phones and other mobile devices at Scots All Saints College

The College acknowledges that mobile phones have become a normal and accepted part of modern life. They are a technology that enables everyone to maintain contact in a variety of ways, deal with emergencies, play games, listen to music and access the internet.

While there are occasions when it is genuinely appropriate and beneficial for students to have access to mobile phones to contact parents in emergencies or confirm arrangements, there are occasions during the normal school day when the use of these devices by students needs to be restricted.

Abiding by the following College guidelines should lead to the sensible and trouble-free use of mobile phones and other digital devices by students at Scots All Saints College. Remember these guidelines also apply to the College boarding houses, during school excursions, camps and co-curricular activities.

Mobile Phone and other digital device use and expectations:

- every student's mobile phone should have a disabling facility
- students should display courtesy, consideration and respect for others whenever they are using a mobile phone
- students should limit their use of mobile phones to before school, after school and during recess and lunch breaks.
- every mobile phone should be switched off and out of sight during all classes, assemblies and Chapel services
- some teachers may allow phones to be used in class to look up information or listen to music and this is at the discretion of the individual teacher
- earplugs or headphones are not to be worn while moving around the College campus for safety and social reasons
- under no circumstances should any devices be brought into examination rooms
- phone cameras are not to be used any place where a normal camera would be considered inappropriate (for example in change rooms or toilets)
- students must not photograph or film other individuals without their consent
- under no circumstances should a student send harassing or threatening messages
- mobile phones and other portable digital devices are brought onto College property and used at their owners' risk.
- no liability will be accepted by the College in the event of the loss, theft or damage of any device on College property
- the College reserves the right to ban the taking of devices by students on excursions if deemed appropriate

III Network Access Guidelines

By logging onto and accessing the Scots All Saints College network you AGREE to:

(please tick each as you read)

- be courteous and use appropriate language at all times
- respect the rights of others
- report any rude, abusive or threatening messages you receive via the network to your teacher or Head of House
- report any suspected security breach to the IT Manager

You agree NOT to:

(please tick each as you read)

- allow any other person to use your network account
- give your password to another person
- deliberately access internet websites that:
 - contain pornography, explicit language
 - are racially or gender- biased
 - advocate or portray extreme violence
 - advocate or provide for illegal or illicit activities such as gambling or drug use
- provide dating services
- participate in chat rooms
- vandalise the college network, computers, printers, terminals, software or any other associated service
- use the internet for commercial or financial gain
- use the internet for political purposes
- send anonymous messages
- create and/or distribute virus or spyware
- download any material that is subject to copyright, including but not limited text, music, games, video or graphic
- download and/or run any executable program without permission of the IT Manager
- waste College resources by spending unnecessary time on the network and/or unnecessary printing

You are AWARE that:

(please tick each as you read)

- the College monitors internet and email use
- student data should be stored on the H Drive only and not on individual college computers. Each student may store up to 3GB of data on their H Drive each year. Files stored should be relevant only to each student's schoolwork. If a student reaches his/her limit during the year he/she will need to delete some files.
- At the end of each year students should save any work they want to keep on a USB drive and take it home as all student drives will be deleted over the Christmas break so that everyone begins each new school year with 3 GB of available space.
- if you do not abide by the College guidelines you will be dealt with under the Policy on Student Discipline
- you will be required to change your password regularly

Student Network Access Agreement

Having read and agreed to the above please complete the following and return to the Registrar's Office

Student

I have read and understood the:

- Responsible Use of Technology At Scots All Saints College
- Including the Student Network Access Guidelines and Responsible Use of Mobile Phones & other Mobile Services Guidelines

and will follow the acceptable Internet protocols at all times. I agree that the College's judgement in relation to any violation of this privilege will be final.

Name: _____

Signature: _____ Date _____

Parent/Guardian Approval

I understand the College provides student with access to the Internet for educational and communication purposes.

I understand that it is possible for students to inadvertently gain access to offensive or inappropriate material even though all steps will be taken to avoid this occurring whilst at the College.

I agree to my son/daughter _____ utilising the facility at Scots All Saints College and I accept the guidelines outlined in the Student Network Access Guidelines; including the Responsible use of Technology Guidelines and the Responsible Use of Mobile Phones & other Mobile Services Guidelines.

Name: _____

Signature: _____ Date _____

Who to approach if you need help or have any questions relating to the proper use of technology at Scots All Saints College:

- 1) it@scotsallsaints.nsw.edu.au
- 2) library@scotsallsaints.nsw.edu.au
- 3) Your Head of House
- 4) Your Head of Boarding