



# Edinburgh College

# Cybersafety

# Policy

## *Information Communication Technology*

## *Acceptable Use Policy*

### Document History

This policy is to be ratified by the School Council on Feb 2017

The life cycle of this policy is three years. It will be reviewed in 2020

*Within our Christian Environment at Edinburgh College we want to develop willing learners who are respectful, responsible and resilient, and who have a heart for service in their community.*

**Instructions:**

- 1) Students and parents / legal guardians please read and discuss all sections carefully**
- 2) Parents and students sign Section C and return to the school office**
- 3) Please keep section A & B for future reference**
- 4) If you have any questions about this agreement please contact the school**

**SECTION A - TERMINOLOGY**

**ICT** - Information and Communication technologies'

**Cyber safety** - The safe use of the internet and ICT equipment /devices, including mobile phones

**ICT equipment devices** - Includes but is not limited to computers (desktops, iPads, laptops, PDA's,), storage devices (USB, flash memory devices, CD's, DVD's, iPods, MP3 players) cameras (digital, video or webcams), all types of mobile phones, gaming consoles, video and audio players / receivers (CD & DVD players) and any other similar technologies as they come into use.

**SECTION B - ICT REGULATIONS**

**Rationale**

Incorporating the use of ICT into learning is a vital educational commodity used to improve research, communication and efficiency. Accessing this valuable resource is a privilege which carries with it particular responsibilities. Adhering to the responsibilities outlined in this policy will ensure the effective, safe and appropriate use of ICT for all members of the Edinburgh College community.

It is pertinent that the principles outlined below are upheld and employed in all means of ICT usage pertaining to laptops, the internet, printers, college computers, tablets, mobile phones, cameras,

storage devices, video and gaming consoles and all other ICT digital privately owned or publicly available devices used at Edinburgh College. Failure to comply with this policy will result in disciplinary action outlined below.

**Edinburgh College Values and Responsibilities**

<b>Values</b>	<b>Responsibilities</b>
<b>Communication</b>	<p><i>I will:</i></p> <ul style="list-style-type: none"> <li>● <i>use language that is appropriate when submitting academic work, participate in online forums and work collaboratively.</i></li> <li>● <i>use thoughtful and appropriate language for social postings.</i></li> <li>● <i>Be mindful of how my words are interpreted by others.</i></li> <li>● <i>not use profanity or any language that is offensive to anyone.</i></li> <li>● <i>not send or share either digitally or verbally inappropriate sites, images or messages to others</i></li> </ul>
<b>Privacy</b>	<p><i>I will:</i></p> <ul style="list-style-type: none"> <li>● <i>be aware of the privacy settings on any website to which I subscribe to.</i></li> <li>● <i>understand that anything I do online or electronically is not private and can be monitored.</i></li> <li>● <i>not upload or post personal information (name, address, email address, phone number, age birth date), private communications or photos of myself or other people without their permission as well as the teachers.</i></li> <li>● <i>not share my password with others</i></li> <li>● <i>not use or share a peer's password</i></li> <li>● <i>not access another student or teacher's files, documents, pictures, music or other digital content</i></li> </ul>

	<ul style="list-style-type: none"> <li>● <i>not access another students computer without their consent</i></li> </ul>
<p><b>Honesty, integrity and Safety</b></p>	<p><i>I will:</i></p> <ul style="list-style-type: none"> <li>● <i>not engage in behavior that puts myself or others at risk.</i></li> <li>● <i>represent myself honestly.</i></li> <li>● <i>seek help if I feel unsafe, bullied or witness unkind behavior.</i></li> <li>● <i>communicate only with people I know.</i></li> <li>● <i>follow safety guidelines posted by sites to which I subscribe.</i></li> <li>● <i>not download information that isn't conducive to the ethos of the school including information that is inappropriate, offensive or discriminatory. This includes not accessing or attempting to access inappropriate, age restricted or objectionable material</i></li> <li>● <i>and to not distribute such material by copying, storing, printing or showing it to other people</i></li> <li>● <i>not attempt to hack or gain unauthorized access to any system</i></li> <li>● <i>honour the copyright and license agreements of software producers and will not engage in software piracy</i></li> <li>● <i>not disrupt or corrupt the College's IT network</i></li> <li>● <i>not make an attempt to get around or bypass security, monitoring and filtering that is in place at school</i></li> </ul>
<p><b>Learning</b></p>	<p><i>I will:</i></p> <ul style="list-style-type: none"> <li>● <i>apply existing knowledge to generate new ideas, products or processes.</i></li> <li>● <i>evaluate the validity of information presented online.</i></li> <li>● <i>ask questions and seek help when using school technology.</i></li> <li>● <i>have a positive attitude and be willing to explore different or new technologies.</i></li> </ul>

	<ul style="list-style-type: none"> <li>● <i>agree to document and properly cite all information acquired through online sources including but not limited to information, images, videos and music.</i></li> <li>● <i>utilise the internet and network for learning purposes only at Edinburgh College and will refrain from using social media or other sites unrelated to learning</i></li> </ul>
<p><b><i>Respect for self and others</i></b></p>	<p><i>I will:</i></p> <ul style="list-style-type: none"> <li>● <i>respond thoughtfully to the opinions, ideas and values of others.</i></li> <li>● <i>not send or share hurtful or inappropriate emails or texts.</i></li> <li>● <i>not engage in any cyber bullying issues either on campus or at home</i></li> </ul>
<p><b><i>Respect for school and personal property</i></b></p>	<p><i>I will:</i></p> <ul style="list-style-type: none"> <li>● <i>take proper care of all equipment.</i></li> <li>● <i>report misuse and/or inappropriate content to a parent or a teacher.</i></li> <li>● <i>report any breakages / damages to a staff member</i></li> <li>● <i>not attempt to run any software on the College's ICT devices without a teacher's knowledge. This is inclusive of all wireless technologies.</i></li> <li>● <i>not intentionally disrupt the smooth running of any school ICT system or device</i></li> <li>● <i>only use the College's internet network and understand that I can only access the internet at school when a teacher gives me permission and for learning purposes only (no social media)</i></li> </ul>

### **Cyber licence**

Prior to engaging in ICT use at Edinburgh College, students from year P – 12 are required to obtain an appropriate cyber licence which equips students with a comprehensive understanding of the appropriate usage of ICT, ICT devices and the dangers associated with cyber crime. Students will also develop a robust knowledge of the legalities surrounding the utilisation of information off the internet.

Further information on the cyber licence can be found on the Alannah and Madeline Foundation website: <https://www.amf.org.au/what-we-do/esmart-digital-licence/>

### **College Network**

Any device authorised for use at the College must be connected to the College network, and devices must not be used independent of this network. Hot spotting is strictly prohibited at Edinburgh College and disciplinary action will be taken against students who engage in this activity.

### **Copyright**

To ensure the College complies with the Copyright Act 1994, downloading files such as music, videos, games or programs must be authorised by a teacher. Anyone who infringes copyright may be personally liable under this law.

### **School Monitoring System**

It is a condition of use for all student computer devices to have school monitoring system installed and operational on their computer at all times.

*Student user names, IP addresses and EC usage network usage information is recorded on the EC network and can be accessed at anytime.*

### ***Passwords***

No one should ever know your password, nor should you ever use or share another student's password. Passwords must be changed once a term to protect their integrity. If you believe another student knows your password, it must be changed immediately. If remembering multiple passwords proves to be difficult, the employment of a 'password safe' is recommended. These programs are freely available and will let you securely save your passwords into an encrypted file. Remembering just one password will provide access to a password safe where your other passwords are stored. Access to the password safe is required to retrieve all other passwords.

### ***Cyber crime / Cyber bullying:***

Cyber crime exists when an offence is committed that is intended to cause harm to another individual or group of individuals through the use of ICT. This can take place in chat rooms, forums, blogs, facebook / other social media sites, emails, SMS, discussion boards, snapchat, and other forms. Cyber crime is inclusive of cyber bullying. Should you become a victim of cyber crime the following procedure must be strictly adhered to:

- 1) Don't respond to the offence or the offender (your response may incriminate you)
- 2) Take immediate action by informing a parent and or a teacher

Should inappropriate material be accessed accidentally, the student will:

- 1) Not show others
- 2) Turn off the screen or minimise the window
- 3) Report the incident to a teacher immediately

### ***Disciplinary Action:***

Failure to comply with the ICT code of conduct could result in the following actions:

- The College reserves the right at any time, and without prior notice, to examine email messages, files stored on students' laptops and/or iPads and in network locations, internet favourites, history and cache files, and other information stored on computers and on the network, material that would constitute a breach of this policy. This information may be used to formulate disciplinary action and would be presented to the disciplinary committee.
- Private internet or ICT usage away from school that interferes or denigrates another student or teacher will also be acted on by the Edinburgh College disciplinary committee. Behaviour that conflicts with the ethos of the school will result in the same action.
- Any breach of the ICT policy may result in a student having their laptop and/or iPad confiscated until further notice and parents would be notified. Students who refuse to submit their laptop and/or iPad will be referred to the Police.
- Suspension or expulsion may result for a major breach of the ICT policy. This would be subject to a disciplinary committee and would be dependent upon the severity of the offence.
- A major breach of the College's ICT policy may also result in a Police report if the student's actions have broken State or Federal laws and if required, an independent forensic audit may be conducted.
- Any repair costs pertaining to the breach of the ICT policy will be covered by the student's parents.

***This ICT policy must be used in conjunction with the College's behaviour improvement, academic, and homework policies.***

***This policy works in conjunction with the guidelines for parents with complaints, child safe protection and the procedural fairness policies.***

## SECTION C - ICT USE AGREEMENT FORM

### **Student Declaration:**

I understand that it is my responsibility to honor the Acceptable Use Policy and uphold the Edinburgh College Values both online, offline, at school and at home. I understand that my actions can affect others and that I will be accountable for my behavior. I will not engage in activities that are in violation of the Technology Acceptable Use Policy.

Checklist:

I will successfully complete my cyber license training. If this does not occur my ICT access will be withdrawn.

I will not tell anyone my password, use or share someone else's password or log on as another student, however I acknowledge that during disciplinary action this password will be accessed

I will not engage with any ICT material or activity that may put myself, others or the College at risk as discussed in this policy

I will not engage with any cyber bullying or cyber crime within or outside of the College

I will always have the school monitoring software installed on my computer. I will not disable or remove this software at any time.

I understand that the rules in this agreement are applicable to all ICT devices including mobile phones, laptops, tablets or other devices.

I have read and understood the ICT Acceptable Use Policy with my parents and agree to follow these rules and guidelines when using technology. This applies while I am at Edinburgh College as well **as** when I am off campus and I'm aware of the potential consequences should my actions breach this policy.

I give my consent to have my ICT device examined should I be suspected of breaching this policy. This is inclusive of my emails, computer and network files, cache files, internet history, internet favourites, downloads or any other information stored on my computer or the network that could constitute a breach of this policy.

Signing this policy permits Edinburgh College to investigate breaches of the ICT policy.

Student Name \_\_\_\_\_ Grade \_\_\_\_\_ Date \_\_\_\_\_

**Parent Declaration:**

*I hereby release Edinburgh College, its personnel, and any institutions with which it is affiliated, from any and all claims and damages of any nature arising from my child's use of, or inability to use, the Edinburgh College network. I will instruct my child regarding the rules of use contained in this policy and understand and agree that the agreements contained herein are incorporated into the contract under which my child is enrolled at Edinburgh College. I understand that it is impossible for Edinburgh College to restrict access to all controversial materials and I will not hold the school responsible for materials accessed on the network.*

*I accept full responsibility if and when my child's use of technology is not in a school setting and understand that my child is subject to the same rules and agreements while not at school. I understand that Edinburgh College encourages parents and guardians to supervise and monitor any online activity. Should my child breach this policy, I give my full consent for his / her ICT device to be examined and this is inclusive of emails, computer and network files, cache files, internet history, internet favourites, downloads or any other information stored on the device. I am aware of my child's account information and passwords for the Edinburgh College network and its associated applications such as Google Apps and Moodle.*

Parent Signature \_\_\_\_\_ Date \_\_\_\_\_

This is my child's Edinburgh College email address and account login: \_\_\_\_\_

\_\_\_\_\_

This is my child's Edinburgh College temporary network password:

\_\_\_\_\_

*(This password will need to be changed at first log in.)*