

Responsible Use of ICT Policy at Sheldon College (Students)



Introduction

Sheldon College's approach to information and communication technologies (ICTs), acknowledges that it is like any other tool, it is how it is used that determines its success. Sheldon College maintains a technology-rich environment that is in keeping with our College values, culture and with legislative and professional obligations.

Sheldon College staff and students have access to a diverse range of ICT tools that are used to enhance the learning outcomes of students. It is expected that parents and students read this document and sign to acknowledge their obligations, responsibilities, and the nature of possible consequences associated with breaches of the terms of this policy that undermine the safety of the College environment.

This policy will remain in force during the period of a student's enrolment. Sheldon College reserves the right to update this document as the ICT environment changes, at which point parents and students will be advised. The Principal may decide to take any action as required in relation to any breaches of this policy, or any person's actions that cause harm or loss to the College's digital data, network or systems.

This policy is based on the following guidelines:

- The ICT resources of Sheldon College are provided to students and staff to support teaching and learning, and administrative functions of the College.
- Authorised users are granted access to College resources and to external networks on the basis that their use of ICT resources will be ethical and lawful at all times.
- Authorised users are required to observe all College policies and applicable Australian laws.
- Sheldon College ICT resources must not under any circumstances be used to humiliate, intimidate, offend or vilify others.

This policy applies to all electronic devices used within the College grounds and/or connected to the Sheldon College network. This includes:

- Equipment owned by Sheldon College.
- Student owned BYOD equipment, including mobile phones.

Important Terms:

'**BYOD**' refers to Bring Your Own Device, the practice of allowing students to use their own device for College work purposes.

'**BYOD equipment**' includes computers (such as laptops, tablets, PDAs), storage devices (such as USB and flash, HDD storage devices, CDs, DVDs), cameras (such as video and digital cameras), all types of mobile phones, and any other, similar, technologies.

'**College Network**' includes College WiFi (Wireless Network) and Cabled (LAN Network), College provided systems (iLinq, Oliver, Print, Office365, College Email, Data Storage).



Responsible Use of ICT

Sheldon College's commitment to the responsible use of ICT is delivered as part of the pastoral and technology curriculum programs at the College. All students take part in a range of Digital Citizenship and Cyber Safety Programs, appropriate to the year level of our students. Elements of these programs are also offered to College Parents.

Students understand that all aspects of ICT use will be monitored and that the College ICT Administration may view students' files, usage or screens at any time for either maintenance or monitoring. Any breach of these basic requirements could result in students' accounts being suspended or taking other disciplinary action, as determined by the College Principal.

Responsible use of ICT facilities at Sheldon College requires students to:

- apply the 4 C's in the use of all ICT equipment and systems;
- use equipment for College related activities only;
- treat equipment with care and respect;
- report faulty or damaged equipment immediately to a teacher;
- abide by all other relevant Sheldon College Policies.

College User Accounts and Passwords:

Student passwords are reset every 12 Months. Students must ensure that their College account is not used by other students. If a student suspects their College account is being used by others, they must report it to ICT immediately and obtain a new password.

Students are to register their account with the College password portal for the purpose of self-service password resets at anytime.

Further information about the Password Reset Portal is available on iLINQ. <https://ilinq.sheldoncollege.com/homepage/3415>

- Passwords must be kept confidential and not displayed where other users can see them.
- Students must not disclose their personal passwords to any person.
- Students will be accountable for any inappropriate actions undertaken by someone using their College account.
- Students will handle College ICT equipment safely and carefully to avoid damage beyond fair wear and tear.
- Students are under obligation to report any attempt to bypass security, monitoring and filtering that the College has in place and any inappropriate use of a device.

Sheldon College BYOD Program:

BYOD or Bring Your Own Device (also known as BYOT or Bring Your Own Technology) is the educational approach allowing students to bring personally owned technology devices to the College to enhance their learning experiences and educational use of technology.

Students in Years 5-12 are required to bring a personal computing device to College as part of the College curriculum program. Sheldon College requires the device to meet minimum specifications that are listed on the ICT / eLearning section of the College website. The College will periodically update the BYOD Handbook as technology and the College ICT Environment changes.

Personal computing devices are brought to school entirely at the risk of the students and their parents. Sheldon College will not be held liable for any damage or loss incurred at the College.



Responsible use of BYOD facilities at Sheldon College

- The device meets the minimum specifications requirements in the BYOD Handbook issued by the College.
- Students seek assistance from the ICT Helpdesk if there are issues with their device.
- The device is only to be used when directed by the teacher.
- Headphones are only to be used when directed by the teacher.
- The device is to come to the College fully charged. Charging on College grounds is available in the Senior Learning Centre.
- Devices are not to be used before or after school or during lunch times in the playground.
- The device is to be used for curriculum activities whilst at the College. If the device is used for any other purpose, the device will be confiscated and sent to Student Services for parent collection.
- The media content (photos, video, and audio) stored on the device should be appropriate in nature and should not be accessed within the College grounds unless part of an educational activity. Students who do not follow the guidelines will lose the privilege of using a device at school.
- At no time will the College accept responsibility for loss, theft or damage to student owned ICT equipment/devices.

For further information, please see the ICT / eLearning section on the College website for a range of frequently asked questions with regards to the BYOD / Wi-Fi Program at Sheldon College.

Sheldon College provides filtered Wi-Fi and Internet access to the school network for student owned devices. Devices capable of connecting to the Internet using a mobile telephone network (3G, 4G) (e.g.: mobile phones, PDAs, and some Laptops and iPads) are not to use the 3G, 4G connection during College hours. These devices are to use the College Wi-Fi connection, unless teacher permission has been given.

To clarify mobile phone usage within the College Grounds, parents and students are advised to refer to the Student Diary for the policy on this matter.

Under no circumstances may students attempt to circumvent the College wireless/wired network, by using means such as proxy tunnelling or the use of mobile Internet devices. Students are not to disconnect any electrical or network Ethernet cables for use in their own devices. The appropriate storage of laptops whilst at school is the responsibility of the student. Devices may be stored in homerooms (Years 5/6) and/or in bags on the port racks (Years 7 – 12). The College also provides secure charging bays in the Senior Learning Centre.

Sheldon College – Onsite Computer, Printer Access, ICT Support

- ICT Support for students is provided in the Senior Learning Centre at morning tea, Monday to Friday.
- Computer access is available during the hours (8:00am – 5:00pm) in both the Junior and Senior Learning Centres, Monday to Friday.
- Printing – Student accounts are credited with \$20 each year. Additional print credit can be purchased through the Finance Office.
- Black and White and Colour printing is available across the network on all College printers.



College Email

The College Email service is provided to students with the following expectations. Students are not:

- to disclose their email password;
- to write messages that contain words or any material that are defamatory or inappropriate, or in violation of any law or government regulation;
- to read email messages of recipients other than their own;
- to send spam, annoying, harassing or abusive emails. This includes 'chain' or 'forward (FWD)' emails;
- to use the school email account for purposes other than related to College activities e.g. exchanging files or information not relevant to College work.

Viruses

Students must take reasonable steps to ensure that they do not introduce or propagate computer virus infections within the Sheldon College community. Such reasonable steps include:

- regularly scanning personally owned devices and any portable drives used for transporting or distributing files;
- not opening Email or files that are of a questionable or dubious origin;
- only opening Email attachments or files that are expected and are from trusted sources.

Cyber Bullying and Harassment

Cyber bullying using computers and/or mobile devices is strictly prohibited. Students should report all incidents of bullying/harassment to their Home Group Teacher or their Year Level Coordinator or a College Director.)Refer to the **Sheldon College Anti-Bullying Policy** for more information.)

iLINQ (Sheldon College Learning Management System)

iLINQ is designed, updated and maintained by Sheldon College to support the learning, teaching and operational needs of the College and for communication between members of the Sheldon College Community.

Any information that students contribute to iLINQ is identifiable to that student along with the date and time of the contribution. When adding information to iLINQ, students must ensure that what they contribute is aligned with our College values and policies.

Any breach of these basic requirements could result in students' accounts being suspended or other disciplinary action being taken, as determined by the College Principal.

The latest version of the iLINQ Responsible Use Policy can be obtained from:

<https://iinq.sheldoncollege.com/policy.php>



Parents/Guardians Obligations

Parents/Guardians play a critical role in developing knowledge, understanding and ethics around their child's safety and safe ICT practices regardless of the time of day. We recommend that all parents discuss with their child the following strategies to help in using ICT appropriately at the College and after formal College hours.

- Devices are to be used for curriculum activities whilst at the College.
- If students are unsure whether an activity involving ICT is allowed, students are to ask their teacher's permission first.
- Students must log on and use the College network and services only with their own College account and must not allow anyone else to use their account.
- Keep all password/s private.
- Use the Internet, e-mail, social media, mobile phones or any ICT equipment/devices only for positive purposes in line with our College values. Students are not to be rude or offensive, or to bully, harass, or in any way harm anyone else, or the College itself.

While at the College, students should:

- attempt only to search for things online that are known to be acceptable at our College. This would exclude anything that is rude or violent or uses unacceptable language;
- report any attempt to get around, or bypass, security, monitoring and filtering that is in place at the College;
- If students find any material that upsets them, is rude, or that they know is not acceptable at our College, they must:
 - not show others
 - inform a teacher.

The College has a BYOD program. Students must comply with:

- this Responsible Use of ICT Policy;
- all downloading or copying of files such as music, videos, games or programs must comply with copyright laws;
- any personal information must be published online only under the guidance of teaching staff. Personal identifying information includes any of the following:
 - Full Name.
 - Email Address.
- respect all College ICT equipment/devices and treat all ICT equipment/devices with care. This includes:
 - Not intentionally disrupting the running of any College ICT systems;
 - Not attempting to hack or gain unauthorised access to any system;
 - Following all advice, information and directions given in this document, and not joining in if other students choose to be irresponsible with ICT;
 - Reporting any breakages/damage to a staff member.
- If students do not follow the terms of this Policy, the College will inform their parents/guardians. In serious cases, the College may take disciplinary action.
- The parents/guardians may be charged for repair costs.
- If illegal material or activities are involved or e-crime is suspected, it may be necessary for the College to inform the police and hold securely personal items for potential examination by police. Such actions may occur even if the incident occurs off-site and/or out of College hours.



Responsible Use of ICT Policy for Students - Summary

(Please note: Only this page is to be returned to the Student Services Department at Sheldon College)

Before agreeing to the Responsible Use of ICT Policy, please read and understand the prohibited actions within this document. This Policy can be viewed at the College in paper format, or via the ICT / eLearning section on the College website at www.sheldoncollege.com

By signing the Responsible Use of ICT Policy, you are bound by the following:

I understand that Sheldon College will:

- do its best to enhance learning through the safe use of ICT. This includes working to restrict access to inappropriate, illegal or harmful material on the Internet or on ICT equipment/devices at College or at College- related activities;
- work with children and their families to encourage and develop an understanding of the importance of appropriate and safe use of ICT through education designed to complement and support the Responsible Use of ICT Policy initiative. This includes providing children with strategies to keep themselves safe in a connected online world.
- respond to any breaches in an appropriate manner;
- welcome enquiries at any time from parents/caregivers/legal guardians or children about issues related to ICT use.

Parent/Guardian responsibilities include:

- discussing the information about appropriate and safe use of ICT with my child and explaining why it is important;
- supporting the College’s program on appropriate and safe use of ICT by emphasising to my child the need to follow the terms of the Responsible Use of ICT Policy;
- contacting Student Services to discuss any questions I may have about issues related to ICT use and/or this Responsible Use Policy.

Student

I understand that my access to the College Network and ICT Services is a revocable privilege, not a right. I have read and understand the Responsible Use of ICT Policy for Students and agree to adhere to the requirements detailed within the policy.

I further understand that any violations of this policy may result in the immediate suspension of my ICT privileges and/or Network and Services Access or any other action as deemed appropriate by the College Principal.

I am fully aware of the responsibilities related to the use of BYOD personal computing devices. I will take full responsibility for security and device protection and have the item/s clearly labelled with my name, year level and home group for identification purposes.

I understand that this signed document remains in force for the period of my enrolment.

Student ID # _____ Home Group _____

Name of Student

Signature Student

Parent/Guardian

I am the parent/guardian of the named student and have read the Responsible Use of ICT Policy for Students.

I accept that, while teachers will always exercise their duty of care, protection against exposure to harmful information should depend finally upon responsible use by students.

I am satisfied that my son/daughter understands this responsibility, and I hereby give my permission for him/her to use the ICT Services and facilities in accordance with the Responsible Use of ICT Policy.

I understand that non-compliance with this policy will be subject to appropriate consequences, according to College policies and possibly State and Federal laws.

I understand that this signed document remains in force for the period of my child’s enrolment.

Name of Parent/Guardian

Signature Parent/Guardian