

*These guidelines must be read in conjunction with the ICT Policy.*

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## **1 CARE AND MAINTENANCE OF IT HARDWARE**

- 1.1 Students are solely responsible for their personal hardware. The College takes no responsibility for lost, broken, stolen or damaged equipment.
- 1.2 Inappropriate behaviour that could damage College hardware is strictly prohibited, including eating or drinking (including water) near computers, rough or careless treatment of computers, and touching another person's computer whilst it is in use.
- 1.3 Damage caused to College computers and/or hardware, that is a direct result of inappropriate use, and any associated costs for repairs or replacement will be the responsibility of the student and/or their family.
- 1.4 In the event that a student observes any faulty or damaged ICT hardware they must report it to their supervising teacher and not attempt to repair it themselves.

## **2 THE COLLEGE NETWORK**

- 2.1 The College network must only be used for educational activities and not for aimless gaming or surfing which may expose students to inappropriate material and waste bandwidth on the network.
- 2.2 The College reserves the right to check the contents of student folders on the network.
- 2.3 Students are strictly prohibited from tampering with system files or attempting to bypass filters on the internet.
- 2.4 Students must not attempt to access any other student's or staff member's password or login information.
- 2.5 Students are strictly prohibited from uploading any inappropriate or unapproved material to the College network.

## **3 THE INTERNET**

- 3.1 The College reserves the right to track or monitor the internet activity of students and block access via the network.
- 3.2 The College may determine, from time to time, that certain websites are prohibited. Websites that are strictly prohibited include adult sites, social networking sites, open source chat sites, gambling sites, violent/hate filled sites.
- 3.3 The internet must not be used for any illegal purposes.
- 3.4 Students must not use the internet or College network to bully, abuse, harass, defame, ridicule, discriminate or harm.
- 3.5 Students must not copy information from the internet and submit it as their own work; this may constitute copyright or plagiarism.
- 3.6 Students are strictly prohibited from downloading any inappropriate or unapproved material (e.g. movies).
- 3.7 Students are strictly prohibited from uploading any inappropriate or unapproved material to any public forum.

## **4 BYOT DEVICES**

Students are permitted and encouraged to have and use devices whilst at school for learning purposes, however:

- 4.1 The device must adhere to the specifications outlined on the College website.
- 4.2 The College reserves the right to inspect installed programs, folders and files on any student device.
- 4.3 Students must not store or display any inappropriate material on their device whilst at the College. This may include but not be limited to; adult/violent videos, inappropriate images and/or music.

## **5 CAMERAS AND VIDEO**

- 5.1 The College reserves the right to check the content of student cameras and/or video recorders.
- 5.2 Student use of cameras and/video recorders, including those on a mobile phone are strictly prohibited during any College activity unless permission has been granted by a member of staff.
- 5.3 Students are strictly prohibited from storing or displaying inappropriate material on cameras or video recorders.
- 5.4 In the event permission is granted to take photos and/or footage whilst at school or during any College activity such photos and/or footage must not be uploaded to any website, distributed or published without permission

from a Head of Years or the Principal.

## **6 MOBILE PHONES**

Students are permitted to have their mobile phones at school. The use of such devices is therefore subject to the following conditions of use.

- 6.1 The College reserves the right to inspect all contents of a student's mobile phone/equivalent device.
- 6.2 Mobile phone use is strictly prohibited unless consent has been granted by a College staff member.
- 6.3 Accessing the College network via mobile phone is strictly prohibited without the direct permission of the Director of Systems and Technology.
- 6.4 If permission is granted, browsing on the internet on mobile phones is governed by the conditions of use identified in this document.
- 6.5 Students must not store any inappropriate material on their mobile phone whilst at the College. This may include but not be limited to; adult/violent videos, inappropriate images and/or music.

## **7 PERSONAL MUSIC DEVICES**

Students are permitted to have personal music devices at school. The use of such devices are therefore subject to the following conditions of use.

- 7.1 The College reserves the right to check the contents of a student's personal music device.
- 7.2 Personal music device usage is strictly prohibited unless permission has been granted by a College staff member for a specific purpose related to a teaching and learning activity.
- 7.3 Earphones/headphones must not be visible/worn throughout the school day.
- 7.4 Students must not store or display any inappropriate material on their personal music device whilst at the College. This may include but not be limited to; adult/violent videos, inappropriate images and/or music.

## **8 BREACH MANAGEMENT**

### **8.1 Unauthorised Use of ICT Equipment**

Where a student is found to be using ICT equipment at school without permission the following consequence may be applied:

- 8.1.1 The student will be instructed to cease using the device and hand it to the staff member;
- 8.1.2 The staff member may issue a demerit on Edumate and record the incident;
- 8.1.3 The device may be given to the Head of Years if deemed appropriate by the staff member.

### **8.2 Inappropriate Use of ICT**

Where a student breaches any other Condition of Use the College may:

- 8.2.1 Report the incident to a parent/guardian;
- 8.2.2 Issue a warning, demerit or in extremes cases, school exclusion may apply;
- 8.2.3 Suspend the use of relevant ICT hardware for that student for a specific time period;
- 8.2.4 Deal with the student in accordance with the relevant College policy;
- 8.2.5 Refer the matter to police if the student action was illegal.

## **9 ELECTRONIC COMMUNICATION BETWEEN STUDENTS AND STAFF**

- 9.1 Email communication between students/parents and staff is only permitted using the College email system.
- 9.2 Apart from exceptional circumstances/emergencies staff will not communicate with students/parents via a personal mobile phone or equivalent device.
- 9.3 Students and staff must not engage in any form of social networking (e.g. Facebook).