Rules and Guidelines for appropriate use of ICT facilities
The Balmoral Community College ICT facilities are provided for staff and students to enrich learning and provide connections to local and global communities. All students are given full access to the school network with an individual account. Students are also provided with a personal internet account and provided with a suitable download quota. Staff and students are also provided with access to interactive whiteboards, digital cameras, laptops and video conferencing facilities. For educational purposes, students may also be encouraged to use personal ICT tools such as laptops, mobile phones and MP3 players. This would only occur under the direct instruction of the classroom teacher, otherwise these items are not to be used in class. Mobile phones should be turned off at all other times and not used while at school.

ICT facilities are provided primarily for the educational benefit of students and personal development of staff. Any behaviour that interferes with these primary objectives will be considered an infringement of Acceptable Use.
The provision of these resources must be regarded as a privilege that can be withdrawn if misused.

Computer Hardware:

ICT facilities are expensive and sensitive and must be treated with particular care.

Students must not:
- Do anything likely to cause damage to and equipment, whether deliberately or carelessly
- Mark or deface any equipment
- Interfere with equipment in any way unless specifically instructed by the Education Technology Coordinator. This includes moving equipment, unplugging cables or equipment, attempting to repair equipment, disable the operation of any equipment.

Interactive Whiteboards:
- Are reserved for classroom use only.
- Students must be supervised by a teacher when using interactive whiteboards.

Laptops:
- Laptops are reserved for classroom use only.
- Laptops are to be used for specific educational purposes only.
- Students must be supervised by a teacher when using laptops.
- Following use, laptops must be placed on charge.

Digital Cameras:
- Digital cameras must be booked out through the library.
- Digital cameras are to be used for specific educational purposes only.
- Students must not photograph or film any individuals without their verbal or written permission. Digital cameras must not be used for the purpose of bullying, attacking, or intimidating any other person.
- Users are responsible for removing images captured prior to returning the camera to the library.
- Students should not remove photos or images from cameras, other than those captured by themselves.

Software and operating systems:
Students must not:
- Bring or download unauthorised programs, including games to the school and run them on the school computers.
- Delete, add or alter any configuration files.
- Copy any copyrighted software to or from any computer, or duplicate such software.
- Deliberately introduce any virus or program that reduces system security or effectiveness.
Network:
Network accounts are to be used by the authorised owner of the account. If you find a computer logged in, you should do nothing in that account except log out. It is the responsibility of students and teachers to make back up copies of their work. The College will not be held responsible for loss of data. Student files may be randomly checked by the Education Technology co-ordinator or any other teacher who requests to do so. Students may also be asked to relinquish their USB or other data storage devices to be checked for appropriate content. Any inappropriate files will be deleted.

Students must not:
- Log in with or change another persons password.
- Share their password with anyone other than the system administrator or classroom teacher if necessary. Students are entirely responsible the use and contents of their network account. For this reason that it is essential that passwords and accounts are kept secret and secure.
- Copy any copyrighted software to or from any computer, or duplicate such software.
- Log into another persons home directory.
- Intentionally seek information on, obtain copies of or modify files, other data or passwords belonging to other users.

Penalties for breach of acceptable use agreement:
Penalties applied will be deliberated on a situational basis and agreed upon by the students Year Level Co-ordinator and the Education Technology Co-ordinator. The following penalties may apply.
- Temporary confiscation of mobile devices
- Temporary ban on using computers
- Removal of internet privileges
- Removal of network privileges
- Compensating the College for the replacement of damaged equipment
- Compensating the College for internet or printing costs
- Detention
- Suspension from College
- Criminal charges may be laid with the police
Acceptable Use Agreement for Students and Families

When using the internet, I agree to:

- behave according to my school’s Code of Conduct
- protect my privacy rights and those of other students by not giving out personal details including full names, telephone numbers, addresses and images
- use appropriate language when talking to and working with others online and never participate in hate mail or acts of harassment
- use the internet at school for educational purposes and use the equipment properly
- use social networking sites for educational purposes and only as directed by teachers
- not deliberately enter or remain in any site that has obscene language or offensive content (e.g. racist material or violent images)
- abide by copyright procedures when using content on websites (ask permission to use images, text, audio and video and cite references where necessary)
- think about how I use content posted on the internet and not simply copy and paste information from websites
- not interfere with network security, the data of another user or attempt to log into the network with a user name or password of another student
- not reveal my password to anyone except the system administrator or classroom teachers
- not bring or download unauthorised programs, including games, to the school or run them on school computers
- talk to my teacher or another adult if:
  - I need help online
  - I feel that the welfare of other students at the school is being threatened
  - I come across sites which are not suitable for our school
  - someone writes something I don’t like, or makes me and my friends feel uncomfortable or asks me to provide information that I know is private.

When I use my mobile phone or other mobile device I agree to:

- use it for learning purposes only, as specifically directed by my teacher
- act responsibly and not use the device to find, create or send information that might be harmful, inappropriate or hurtful to me or anyone else.

When using my mobile device as a camera, under direction from a teacher I will:

- only take photos and record sound or video when it is part of a class or lesson
- seek permission from individuals involved before taking photos, recording sound or videoing them (including teachers)
- seek written permission from individuals involved before publishing or sending photos, recorded sound or video to anyone else or to any online space
- respect others when I talk to and work with them online and never write or participate in online bullying
- seek teacher permission before uploading any content to websites (e.g. blogs)

At all other times my mobile phone will be turned off and not used while at school.

This Acceptable Use Policy for Mobile Devices also applies to students during school excursions, camps and extra-curricula activities.

I acknowledge and agree to follow these rules. I understand that my access to the internet and mobile technology at school will be renegotiated in line with the consequences outlined in the schools ICT acceptable use policy if I do not act responsibly.
I have read the Balmoral Community College ICT Acceptable Use Policy and Internet - Acceptable Use Kit carefully and understand the significance of the conditions and agree to abide by these conditions. I understand that any breach of these conditions will result in internet access privileges being suspended or revoked.

Student Name
Year Level
Student Signature
Parent Signature
Date

If as a parent or student you have any concerns about this agreement or internet safety in general, contact either the school or NetAlert Australia's internet safety advisory body on 1800 880 176 or visit http://www.netalert.gov.au/
Balmoral Community College uses the internet as a teaching and learning tool. We see the internet as a valuable resource, but acknowledge it must be used responsibly.

Your child has been asked to agree to use the internet responsibly at school. Parents should be aware that the nature of the internet means that full protection from inappropriate content can never be guaranteed.

At Balmoral Community College we:
- provide a filtered service
- provide access to Connect (www.education.vic.gov.au/secondary), a search engine that can be used to control student access to websites that have been teacher recommended and reviewed
- provide supervision and direction in internet activities
- have a school intranet which is accessed by school community members and is only accessible by password
- work towards setting tasks that ask students open questions, so they can’t copy and paste all answers from the Internet
- reinforce the importance of safe and respectful use of the internet in all curriculum areas
- provide support to parents to understand this agreement (e.g. language support)

The posting and sharing of information online (or in any other way) requires consent. This consent must be fully informed, freely given, current and specific in how the information will be presented and who it will be presented to. Balmoral Community College will require signed authority for any work, images or information posted online.

We also recommend that you read and follow the ‘Bridging the gap between home and school’ information to help you understand how your child may be using the internet at home or sometime in the future.

Bridging the gap between home and school

At school the internet is mostly used to support teaching and learning. At home, however, it is often used differently. Not only is it a study resource for students, but it is increasingly being used as a social space to meet and chat.

If you have the internet at home, encourage your child to show you what they are doing online.

At home we recommend you:
- find out how your child uses the internet and who else is involved in any online activities
- have the computer with internet access in a shared place in the house – not your child’s bedroom
- ask questions when your child shows you what they are doing, such as:
  - how does it work and how do you set it up?
  - who is else is sharing this space or game? (do you know them or did you ‘meet’ them online?)
  - can you see any risks or dangers in the activity - what would you say to warn/inform a younger child?
  - what are you doing to protect yourself or your friends from these potential dangers?
  - when would you inform an adult about an incident that has happened online that concerns you? (Discuss why your child might keep it to themselves.)

Statistics show that students will not approach an adult for help because:
- they might get the blame for any incident
- they don’t think adults “get” their online stuff
- they might put at risk their own access to technology by either:
  - admitting to a mistake or
  - highlighting a situation that might lead a parent to ban their access.
What has your child agreed to and why?

Protecting personal privacy rights and those of other students
Students like to publish information about themselves and their friends in spaces like Myspace and blogs, but in doing so they can make themselves more vulnerable to being approached, groomed or bullied online. To avoid this we recommend they:
- don’t use their own name, but develop an online name and use avatars.
- don’t share personal details including images of themselves or their friends online
- password protect any spaces or accounts they have.
- don’t allow anyone they don’t know to join their chat or collaborative space.
- are reminded that any image or comment they put on the internet is now public (anyone can see, change or use it) so no full names should appear in reference to individuals in any image, movie or sound recording
- ALWAYS make the space private so that they can control who sees their space and can communicate with them.

Using the internet in line with school’s student code of conduct
Using appropriate language when talking to and working with others online and never write or participate in hate mail.
Being online can make students feel that they are anonymous and sometimes students may say things online that they would never say to someone’s face. Often very few adults visit this online environment. The web space or online chat environment that they use in leisure time might also have explicit language and they may feel they have to be part of it. Students need to be reminded then that their behaviour online must fall in line with the school’s code of conduct.

Using equipment and resources properly for educational purposes as directed by teachers
It is important to realise that there is a time for fun and a time for work even on the internet. Students may often see the internet as “free” but just looking at a page on the internet incurs a download cost. By just taking care with the equipment, and thinking carefully about printing and downloading from the internet students can save time, money and the environment.

Using social networking sites for educational purposes and only as directed by teachers
Web2 tools and social networking spaces allow students to be contributors to the web and allow them to work collaboratively online with other students. Creating or contributing to blogs, wikis, digital stories and podcasts can all be legitimate educational activities which allow students to publish, share and inform others and be active contributors to the web. The task, online space and responsibilities should be clearly outlined by the school and reinforced throughout the task. The educational purpose should be clearly understood by the student and the online space defined by the school. When publishing students should be aware that they are posting to the web and should follow safe practices which protect both their privacy and other members of the school community and post/create in an appropriate way for the school project.

Keeping away from rude or offensive sites.
In school settings, internet service providers set up filters to block out a lot of inappropriate content, but these filters are not always foolproof. Students who deliberately seek out inappropriate content or use technology that bypasses filters, will have their Internet access reviewed and their parents will be immediately informed.

Following copyright procedures
All music, information, images and games on the internet are owned by someone. A term called copyright is a legal one and has laws to enforce it. By downloading a freebee you can risk bringing a virus or spyware to the computer or system. These can destroy a computer system or provide hackers with details such as passwords and bank accounts. Remember if an offer is too good to be true, the chances are it is.
Evaluating and using content on the internet carefully

Not everything on the internet is true, accurate or unbiased. The school is working to teach information literacy skills, which enable students to locate, evaluate, and use information effectively on the internet. Copying and pasting information can help organise arguments, ideas, and information, but it is important that your child uses their own thoughts and language to express what they have learnt.

Not interfering with network security, the data of another user or attempt to log into the network with a user name or password of another student

Computer facilities are for the use of all students so due care should be taken at all times when using these resources. Students are responsible for everything done using their accounts, and everything in their home directories. To this end students need to keep their password secret and not gain access to other students’ login details.

Seeking teacher assistance

The internet has some flashy and tricky ways to lead users into some websites they never meant to visit. It is easy for us all to get distracted. We want students to ask for help in locating the information they need, and clarifying the task they have been set. Unfocused clicking through websites can lead to inappropriate content.

We also want the whole school community to keep their internet environment as safe as possible so we ask your child if they see a site they think should be blocked to turn off their screen and let a teacher know.

Open communication between parents, teachers and students is the best way to keep students safe.

Use of mobile phone and other mobile technology

Mobile phones and technologies are a seamless part of our lives. The school is asking to have some say in how these technologies are used to ensure that there is the capacity for learning in a classroom. A classroom could have more than 25 mobile phones in it at any time. Student learning and concentration could well be hampered by texting and ringing.

The recording of both images and sounds can breach other student’s rights under the privacy act. Some times students feel embarrassed telling their peers that they don’t want their image or voice recorded. The use of such images can be instantly transmitted by SMS and/or posted online.

The privacy act says that the posting and sharing information online or in any other way requires consent. This consent must be fully informed, freely given, current and specific in how the information will be presented and who it will be presented to. Schools are required to obtain signed authority for any work, images or information posted online. All citizens need to respect the rights of others to privacy and students are no exception.

If you have any concerns about this agreement or Internet Safety in general. Contact either the school or NetAlert Australia’s Internet safety advisory body on 1800 880 176. or visit http://www.netalert.gov.au/

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Review Date:

This policy will be reviewed by the curriculum/policy sub committee in July 2012, or when a significant change or incident occurs.

This policy was last ratified by School Council in July 2009