St. Elizabeth’s Parish School

Student ICT Acceptable Use Guidelines

This document outlines the expectations of all students at St. Elizabeth’s Parish School in regard to the use of Information & Communications Technology. This includes the students involved in the 1:1 learning tool program.

All students must read this document carefully with their Learning Community Teacher AND their parents or care-givers to ensure they are clear about the contents of this document.
Introduction

Access to the St. Elizabeth's Information and Computer Technology (ICT) Network and connected devices is provided for students as a tool for educational use, and access to these resources is a privilege which carries with it responsibilities. Student behaviour concerning the use of email, Internet and network resources must be according to the principles outlined in this policy. These rules are intended to facilitate the appropriate, effective and equitable use of the network for all St. Elizabeth’s students.

It is important that all students read and understand the expectations contained in this policy, and abide by them at all times. Student conduct when using the St. Elizabeth’s network and shared resources (e.g.: digital classrooms, printers, library computers, iPads) must at all times, reflect the high standards of behaviour expected of students at St. Elizabeth’s at all times.

The School reserves the right to, at any time, and without prior notice, examine email messages, files stored on students’ computers and iPads and in network locations, internet favourites, history and cache files, and other information stored on computers and on the network. As such, this information should be protected and not tampered with or deleted.

1. Online Behaviour

- It is the responsibility of all students to maintain the security of passwords. Your user name and password are your responsibility. “Someone else used my password” is not an acceptable excuse for misuse of the network traced back to you. If you believe someone knows your password, you must inform your teacher as soon as possible so you can receive a new password.

- You should only access the St. Elizabeth’s network, intranet or any computer within the School using your own username and password.

- Always log off or lock your computer before you move away; and always be sure to log off shared computers (e.g.: in the Library).

- You should not intentionally access, interfere with, copy or move other students’ files or settings.

- You should not intentionally interfere with, move or delete shared files stored on the network.

- You must not install or store inappropriate or illegal content on any school computer or on the network.

- You may only utilise the St. Elizabeth’s network to host or participate in game playing only where there is teacher approval.

- You must not use technology as a medium to bully, harass, threaten or intimidate other users. Students who engage in antisocial behaviours online, that have ramifications within the School community (such as bullying a fellow student) will be subject to school regulations regarding such behaviour, even when the infringements occurred outside the school.

- If you experience harassment or bullying online, don’t respond. Record the details, save any information you can, and contact a teacher or parent as soon as possible.
2. Internet Usage

- Internet access at St. Elizabeth’s is provided for educational use and therefore personal use should be limited. All Internet use is logged and may be reviewed at any time, at the discretion of the network administrator at St. Elizabeth’s.

- During class time, make sure you have your teacher’s permission to use the Internet.

- The St. Elizabeth’s internet connection is filtered to prevent access to sites which are deemed inappropriate for school use. You should not attempt to circumvent this security.

- You should exercise care when using the internet and should not seek to access or download inappropriate, offensive, discriminatory or intimidating material. If you encounter such material, you should report it to a staff member immediately.

- Accessing, storing or distributing material that is inappropriate, offensive, discriminatory or intimidating in nature, or which puts any member of the community at risk, is contradictory to the ethos of St. Elizabeth’s and will lead to disciplinary action. This may involve reporting the matter to Police where State or Federal laws have been breached.

- When obtaining information from the Internet, be conscious of copyright, and always take care to verify data, as not all information found on the internet can be considered accurate. Wherever possible, the information should be validated from more than one source.

- You should always take care when entering your personal details online, such as submitting your email address to a website. Make sure you check with your teacher. Unsolicited emails (SPAM) which may also be offensive, can put you, your computer, and the St. Elizabeth’s network at risk.

- St. Elizabeth’s will not be responsible for any loss or liability incurred by you through your use of the Internet.

3. Social Networking

- Students should not give out personal information about yourself or others while using social networking, or other online applications.

- You should always follow the general guidelines outlined in this policy when accessing social networking resources, and for guidance on what to do if you encounter harassment or bullying.

- You should always be sure that you know or trust the people you are communicating with online.

- Your communications should be positive in nature, and you should use appropriate language at all times.

- Not take photos or video of others especially staff without their consent.

- You may not publish photos or video of others especially staff without their consent.

- You may not use the school name or logo without the permission of the principal.
- You must not appear in school uniform or mention you are a member of the school community on any social network site (such as “Bebo”, “MySpace”, “Facebook”).

4. Mobile Digital Communication Devices

- Students are permitted to have mobile phones and MP3 devices at school.

- Student mobile phones and MP3 devices must be handed into the office before the start of the day and will be stored in a safe place until the student collects the device from office staff at the end of the day.

- Student mobile phones and MP3 devices should not be left in school bags. The school does not accept responsibility for expensive equipment that students bring to school and leave in unattended school bags.

- If a student is found to have a mobile phone or MP3 device, during regular school hours, it will be confiscated. The mobile phones and MP3 devices will be stored in a safe place. The parent/guardian can retrieve it at the end of day.

5. Email Usage

- When you communicate via email, your communications should be positive in nature, and appropriate language should be used at all times.

- All email sent from your school account must also be sent to your teacher as well by entering your teachers email address in the CC field of your message.

- You should not use email to send material which is inappropriate or intended to be offensive, discriminatory, intimidating or bullying in nature.

- During class time, make sure you have your teacher’s permission to use email.

- You must not send unsolicited email to multiple recipients.

- You must not send email messages to more than 30 recipients at one time.

- You must not email games or game installation files to other students.

- You should take care to monitor the total size of your mailbox and take steps to maintain your data within the allowed storage limits.

6. Backup

- You must take responsibility for the backup of your school work. You are provided with storage space on the St. Elizabeth’s network to make a backup of your files. You should regularly backup to the network, USB storage, external device.

- You should not use your space on the St. Elizabeth’s network to store extremely large files, or personal files such as music, pictures, videos, games, etc.

- St. Elizabeth’s will not be responsible for any data stored outside your personal network storage folder.
7. Security and Care

- Technology is an essential part of your learning at St. Elizabeth’s. You should take care to keep technological devices in good working condition. If you have a problem with your device, you should inform a teacher immediately.

- Laptops should not be moved or transported while turned on. When moving the computer between locations, you should shut down, or place the computer in Hibernate or Standby.

- If you misplace a laptop or other portable device, you should immediately report this to a teacher, who will then take steps to locate your computer.

- If you find a laptop or other portable device and the user cannot be immediately located, you should promptly hand it to your teacher.

- You should never attempt to repair faulty equipment - this includes attempts to remove paper jams from printers. You should report any failure of equipment to a teacher.

- No printers, cables, computers, monitors or other equipment should be moved or removed.

- External data storage devices like USB memory sticks are potentially carriers of viruses and other malware. If you intend to transfer files between home and school in this way, you must inform your teacher or network administrator before accessing the contained data, so the device can be properly scanned and cleared of any potential threats.

Specifically related to the use of personal learning devices such as iPads...

- Care should be taken to ensure the device is not left or placed in a position where it could be dropped onto hard surfaces. It is glass and it can break.

- The screen should be cleaned with a soft, slightly damp, lint-free cloth.

- Do not clean the screen with window cleaners, glass cleaners, aerosol sprays, abrasives, or alcohol.

- To ensure prolonged battery life expectancy, ensure that any and all updates to apps and software are carried out as soon as possible.

- Go through one charge cycle per month. To do this all you have to do is charge the iPad to 100% and then run it completely out.

- Keep the iPad out of heat above 35 degrees and out of cold below 0 degrees for an extended length of time.

- Keep it out of water or extremely humid locations.

- Do not dry it with an external heat source, hair dryer.

8. Printing

- Care and conservation should be paramount considerations with regard to the use of printing facilities. Students should keep printing to a minimum and consider each other and the environment when using these facilities.

- Students are expected to review their documents on screen before printing out a final copy, unless a teacher has requested a draft copy.
St. Elizabeth’s Parish School

Student ICT Acceptable Use Policy

Acknowledgement

In accessing technology at St. Elizabeth’s, students agree to be bound by the principles outlined in this Policy with regard to the use of email, Internet and network resources.

Student Declaration:

Student Name: ______________________________ Learning Community: ____________

By signing this document, I acknowledge that I have read and understood the St. Elizabeth’s Student ICT Acceptable Use Policy.

I agree to conduct myself according to the principles it contains.

I further acknowledge that I am responsible for the storage and backup of my data, and my conduct while online.

I understand that any breach of this policy can result in consequences as deemed appropriate by St. Elizabeth’s Parish School. (For example, loss of rights to use technology).

Signed: ___________________________ Date: ___________________________

Parent/Guardian Declaration: Parent/Guardian Declaration:

I, ______________________________, acknowledge that I have read and understood the St. Elizabeth’s Student ICT Acceptable Use Policy. I agree that my son/daughter will conduct themselves according to the principles it contains.

I understand that any breach of this policy can result in consequences for my son/daughter, as deemed appropriate by St. Elizabeth’s Parish School.

Signed: ___________________________ Date: ___________________________