

Information and Communication Technology Resources Policy – Student Use



PURPOSE

Scotch College recognises that information and communication technology (ICT) skills are now essential for members of our society, including students and employees of the School.

The Scotch College ICT resources are made available to enhance the educational experiences of students, and to provide staff with the tools necessary to implement and enhance the School's educational programme. At the same time, it is recognised that boys will access these facilities for limited private use.

ICT resources include internet, intranet, email and related applications, and others that may become available as a result of new technologies. The purpose of this document is to outline appropriate student use of these resources.

ACCESS

Scotch College provides access to ICT resources for boys to use in class, conduct research and communicate with others. Access to the information environment at Scotch College is a privilege, and all systems must be used responsibly.

ACCEPTABLE USE

Scotch College actively promotes access to ICT resources, to allow boys to:

- Progress their learning in their academic subjects;
- Develop appropriate skills in analysis, collection and evaluation of information;
- Become effective and safe users of the internet and other communication tools; and ethical use
- Become motivated, responsible and independent learners.

Acceptable use of Scotch College's ICT resources is based on common sense, decency, consideration of others, and legal responsibilities applied to the networked computing environment.

UNACCEPTABLE USE OF THE SCHOOL NETWORK AND SCHOOL-OWNED ELECTRONIC DEVICES

Unacceptable uses include:

- Creating, accessing, sending, displaying or storing offensive messages or pictures. This includes information that is racist, sexist, obscene, irreligious or contains abusive language.
- Harassing, bullying, insulting or attacking others.

- Damaging computers, computer systems or computer networks (e.g., by the introduction of computer viruses, physical abuse of hardware, or alteration of source codes or software settings), or using the network to disrupt its use by others.
- Violating copyright laws. The legal rights of software producers, network providers, copyright holders and holders of licence agreements must be honoured.
- Seeking to discover and/or using other users' passwords/accounts.
- Trespassing in others' folders, work or files, and the unauthorised access to data stored on individual electronic devices or the network.
- Intentionally or carelessly wasting resources; e.g., excessive downloads, unnecessary printing, etc.
- Employing the network for commercial purposes or activities by for-profit institutions or organisations, product advertisement or political lobbying.
- Disrespect of others' privacy and intellectual property, or recording and/or publishing the work of other students or teachers without consent.

USE OF ELECTRONIC DEVICES AT SCHOOL

The use of electronic devices at School should be primarily as an educational resource.

The following regulations are designed to maintain this focus without infringing on legitimate personal usage:

- Computer games may not be played from storage devices, downloaded via the network, saved to files on the Student System, or played across the network at any time during class.
- Files and applications not clearly required for academic work may not be downloaded or distributed via the network, without prior written permission from the ICT Services department.
- Inappropriate and offensive material may not be downloaded or accessed.
- Applications or files may not be distributed via the School's network unless prior written permission has been obtained from the ICT Services department.
- During class time, study periods and scheduled meetings, computers and personal devices should only be used for relevant academic work.
- The security and safety of personal devices is solely the responsibility of each student. The School will not

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accept responsibility for lost, stolen or damaged personal devices.

SOCIAL NETWORKING SITES (e.g. Facebook, Twitter, or blogs)

Use of social networking sites (SNS) while at School is forbidden during class time unless specifically authorised by teachers. Users of SNS outside School must consider the ramifications of SNS postings within the extended School community. Information and opinions that refer directly or indirectly to the School, its administration, boys as students of Scotch College or members of staff as members of Scotch College staff must not be posted.

Boys must:

- Never offer any personal information including last name, contact information, home address, phone numbers, the School's name, email address, last names of friends or relatives, or instant messaging names, age, or birth dates.
- Note it is illegal to post or transfer obscene or pornographic images, and that the law is particularly severe in regards to images of young people. Boys must be sure that any images posted do not reveal any of the previously mentioned information, and they are also advised to check the background of any pictures.
- Use blogging provider sites with clearly stated terms of use, and to make sure they can protect the actual blogs, not just the user accounts, with password protection. However, it is better to assume that anyone can see postings.
- Be aware of copyright and privacy issues, and to seek appropriate permission when recording and/or uploading video content.
- Not engage in bullying, spamming, illegal behaviour, malicious blogging or similar anti-social behaviours. Boys who engage in antisocial behaviours in a social networking or blogging site which has ramifications within the School community (such as bullying a fellow student) will be subject to the School regulations regarding such behaviour, even though the infringements may have occurred outside the School.

MONITORING

The use of the School ICT network, School devices and privately-owned devices brought to school will be monitored by the School.

SANCTIONS

Sanctions for any contravention of this policy will be a matter for standard School disciplinary procedures and/or legal action. Sanctions may also include:

- The withdrawal of the right to use the School's electronic information systems;
- The withdrawal of the right to bring privately-owned devices to School;
- An instruction from a teacher or teaching assistant to stop using a device, including a student-owned laptop;
- The temporary removal or confiscation of a privately-owned device and a request that unacceptable content be deleted; or
- Withdrawal of a School email account.

Where it is suspected that the use of a privately-owned device at School is in breach of this policy the School may confiscate and retain the device to prevent its continued use and/or to assist with its enquiries. The School may retain the device until it is collected by the student's parents or, where considered appropriate, it may be handed to the Victoria Police.

MR I TOM BATTY, PRINCIPAL
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