ICT Acceptable Use Procedures and Agreement

Verity Christian College is pleased to offer its students and staff access to technology assisted learning using electronic equipment and devices, integrated software and Internet resources.

It is our aim to guide students in making informed decisions about the use of computers and the Internet. Students will learn to value the information they discover and to practise the skills they obtained in gathering it.

WHAT IS TECHNOLOGY ASSISTED LEARNING?

Technology assisted learning takes several forms and includes the use of;

- Educational software specifically designed to integrate the school curriculum.

- Presentation applications that enable students to type and format their work appropriate to the curriculum. This can be through the use of Microsoft and Google applications and as varied and challenging as multimedia packages.

- Use of the Internet for the World Wide Web, for email and other services such as News Forums, Chat and Intranet.

- Instruction in the use and application of computer peripherals such as digital cameras, scanners, printers, electronic whiteboards, DVD and CD players and burners, as well as extraneous devices such as mobile phones, iPods, MP3 players and other such technology.

DEVELOPMENT

This procedural document is designed to cover all of the above categories of learning - where they apply now or in the future for staff, students and parents of Verity Christian College. It is designed to outline the terms of responsibility for the use of resources and outlines the expectations for all those who use technology within the College. It is linked to the VCC Code of Conduct and value system and describes the boundaries of behaviour and the consequences for violation of those rules. Additionally, it honours individual freedom of speech, the right to privacy, the protection of intellectual property and copyright laws and equal access to information.

1. RATIONALE

With increasing advancements in technology, society has to deal with continual change and ways to access and use an abundance of information. This has necessitated a need for schools and communities to address various issues. One of the most prolific issues presented is children's access to inappropriate computer resources and in particular to inappropriate Internet sites. An Acceptable User Policy will assist in the management of student use of technology. It will also enable issues such as legal implications, ethical and cultural issues to be addressed. It is intended to encourage all students and users of Verity Christian College computer resources to be responsible and safe users of technology.

2. SCOPE

This document relates to the use of technology as described previously. It does not regulate student use of similar resources off the school property. It is however, intended as a guide for parents in their children's use of similar facilities at home or in other places.

It ensures that all students have access to the school's technology and related resources. It is understood that students require teacher permission and supervision when using the various aspects of this technology.

VERITY CHRISTIAN COLLEGE

COLLEGE DOCUMENT | POLICY | 2023

SECTION: 12 - Forms

POLICY: 72 – ICT Acceptable Use Procedures and Agreement

Reference:	VCCF12.72
First Issued:	March 2018
Last Amended:	Feb 2023
Review:	Feb 2023
Page:	2 of 5

A Child Safe School

3. BELIEFS

Underlying this policy are the following beliefs;

- Access to technology is a privilege, not a right.

- Access to technology entails responsibility.

- Demonstration of responsible computer practices assures continued access.

- Every person has the right to privacy and this should be protected by all.

- All users of technology should abide by the laws of Copyright and acknowledge intellectual property.

- Plagiarism is unacceptable.

- The school fully endorses the appropriate use technology as an educational tool that is conducive to learning.

- The school acknowledges the educational use of technology as relevant to both teachers and students. It is related to the curriculum, personal and professional development and autonomous learning.

- Information published on the Internet may be inaccurate, unsubstantiated and inappropriate. Students will be taught to recognize this.

- Harassment, swearing and other offensive behaviours are deemed unacceptable when directed through the electronic media.

4. RESPONSIBILITIES

When using technology at Verity Christian College, all users must remember the following;

- To be courteous and considerate of other people and property. Students, casual teachers and others must not touch classroom computer devices unless permitted to do so by the room teacher, and even then, only after explicit instruction or with direct supervision.

- To using appropriate language.

- Revealing personal information about themselves, their family, their friends or their school without permission can be unsafe.

- The privacy of other individuals and institutions should be respected.

- Downloading or copying any copyrighted materials is forbidden.

- Not publishing, distributing or using content or material created by someone else.

- Accessing inappropriate sites, those that advocate violence or illegal activities or those that are pornographic, racially or gender biased is not permitted.

- Any breach of security should be reported.

- Not lending passwords or accounts to anyone else

- Not using anyone else's password or account

- Vandalising, disrupting, degrading or harming computer equipment or resources in any way is not acceptable.

- Transmitting, transferring or introducing any data or equipment that is virus infected is not permitted.

- Using the school computer resources for any external, non-educational or personal profit.

The signing by students, staff and parents, of contracts that endorse these beliefs and responsibilities is a pre-requisite of individual access to school technology.

As long as your child/children are enrolled at Verity Christian College they will have access to secure Internet browsing and email. We respect your right as a parent to refuse your child permission to have access to this facility. If you do not agree to your child having access to this internet facility, you need to provide notification in writing to the school.

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Review:	Feb 2023
Page:	3 of 5

A Child Safe School

5. CONSEQUENCES

Depending on the violation, disciplinary action will involve the removal of individual access to technology for an appropriate time. The Principal will determine appropriate consequences.

6. PERSONAL DEVICE ACCEPTABLE USAGE

Personal devices being brought into the College is strongly discouraged yet it is acknowledged that in certain instances students may be allowed or encouraged to bring in a personal device for use. Verity Christian College accepts no responsibility for the loss or damage of personal devices and students are expected to adhere to the following guidelines;

- Students must inform the classroom teacher if they have a device from home.

- Students are required to maintain and clean their device and immediately report any damage to their teacher.

- Students are required to inform the teacher or others when using the camera and audio recording functions and are reminded that they must not publish photographs to any online network or social media application.

- Students must not play games on their device during school time unless otherwise directed by a teacher.

- When students are not required to have the device in class (e.g. for Sport) they should secure it in their bags.

- Students may not loan their device to another student or leave it in such a place that it is likely to be easily stolen or damaged.

- Similarly, students may not use another students device unless necessary for a class activity or they have permission to do so from its owner.

- Students must only download appropriately rated applications, videos and music to their devices.

7. HISTORY

Date	Review History

VERITY CHRISTIAN COLLEGE – ACCEPTABLE USER STUDENT AGREEMENT

Name_____Class_____

I understand that the use of the computer facilities and other technology at Verity Christian College is a privilege. Any inappropriate use will result in the cancellation of this privilege.

While using computer equipment, the Internet and related technologies, I will -

- Keep my name, address, telephone number and email details private.

- Be courteous, use appropriate language and be respectful of others.

- Abide by the School's Acceptable Technology Use Policy and take care when using the equipment and software.

- I know that that College can see anything that I send or receive.

- I will not alter or change any settings, files or applications on the desktop, interactive whiteboard or network.

- Ask the teacher if I encounter problems or errors while using technology.

- Only use discs and storage devices supplied by the school or checked by a teacher to prevent the spread of viruses.

- Only use the material I have permission to use, to protect copyrights.

- Only use the Internet for set tasks requested by the teacher.

- Not attempt to gain access and alter or use the school's, friend's or teacher's passwords.

- Not attempt to trash files or folders or alter passwords without permission and supervision from teachers.

- I will respect and accept this agreement and report other students who don't.

- Not attempt to invite teachers to enter into personal interaction social networking websites e.g. Facebook.

Signed _____ Date _____

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Review:	Feb 2023
Page:	5 of 5
A Child Safe School	

PARENT AGREEMENT

I have read and understand the Acceptable Use Policy for Verity Christian College and give permission for my child to use computer related technologies at school. I understand and accept the conditions outlined and agree with the school's rationale to encourage their students to be responsible computer users. I also agree to convey and reinforce appropriate standards for my child at home.

Signed _____ Date _____

SCHOOL AGREEMENT

At Verity Christian College student access to the Internet must be in support of educational outcomes. The responsibilities of Internet use will be communicated to the student through teaching and learning programs. Student work and class excursions and activities will sometimes be published on the school website, although no student's names will be published. Written objections will need to be submitted to the Principal.

Signed_____ Date _____