



Parade College ICT and Device Procedures, Guidelines and Acceptable Use Agreement

Digital citizenship refers to appropriate behaviour and conduct within an online community. Students will be expected to demonstrate appropriate digital citizenship by adhering to the acceptable uses below.

This agreement should be considered in conjunction with Parade College's behavioural management and student welfare policies. Each student at Parade College will access the school's ICT infrastructure and network via their own network account provided by the College. The student's network account will only be activated when they and their parent(s) or guardian have signed a declaration statement which demonstrates that they all have read, understood and will abide by this agreement. Students who do not have these declarations signed will be unable to use the school network or Devices.

With regard to the resources available and the facilities on offer by Parade College (the College), access is a privilege and not a right and Students are expected to behave in an appropriate manner at all times. Student access is monitored and logged and any inappropriate behaviour will be acted upon. Any breach of the below conditions may result in: withdrawal from the network, further action, or referral to an outside agency, including the Police. The College will only accept responsibility for authorised information placed on the College homepage and supporting pages.

Monitoring

The College reserves the right to monitor and log the use of all Devices and to take appropriate action where use is a breach of College policies, poses a threat to security, and/or damages the College's reputation. As such, all student use of Devices, during class time, must be related to schoolwork.

Device Care

Students are responsible for the care of the Device that is allocated to them, whether it be a mobile Device or lab-based Device. The Device must be treated as a valuable and fragile item, and students will be held accountable for any accidental or deliberate damage that occurs.

Use in the Classroom

A Laptop Device should only be used at the student's desk/table where it should be set out with books and other equipment in an uncluttered and orderly arrangement. Any leads and cords should be arranged neatly so that they do not create trip hazards or other dangers. Devices should not be used on the floor or in specialist practical areas. If the Device must be moved within the classroom, the screen should be closed and the Device picked up by the base with both hands and carefully relocated. A Device should never be lifted by its screen or when it is in the open position.

Using the College Bag (Laptop Device Program)

A Device bag is issued as part of the Device kit. Students are required to use the bag to transport the Device around the College and place the Device inside the bag and in the school backpack for transporting the Device to and from the College. Students must be careful not to over-pack their backpacks as this could also lead to pressure damage to the Device or back injuries from the excessive weight. Families cannot purchase and use their own protective sleeve or bag to carry the Parade College Device.



Storage at School (Laptop Device Program)

Each student is allocated a personal locker for the storage of their books, equipment and Device. The school will provide students with a combination lock for their lockers. Obviously, a student should never share the combination to their lock with another student. The Device must be stored inside the bag in the locker at recess, lunchtime or whenever it is not required for class (e.g. PE lessons or Sports afternoon). Students are not permitted to leave their Device at the College overnight.

Transport to and from School (Laptop Device Program)

Students must be mindful of the risk of Device damage or theft while they are travelling to and from the College each day. Students must take great care with their backpack and keep it in their possession at all times while travelling. When using public transport, the backpack should be on the student's lap while sitting or between the legs when standing. If a Device sustains damage on public transport because it is not in the student's possession, the damage may not be covered by insurance. The Device must never be displayed or used in public while travelling. It should also not be used to play CDs or music files while travelling.

Some students travel to and/or from school by car. The Device should be transported inside the bag in the backpack and placed in the boot. The Device should never be used to play CDs or DVDs in a moving vehicle. The backpack should never be left in an unattended vehicle unless it is stored in the boot.

Use and Storage at Home (Laptop Device Program)

At home, students should have an ordered place in which to do their homework which should be properly set up with a desk or table, adjustable chair, good lighting and easy access to a power point. The Device should only be used at the student's desk/table where it should be set out with other equipment in an uncluttered and orderly arrangement. Any leads and cords should be arranged neatly so that they do not create trip hazards or other dangers. Devices should not be used on a couch, bed or on the floor. When the Device is not in use, it should be stored in the bag out of sight in a drawer or cupboard. This is especially important when the home is unattended. It is important to also store the power adaptor out of sight. A power adaptor left lying around is a pointer to a nearby Device.

Some very useful information about protecting your home from burglary can be found on the Crime Prevention Victoria web site, in particular their brochure *Home Burglary: What you can do to avoid it*.

What to do if a Device is damaged or stolen

If a student misplaces a Device at school, they must immediately notify their House leader and the College Device Support Centre on 94683300.

If a Device is stolen from your home or car, please notify the police immediately and collect a Police report for insurance. In addition, please notify the College Device Support Centre on 94683300. Any damage to a Device must be reported to the Device Support Centre on the next school day. Most instances of accidental damage are covered by insurance - the procedure for lodging an insurance claim is listed below. Please note that as part of the conditions of using a College Device, parents have agreed to pay the excess arising out of any insurance claim concerning the Device. Should damage occur as a result of negligent or irresponsible behaviour, it is most unlikely the damage will be covered by insurance and the student responsible will be invoiced for the full cost of repairs.



Device Hardware, Software and Access

Parade College supplied Devices are pre-configured with a Standard Operating Environment (SOE) which contains College approved applications, security measures and tools deemed appropriate for student use.

Accessing or publishing any of the following material, or performing (or attempting to perform) any of the following actions are strictly forbidden:

- Publishing of any materials that brings Parade College, its staff or students into disrepute, or is defamatory. In particular, contributions made by students to web pages, (including networking sites such as Facebook, Twitter, etc.) must not be harmful to the reputation of Parade College, its staff or students. Inappropriate comments will be referred to the House Leader and, in serious instances, may lead to police involvement or legal action
- Obscene or offensive material (images, articles, videos, music) including pornographic material, violence, racism, terrorism, profanity and associated activities
- Bullying or harassing (*as per the College's Bullying and Harassment Policy*). If someone tells you to stop sending them messages, you must comply with their request
- Any hacking attempt into private data areas such as banks, defence installations, government departments, schools, etc.
- The transmitting of files or documents which covertly include Trojan horses or other malicious software
- Bypassing the College security and content filtering measures or proxy in any way
- Infringe any copyright
- Physically damage the Device

Access privileges

Student Devices are configured so that students can access all required information from the college network. Students must not make any changes or alter any aspects of the Device's configuration. If the configuration is changed and requires attention from the College Device Support Centre staff, the responsible student may be charged a re-image fee.

Backgrounds and Themes

Students are not permitted to customise the desktop wallpaper. This is in place to ensure that they do not infringe copyright nor offend any member of the Parade College's community.

Files – Use and Storage

Students are permitted to have music, movie and image files on their Device, however the copyright act prohibits users from storing files under copyright (i.e.: music owned by others). The caveats outlined regarding obscene or offensive material, copyright and privacy obviously apply.

Games

Students are not permitted to play web-based games during class time on Devices or College desktops without teacher authorisation. The installation of any game onto Parade Devices is prohibited and if found a reimage of the Device will be performed at the cost to the family.



Installation of Additional Software

The SOE contains all software required, however in the rare instance that additional software is required, students are permitted to arrange for its installation through the Device Support Centre, providing:

- The software relates directly to the educational use of the Device and is requested by their teacher
- Use of the software does not contravene any College policy or agreement

Webcams

Student Devices may be equipped with webcams. Students are only permitted to use it if:

- You have the permission of your supervising teacher
- The use of the webcam relates specifically to your school work
- You have the express consent of all individuals who will appear in any images or video created
- Images or video taken must not portray anyone in a situation which is offensive, demeaning or defamatory

Instant/Network Messaging

Students are not allowed to use any form of instant messaging on the Device.

Peer to Peer (P2P) networking

Installation of P2P clients is prohibited. If found, the Device will be re-imaged at a cost to the family.

Email

You should not expect that any information or document transmitted or stored on the College's network will be private and you should structure your email accordingly. In addition to the guidelines already listed which also apply to email, Students must not:

- Disclose their email password, home addresses or phone numbers in e-mail messages
- Read email messages of recipients other than themselves
- Send unchecked emails
- Answer unsolicited emails, quizzes or advertising questionnaires
- Send virus infected, phishing, spam or other bulk or unsolicited emails
- Use the email services for anything other than educational purposes

Privacy

The Privacy Act requires you and the College to take reasonable steps to protect the personal information that is held from misuse and unauthorised access. We stress therefore, that you take responsibility for the security of the Device and not allow it to be used by an unauthorised party. In addition, the following is prohibited:

- Re-post a message that was sent to you privately, without the permission of the sender
- Take or distribute photos, sound or video recordings of anyone connected to Parade College or other people, including background figures and voices, without their express written permission
- Upload/post/email images, video or sound, containing members of the Parade College **Staff and Students** onto social media sites (e.g. Facebook, YouTube, etc.) or any other website, without both their authorisation **and** that of the College. **Violation of this may be considered a criminal act**
- Make deliberate attempts to disrupt other people's use of ICT



Security

- Attempts to bypass, disable, jailbreak or uninstall any security measures (i.e.: BIOS security, content filtering, anti-virus, etc.) put in-place by the College or manufacturers is strictly forbidden. Any attempt will result in disciplinary action and a re-image of the compromised system at a cost to the family
- It is encouraged to either lock your screen or log-out when you leave your Device for any period of time. This will avoid others gaining unauthorised access to your personal information, the personal information of others and confidential information within the College
- You must comply with obligations under the Privacy Act, as outlined in the College Privacy policy
- You must leave the Device secured in lockers, secured by the supplied **College lock**, when not using it in class (this includes recess or lunch)
- Only use the Device at lunchtime and after school, for school-related tasks, in the Nash Learning Centre (Bundoora) or Caroline Chisholm Learning Centre (Preston) in a 1 to 1 learning configuration
- Do not leave school bags unattended when transporting the Device to and from the College
- Leave the Device secured in your locker whilst off campus (school excursions, sports activities, etc.)
- Do not swap the Device with another student or any other person
- Do not leave the Device unattended in any location
- Do not use the Device in an unsafe or dangerous manner

Distribution and Copyright

- When distributing information over the College's network or to third parties outside the College, you must ensure that you and the College have the right to do so, and that you are not violating the intellectual property rights of any third party. If unsure, contact the Device Support Centre
- In particular, copyright law may apply to the information you intend to distribute and must always be observed. The copyrighted material of third parties (e.g., software, files, images, articles) must not be distributed through email without specific teacher authorisation to do so
- You are not permitted to email your own school work to another student, except under the direct instruction of your teacher

Parade College On-site ICT Devices

All policies, procedures and guidelines outlined throughout this agreement apply, and must be adhered to, for any ICT Device located on-site at Parade College (Computer lab Devices, Photocopiers, scanners, etc.).

Family supplied Devices

All policies, procedures and guidelines outlined throughout this agreement apply, and must also be adhered to, for any Device bought onto the college campuses. Parade College **does not** support a BYOD (Bring Your Own Device) program.

General

- You should be aware that use of the College's Device network in a manner inconsistent with this agreement or in any other inappropriate manner, including but not limited to use for educational purposes, will be a breach of this agreement and will give rise to disciplinary action



Parade College ICT Device Program

- You are encouraged to act with caution and take into account the underlying principles intended by this Agreement. If you feel unsure of the appropriate action relating to use of email you should contact the Device Support Centre
- This agreement may be updated or revised from time to time

Liability

The College will not be liable for any loss or damage as a result of use of the Digital Device. The content of this Agreement can be changed at the College's discretion at any time without notification, in order to ensure the use of student devices remains educationally sound.

Consequences of Improper Use

Whilst connected to the network, the College will filter and monitor email, web traffic and content accessed by students, in order to ensure appropriate usage. Any breach will be recorded and the student may be subject to the following consequences:

- A warning
- Detention or suspension (*this may include IT suspension i.e. no access to the College network, etc.*)
- Restricted access to the College's network and use of any equipment attached to the network
- Informing parents/guardians
- Re-image of the Device at a cost to the family
- A behaviour note going on their file for a bullying strike (if the incident is deemed to fall within the College's Bullying and Harassment Policy)
- Confiscation of the Device by their classroom teacher and the Device passed onto their House Leader or an Assistant Principal for major breaches of the ICT code of conduct. The Device would then be returned to the student's parents during a meeting with their son's House Leader

Complaint Resolution

If a complaint in relation to abuse of computer facilities is substantiated, appropriate disciplinary action may be taken against the student/s concerned. This may include warning, counselling, detention, suspension, removal from the College, and/or referral to outside agencies including the police.