



Context

In the 21st century, Information and Communication Technologies (ICT) have become an integral part of people's lives at school, at work and at home. There are positive outcomes to the use of ICT/Internet for teaching and learning, but there are also dangers in it. While maximizing its potential for improving teaching and learning, it is also important to keep a critical eye on the dangers inherent in its misuse.

Values

Effective learning
Discernment
Equity
Safety
Respect

Policy

At Killester College ICT is integrated into all aspects of teaching and learning and is used as a tool for learning. The College will work with parents to ensure students have access to up-to-date hardware and software and ensure equitable access to the ICT curriculum for all students. Every effort will be made to ensure the safe and appropriate use of ICT in the school and at home.

Implications

- Students will use ICT across a range of subjects
- The ICT infrastructure in the school will be constantly kept up-to-date
- There will be systematic professional learning access for teachers
- Protocols will be put in place and these will be communicated to students in order to support the safe and appropriate use of ICT
- Students will be taught to evaluate the provenance, reliability and biases of information obtained from the internet

Related policies

Teaching and Learning Policy
Pastoral Care Policy
Anti-Bullying Policy

Procedures

- At the start of each school year, Killester College will provide for each student a data allowance judged sufficient for carrying out school-based activities using the internet. Internet access at the College is filtered to remove access to inappropriate sites, but students and staff need to recognize that filters are not completely effective and that individuals have a responsibility to avoid accessing inappropriate material.
- In order to facilitate information gathering and sharing, and the demands of the curriculum in terms of communication skills, the College provides email access to students subject to the guidelines below:

General Guidelines for the use of ICT facilities:

- Students and parents sign the agreement form.
- Network and internet accounts are to be used only by the authorized owner of the account
- Passwords to network, internet and email accounts are not to be shared
- Students are responsible for backing up their own files
- Although every effort is made to back up data stored on the network, the college will not be responsible for lost data
- Students are not to eat or drink near ICT equipment
- Students should treat all ICT equipment with due care and diligence

Specific Guidelines for the use of the Internet:

- Non-school email, chat rooms, and messenger sites are not permitted to be accessed at Killester.
- The internet and email will be used for educational purposes only.
- Students should make every effort to access only educationally appropriate sites for research.
- Students will be made aware that information on the Internet is not necessarily true or accurate. Users are encouraged to cross check information from other sources to check the validity of information.
- All material and ideas of others must be acknowledged and the sources cited correctly in a bibliography.
- There is no guarantee that emails and attachments will be received. The College will not be responsible for lost work sent via email.
- When using the internet, students will not make any attempt to bypass filters or to deliberately enter or remain in any site that has any of the following content:
 - * Nudity, obscene language or sexual discussion intended to provoke a sexual response
 - * Violence
 - * Information on, or encouragement to commit any crime
 - * Racism
 - * Information on making or using weapons or other dangerous items.
 - * Containing other objectionable material

Specific Guidelines for the use of email:

- Appropriate language must be used in all emails.
- Anonymous email must not be sent. The sender's name must appear as a part of the message.
- Email must not contain language that abuses, vilifies, defames, harasses or discriminates
- Email must not contain obscene or pornographic material
- The copyright or other intellectual property rights of another person must not be infringed
- Users should not reveal their own or others' phone numbers or addresses in any email communication
- Users need to note that email is not guaranteed to be private, as system administrators have access to all files including email. In addition, any email with inappropriate content will be automatically bounced back to the System Administrator for subsequent action.
- If a student receives email that is abusive, harassing, of an obscene or pornographic nature the email must be deleted and the sender asked not to communicate in such a manner. If the email was sent from a Killester College account, or sent by a student of the College, a teacher or ICT staff member must be notified.

Sanctions for non-compliance with ICT, internet and email guidelines

More than one sanction as described below may apply:

- Temporary ban on using computers
- Removal of email privileges
- Removal of internet access
- Detention
- Paying to replace damaged equipment
- Further sanctions as deemed appropriate in the College disciplinary policy

PORTABLE DEVICES AT KILLESTER COLLEGE

At Killester College portable devices are defined as:

- laptop computers, whether belonging to the school or to the individual student
- iPads and similar tablet computers
- mobile telephones
- other devices, such as iPods, that share characteristics with the devices listed above

Portable Devices in the Classroom

Killester College supports and promotes the integration of technology into classroom teaching. With the permission of the classroom teacher, students may use portable devices to:

- access and use programs and applications
- record information
- prepare documents, presentations and other types of computer files
- access the school intranet
- make audio and/or visual recordings or take photographs
- access the internet through the school network.

Even if they possess the capability, whilst on school grounds students are not permitted to use their mobile devices to access the internet other than through the school network.

Security of Portable Devices

Being valuable items, portable devices must be kept secure at all times.

- when in use, portable devices should be kept in any protective case provided.
- when moving between classrooms, portable devices should be carried in any protective case or bag provided
- when not in use, all devices should be secured in the student's locker.
- when travelling to and from school, portable devices belonging to the College should be secured in a school bag and not used on public transport or in public places.

Portable Devices outside of the Classroom

- Portable devices are not to be taken to or used in the yard at recess or at lunchtime.
- Portable devices should not be taken or used on camps, excursions or sporting events unless expressly permitted by the teacher organizing the activity.

Mobile Telephones

The college acknowledges that mobile telephones are widely owned and used by Killester students, and have many capabilities beyond making phone calls. From time to time individual class teachers may permit mobile telephones to be used in class for the purposes described above, such as recording information or taking photographs. At all other times, mobile phones must be turned off or turned to silent, and should not be used in class or at recess or lunch.

As always, it is the responsibility of the student to ensure personal property is kept safe and secured in lockers when not in use, and the school cannot accept responsibility for lost items. If a student is concerned about loss they may leave their telephone or other portable device in the front office for the day.

ICT/Internet Student Agreement

As a student of Killester College, I acknowledge that I will:

1. **Respect and protect the privacy of others**
 - by using only my assigned network and internet/email accounts.
 - by not viewing, using, or copying passwords or data belonging to other students
 - by not distributing private information about myself or others
 - by not posting photographs online without the permission of the subjects of the photograph

2. **Respect and protect the integrity, availability, and security of all electronic resources**
 - by observing all network security practices
 - by accessing the internet whilst at school only through Killester's network
 - by maintaining my internet account balance in credit
 - by not damaging data, hardware or software belonging to the College or others

3. **Respect and protect the intellectual property of others**
 - by not infringing copyright or making illegal copies of music, games or movies
 - by acknowledging all sources in research and not plagiarising others' work

4. **Respect and practice the principles of community**
 - by communicating only in ways that are kind and respectful, and in ways that do not contravene community values, College values, or state or federal laws.
 - by not using portable devices in class without the permission of the teacher
 - by not making or receiving phone calls or text messages in class or during breaks
 - by reporting threatening, discomfoting or bullying materials to a teacher
 - by not accessing, transmitting or creating material that violates the College's code of conduct
 - by not posting photographs online depicting the College, or students in College uniform, in ways that do not reflect the values of the College

5. **Respect and protect the equipment of myself and others**
 - by ensuring all portable devices are secured in a locker when unattended
 - by ensuring portable devices are secured in a schoolbag whilst travelling to and from school
 - by reporting unattended portable devices to a teacher

Students may, if in accord with the policy above

1. Use email for communication with other students, staff and outside bodies for educational purposes
2. Create web pages or publish other material on the internet for educational purposes
3. Use portable devices to access the internet, record information or take photographs with the express permission of the class teacher