

# Murrumba State Secondary College

## Information & Communication Technology

### Acceptable Use Policy and Agreement

Dear Parents/Caregivers,

Murrumba State Secondary College has a school wide computer network that supports effective student learning across the school's curriculum. This network also provides student access to the Internet and email.

It is important that you and your child are familiar with the guidelines as stated in the accompanying *Information Security Policy* and *Use of ICT Systems Procedure*. Education Queensland requires that all schools have an ICT Acceptable Use Policy.

In summary these refer to -

1. *Purpose of the School network and Internet access.* This gives students the benefit of coordinated networked computers and information technology facilities for educational purposes - their daily classwork as well as for research purposes. The provision of Internet access provides connections to resources world-wide, as well as facilitating local, regional and world-wide communication through email.
2. *Types of information available and intellectual ownership.* Students may access a range of appropriate information via the Internet as well as use computer software installed on the network. The use of these resources is subject to copyright law.
3. *User responsibilities.* Students are responsible for all activity carried out on their personal network account.
4. *Personal security.* Students are not to disclose personal information - their own or other people's, on the Internet.
5. *Sanctions.* Inappropriate use of the network facilities, including the Internet or *email* will incur the loss of access to these facilities.

The use of your child's account must be in support of, and consistent with, the educational objectives of the College, the [Student Code of Conduct Policy](#), the *Information Security Policy* and *Use of ICT Systems Procedure*. Failure to follow these will result in the loss of privilege to use these facilities.

Although the College has established Acceptable Use policies, please be aware that there may be unacceptable material or communications on the Internet that your child can access. Education Queensland provides a filtered internet feed to all schools and teachers will always exercise their duty of care, however protection against exposure to harmful information on the Internet must depend finally upon responsible use by students.

**Please read and discuss the attached policy with your child. Complete and return the signed *Agreement* to the College Administration Building.**

Please contact your child's house deputy principal should you have any concerns or wish to discuss the matter further.

Regards,

Sharon Cordiner  
College Principal

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The department's [Digital Strategy 2019-2023](#) supports the investment in new foundations for contemporary learning, with near-seamless access to information and digital technologies at any time. Essential tools for providing these innovative educational programs include the intranet, internet, email and network services (such as printers, display units and interactive whiteboards) that are available through the department's ICT network. These technologies are vital for the contemporary educational program provided in QLD schools.

This policy sets out guidelines for the acceptable use of Information and communication technology (ICT) at Murrumba State Secondary College. Including access to and use of the internet and email, which are essential tools for schools in the provision of innovative educational programs. It is essential that students and Parents/Caregivers understand and acknowledge these policies and responsibilities.

#### RESPONSIBILITIES OF STUDENTS

##### A Word to Students on Personal Responsibility

When you are using the College network, it may feel like you can more easily break a rule and not get caught. This is not really true because whenever you do something on a network you leave little "electronic footprints," so the odds of getting caught are really about the same as they are in the real world. The fact that you can do something or think you can do something without being caught does not make it right to do so. Student devices should be backed up regularly; failure to do so is not grounds for extensions for assessment tasks. Non-educational programs are not to be installed on student devices used at the College.

The Department has supplied every student with up to 5 Terra-Bytes of storage on their OneDrive student account. Students are to use their OneDrive for storing document whilst enrolled at the College. Personal storage (e.g. USBs or external hard drives) are not permitted as these may contain viruses, malware and that personal files may be deleted by the DET security systems.

**The College network is for storage and access of College course related materials only.**

##### Responsibilities for using a personal mobile device on the department's network

- Students must complete and comply with the [College BYOD policy document](#) before bringing or connecting their device to the College network.
- Students are responsible for the security, integrity, insurance and maintenance of their personal mobile devices and their private network accounts.
- Where possible, appropriate anti-virus software has been installed and is being managed.
- Students must follow any advice provided on best security requirements e.g. password protection.
- Any inappropriate material or unlicensed software must be removed from personal mobile devices before bringing the devices to the College and such material is not to be shared with other students.
- Unacceptable use will lead to the mobile device being confiscated by department employees, with its collection/return to occur at the end of the school day where the mobile device is not required for further investigation.

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#### Acceptable/appropriate use/behaviour by a student

It is acceptable for students while at the College to:

- use mobile devices for:
  - assigned class work and assignments set by teachers
  - developing appropriate literacy, communication and information skills
  - authoring text, artwork, audio and visual material for publication on the intranet or internet for educational purposes as supervised and approved by the College
  - conducting general research for school activities and projects
  - communicating or collaborating with other students, teachers, their parents or experts in relation to school work
  - accessing online references such as dictionaries, encyclopaedias, etc.
  - researching and learning through the department's eLearning environment
- be courteous, considerate and respectful of others when using a mobile device
- switch off and place out of sight the mobile device during classes, when these devices are not being used in a teacher-directed activity to enhance learning
- use their personal mobile device for private use **only** before or after school in accordance with [Student Code of Conduct](#)
- seek teacher's approval where they wish to use a mobile device under special circumstances.

#### Unacceptable/inappropriate use/behaviour by a student

It is unacceptable for students while at the College to:

- use a mobile device in an unlawful manner
- download, distribute or publish offensive messages or pictures
- use obscene, inflammatory, racist, discriminatory or derogatory language
- use language and/or threats of violence that may amount to bullying and/or harassment, or stalking
- insult, harass or attack others or use obscene or abusive language
- deliberately waste printing and internet resources
- damage computers, printers or network equipment
- commit plagiarism or violate copyright laws
- ignore teacher directions regarding the use of social media, online email and internet chat
- send chain letters or spam email (junk mail)
- share their own or others' personal information and/or images which could result in risk to themselves or another person's safety
- knowingly download viruses or any other programs capable of breaching the department's network security
- use in-phone cameras inappropriately, such as in change rooms or toilets
- invade someone's privacy by recording personal conversations or daily activities and/or the further distribution (e.g. forwarding, texting, uploading, Bluetooth use etc.) of such material
- use the mobile phone (including those with Bluetooth functionality) to cheat during exams or assessments
- take into or use mobile devices at exams or during class assessment unless expressly permitted by department employees.

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#### **Social Media**

Students must not use social media inappropriately such as:

- Using College images and logos to create unofficial social media pages
- Uploading images of department employees or other students without consent
- Spreading fictional information that can damage the College

Our College is committed to promoting a safe and supportive learning environment and students involved in the posting of inappropriate material on websites may be disciplined in line with the [Student Code of Conduct](#)

#### **Authorisation and controls**

The principal reserves the right to restrict student access to the College's ICT services, facilities and devices if access and usage requirements are not met or are breached. However restricted access will not disrupt the provision of the student's educational program. For example, a student with restricted College network access may be allocated a stand-alone computer to continue their educational program activities.

The Department of Education monitors access to and use of its network. For example, email and internet monitoring occurs to identify inappropriate use, protect system security and maintain system performance in determining compliance with state and departmental policy.

The department may conduct security audits and scans, and restrict or deny access to the department's network by any personal mobile device if there is any suspicion that the integrity of the network might be at risk.

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#### Student Agreement

I understand that the College's information and communication technology (ICT) services, facilities and devices provide me with access to a range of essential learning tools, including access to the internet. I understand that the internet can connect me to useful information around the world.

While I have access to the College's ICT services, facilities and devices: I will use it only for educational purposes; I will not undertake or look for anything that is illegal, dangerous or offensive; and I will not reveal my password or allow anyone else to use my College account.

Specifically, in relation to internet usage, should any offensive information appear on my screen I will close the window and immediately inform my teacher quietly, or tell my parents/guardians if I am at home.

If I receive any inappropriate emails at the College I will tell my teacher. If I receive any at home I will tell my parents/guardians.

When using email or the internet I will not:

- reveal names, home addresses or phone numbers – mine or that of any other person
- use the College's ICT service, facilities and devices (including the internet) to annoy or offend anyone else.

I understand that my online behaviours are capable of impacting on the good order and management of the College whether I am using the College's ICT services, facilities and devices inside or outside of school hours.

I understand that if the College decides I have broken the rules for using its ICT services, facilities and devices, appropriate action may be taken as per the College's [Student Code of Conduct](#), which may include loss of access to the network (including the internet) for a period of time.

I have read and understood this procedure/policy/statement/guideline and the [Student Code of Conduct](#).

I agree to abide by the above rules/the procedure/policy/statement/guideline.

\_\_\_\_\_ (Student's name)

\_\_\_\_\_ (Student's signature) \_\_\_\_\_ / \_\_\_\_\_ /2024

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#### Parent or Guardian

I understand that the College provides my child with access to the school's information and communication technology (ICT) services, facilities and devices (including the internet) for valuable learning experiences. In regards to internet access, I understand that this will give my child access to information from around the world; that the College cannot control what is available online; and that a small part of that information can be illegal, dangerous or offensive.

I accept that, while teachers will always exercise their duty of care, protection against exposure to harmful information should depend upon responsible use by my child. Additionally, I will ensure that my child understands and adheres to the school's appropriate behaviour requirements and will not engage in inappropriate use of the College's ICT services, facilities and devices. Furthermore, I will advise the College if any inappropriate material is received by my child that may have come from the College or from other students.

I understand that the College is not responsible for safeguarding information stored by my child on a departmentally-owned student computer or mobile device.

I understand that the College may remotely access the departmentally-owned student computer or mobile device for management purposes.

I understand that the College does not accept liability for any loss or damage suffered to personal mobile devices as a result of using the department's services, facilities and devices. Further, no liability will be accepted by the College in the event of loss, theft or damage to any mobile device unless it can be established that the loss, theft or damage resulted from the College's/department's negligence.

I believe \_\_\_\_\_ (name of student) understands this responsibility, and I hereby give my permission for my child to access and use the Colleges' ICT services, facilities and devices (including the internet) under the College rules. I understand where inappropriate online behaviours negatively affect the good order and management of the College, the College may commence disciplinary actions in line with this user agreement or the [Student Code of Conduct](#). This may include loss of access and usage of the Colleges' ICT services, facilities and devices for some time.

I have read and understood this procedure/policy/statement/guideline and the [Student Code of Conduct](#).

I agree to abide by the above rules / the procedure/policy/statement/guideline.

\_\_\_\_\_ (Parent/Guardian's name)

\_\_\_\_\_ (Parent/Guardian's signature) \_\_\_\_\_ / \_\_\_\_\_ /2024

The Department of Education through its [Information privacy and right to information](#) procedure is collecting your personal information in accordance with the [Education \(General Provisions\) Act 2006 \(Qld\)](#) in order to ensure:

- Appropriate usage of the school network
- Appropriate usage of personal mobile devices within the school network.

The information will only be accessed by authorised school employees to ensure compliance with its [Information privacy and right to information](#) procedure. Personal information collected on this form may also be disclosed to third parties where authorised or required by law. Your information will be stored securely. If you wish to access or correct any of the personal information on this form or discuss how it has been dealt with, please contact your child's school. If you have a concern or complaint about the way your personal information has been collected, used, stored or disclosed, please also contact your child's school.