Hume Anglican Grammar

Information and Communication Technologies Policy

POLICY OWNER: **Principal**

APPROVED: **SLT – November 2017**

REVIEW DATE: **November 2019**

1.PURPOSE

To ensure all students and staff of Hume Anglican Grammar are accessing and using communication technologies in an acceptable manner in accordance with our School's mission, values and Christian beliefs, our policies and the law.

2. SCOPE

This ICT Policy applies to all users of the School Network and School owned, leased or managed equipment.

3. ALIGNMENT TO THE STRATEGIC PLAN

Goal:

Pathways:

2. Teaching and learning -
Engaged and motivated students
striving to learn and grow

d. Promote excellence, innovation
and continuous improvement

3. Staff – professional and dedicated
staff committed to the success of the school

c. Create a stimulating and
opportunity rich workplace where
staff desire to be challenged

DESIRED OUTCOMES:

2. Be recognised in our community as a school of choice providing a relevant, progressive and prized education, and valued for its contribution.

1. 4. ASSOCIATED DOCUMENTS

Victorian Institute of Teaching - Teaching Profession Code of Conduct

Hume Anglican Grammar Child Safety policy

Hume Anglican Grammar Child Safety Code of Conduct

Hume Anglican Grammar Staff ICT Device policy

Hume Anglican Grammar Social Media policy

Hume Anglican Grammar Staff Professional Expectations policy

5. DEFINITIONS

Acceptable use refers to common sense, decency and legal responsibilities applied to the Network and the writing of emails, messaging, documents, use of a camera facility and downloadable audio and video footage. Users must accept that the School's Information and Communication technologies' primary use is for educational and professional purposes.

Child abuse – All abuse harms children. Even injuries that are not visible can be profound. They strike at a child's sense of identity, make them fearful and ashamed, and reduce their ability to participate in their community.

Child abuse includes –
- Any act committed against a child involving –
  o a sexual offence;
  o an offence under section 49M) of the *Crimes Act 1958 (grooming)*
  o encouraging a child under the age of 16 to engage in, or be involved in, sexual

activity;
- o encouraging a child aged 16 or 17 under care, supervision or authority to engage in, or be involved in, sexual activity
- the infliction, on a child, of –
- o physical violence or
- o serious emotional harm
- serious neglect of a child

Downloads refers to the downloading of software from the Internet or the downloading of audio or visual material from web pages (this occurs every time you enter the Internet) and other devices.

Email refers to all technologies used to transfer electronic messages, including email from one computer to another; instant messaging and peer-to-peer file exchange.

Information and Communications Technology Policy agreement refers to the agreement that Hume Anglican Grammar students and parents/guardians sign when they enter the School. It refers to the school's ICT Policy and indicates an agreement to abide by the policy. The same agreement is provided for staff to read and acknowledge when they commence employment and when the policy has been reviewed.

Internet means the worldwide communication system of interconnected networks and computers which connects people through their computers. The computers communicate using a set of protocols called TCP/IP (Transmission Control Protocol/Internet Protocol).

Network means the School's computer network which includes access to the intranet of the School, the global Worldwide Web through the Internet, email, software, file/data information and hardware.

Unacceptable use includes, but is not limited to, acts of a malicious or nuisance nature, invasion of privacy (see Privacy Act 2000), harassment, bullying, hacking, altering the settings on any ICT device or equipment without authorisation, plagiarism, gaming, impersonation/identity theft, inappropriate use of email and distribution of unacceptable material, spoofing, gambling, fraud, copyright infringement, or cheating in an examination.

User means a person authorised to use the Network. For the purposes of this policy, this includes student, staff and parents or other members of the school community.

6. HUME ANGLICAN GRAMMAR POLICY

The Hume Anglican Grammar ICT Policy governs the use of all information and communication technologies by the students and staff of Hume Anglican Grammar. ICT services consist of computers and network resources provided for three user groups.
- Students
- Staff
- Parents & other school community members

The School provides information and communication technology resources for use by the School community. These resources are provided to assist staff carry out their duties and for students to advance their education by conducting authorised educational and administrative pursuits.

The school acknowledges that:

- Information and Communication Technologies (ICT) plays an increasingly important role in the learning of children and the creation and delivery of learning programs by teachers.
- The establishment and implementation of an acceptable use policy, in addition to guidelines and resources for students, parents/caregivers and staff:

a) contributes to the provision of a safe learning environment and addresses the emotional, physical and social development of children
b) contributes to the maintenance of a safe working environment
c) assists the school to meet its obligations and deliver a curriculum in manner that is consistent with the School's mission, values and Christian beliefs
d) complements our commitment to maintaining our registration as an eSmart school
e) supports the school's child safety practices

For the purpose of this policy, communication technologies include, but are not limited to:

☐ Computers, tablets
☐ Network infrastructure
☐ Internet
☐ Mobile phones (including Smartphones)
☐ Wireless Devices
☐ Personal music devices, including iPods
☐ Recording devices
☐ Portable storage, including USBs and external hard drives

The ICT Policy provides staff and students with the opportunity to utilise these and future technologies appropriately to enhance teaching and learning in a safe physical and emotional environment. It is very important that all members of the school and wider communities recognise that Hume Anglican Grammar is absolutely committed to **zero tolerance of child abuse**.

The use of the Hume Anglican Grammar computer network, internet access facilities, computers and other technological devices, on or off the School site, should be for educational or professional purposes. The use of privately owned technological devices or equipment on the School site must be appropriate to the school environment and in accordance with the guidelines of this policy. Student privately owned equipment may not be connected to the school's network except in accordance with the School's BYOD Policy (Bring Your Own Device) guidelines. Staff privately owned devices are permitted to be connected to the school network and in doing so immediately come under the jurisdiction of this policy.

It is an expectation that students and staff will make responsible use of communication technologies at all times. Members of the teaching and general staff issued with a laptop for work purposes are also reminded of the guidelines provided in the Staff Laptop Policy. The Staff Laptop policy complements this policy.

When using global information systems such as the Internet, every attempt will be made by the School to filter out any inappropriate material.

7. AIMS

☐ To communicate the acceptable use of communication technologies to students and staff.
☐ To communicate an individual's rights and responsibilities when using communication technologies.
☐ To ensure that all users take appropriate precautions when using communication technologies, including the protection of passwords and safe transport and storage of equipment.
☐ To ensure the security of data on the school network or another technological device.
☐ To promote appropriate and lawful use of data copying, use and distribution.
☐ To ensure that communication technologies are not used to facilitate behaviour which is either inappropriate in the school environment or illegal.

8. RIGHTS AND RESPONSIBILITIES

Each user is held responsible for his or her actions when using communication technologies. Inappropriate use will be dealt with according to the school's Code of Conduct policies and/or as set out in individual employment contracts. Examples of such unacceptable use include any conduct that:

- Violates or infringes the rights of another person, including their right to privacy
- Initiates access to inappropriate or illegal material
- Initiates access to material which contains real or potentially defamatory material, false, inaccurate, abusive, obscene, violent, pornographic, profane, sexually-explicit, sexually-oriented, threatening, racially offensive or otherwise biased discriminatory or illegal or any other inappropriate material

Conversations by staff of an unsuitable personal nature with students, via email or other electronic communication, including telephone communication.

- Violates copyright
- Violates any other school policy (e.g. Social Media, Anti-Bullying or BYOD)
- Broadcasts unsolicited personal views on any matter. Places images, text or audio-visual content of a member of the school community on the school network or any global information system (e.g. social networking sites) without express permission
- Fails to use the system as prescribed thus permitting infection by computer virus or deliberate infection by computer virus
- Results in unauthorised external access to the school's electronic communication system.
- Results in unauthorised distribution of Hume Anglican Grammar course materials to a third party
- Involves the unauthorised installation and/or downloading of non-school endorsed software on the equipment provided by the school
- Involves unauthorised repairs
- Offends or potentially offends the mission, values and Christian beliefs of the school.
- Potentially brings the reputation of the school into disrepute
- Wastefully uses finite resources, including downloading and printing

In the event of accidental access of such material, users should:
- Not show others.
- Close or minimise the window.
- Report the incident immediately to an appropriate person.

9. THE SCHOOL COMPUTER NETWORK

The contents of the Hume Anglican Grammar network (including email) remain the property of the school.

9.1 NETWORK PASSWORDS

- Users should endeavour to keep their passwords confidential at all times
- Users are not to disclosure passwords to any other person
- Users are not permitted to share passwords in order to use school network facilities
- If a user suspects that someone else is aware of his/her network password, they should immediately change their password
- Members of staff may be directed to change their password periodically, for security reasons

9.2 COMPUTER NETWORK USE

- ☐ The use of the network should be consistent with the mission, values and Christian beliefs of the School
- ☐ Network accounts should be used only by the authorised user
- ☐ Software should not be installed or copied from the School network without first checking with ICT Services. This is to ensure that the school has the legal license to the software and the user and the School is complying with copyright law
- ☐ The privacy of information is valued by the School. To enhance this, staff and students are issued with their own personal Home drive to save their information and files to. This drive is only accessible by the user when they have logged in to the network. This drive should be organised and managed efficiently by the user
- ☐ Archival material on the Home drive is backed up by ICT servers but staff may choose to back up to an external storage device periodically. Such devices must be virus free

10. EMAIL

Email is a major means of formal communication between staff, students, parents and the wider community. It is expected that all Hume Anglican Grammar users of email will follow the protocols laid out below.

10.1 EMAIL PASSWORDS

- ☐ Email passwords will follow the same guidelines as network passwords.

10.2 EMAIL USE

- ☐ The use of email should be consistent with the mission, values and Christian beliefs of the School.
- ☐ Users are encouraged at all times to exercise great care when creating email messages.
  Appropriate/acceptable language, data and pictures should be used with care and consideration in email messages.
- ☐ The intended audience of the email needs to be kept in mind when constructing the content of the email to ensure the appropriate level of formality or informality and structure of the document.
- ☐ Users are encouraged to avoid revealing personal details or information in an email as this can be easily forwarded to recipients they don't know and therefore, email is inherently not secure.
- ☐ Users should ensure that messages are addressed to the appropriate recipient.
- ☐ Users should not use email in an unacceptable manner as defined by this document in the **Definitions** section.
- ☐ Users must be aware that email messages which they send may be construed as representing the School's position. Where a User does not have the authority, is not aware of the School's position or where his or her personal view may differ from that of the School, the message should state that the opinion expressed is that of the writer and does not necessarily reflect the views of the School.

- ☐ The following are prohibited:
  - "Spamming" or sending unsolicited commercial electronic messaging in accordance with the SPAM Act 2003 (Sending junk, unwanted mail via email)
  - "Spoofing" or deliberately changing the "sender'' field of email
- ☐ If a user receives a suspicious email, then the user should immediately delete the email from the Inbox and the Deleted Items box or block the sender. If unsure always contact ICT services before opening the document.
- ☐ Email attachments should be limited in size. Large files (containing multimedia content)

should not be sent via email.
- Use of Gmail, Yahoo and Hotmail (or any other third party email service) on school equipment must follow the same protocols as school email accounts.
- Emails from the school must be accompanied by an authorized school signature at the email's conclusion.

11. THE INTERNET
The Internet is used extensively by staff and students, to facilitate learning, to communicate with others and for research/work purposes. It is expected that all Hume Anglican Grammar users of the Internet will follow the protocols laid out below.

11.1 INTERNET ACCESS

- Users can only gain Internet access once they have logged into the Network.
- ICT services monitor Internet activity, including the volume of downloads and the sites used by users. Users should be aware that Internet usage is logged and any concerns passed to the Principal or Deputy Principal.

11.2   INTERNET USE

- The use of the Internet should be consistent with the mission, values and Christian beliefs of the School.
- Users should be aware that any software, games, music or movies downloaded from the Internet should be able to be used legally by the School. This will ensure that the School has the legal license to the software and is complying with copyright law.
- The School will utilise firewalls and other controls with regards to Internet use.
- The School has Internet blocking software. However, users should be aware that no blocking software is fully secure.

12. SURVEILLANCE AND SECURITY
The School's ICT services conducts ongoing surveillance and monitoring of the School's ICT environment, to help keep hardware, software and users safe and to provide Business continuity security.

12.1 SECURITY

- ICT services is constantly reviewing and updating Internet and word blocking software.
- If a student or staff member comes across an inappropriate/unacceptable site, they are asked to inform the helpdesk@humegrammar.vic.edu.au who can manually block the website address.
- All computers at Hume Anglican Grammar have antivirus software. When the School computers are connected to the School network, they have a 24 hour anti-virus checking surveillance system which updates regularly.
- If a User accidentally receives or gains access to a virus, then the User should immediately contact ICT services for advice on what to do.
- If a User receives a suspicious email, then the User should immediately delete the email from the In box and the Deleted Items box.
- Hume Anglican Grammar has secure hardware and software firewalls to stop intrusions.
- Hume Anglican Grammar has a disk based back up system for the whole network.
  Users are asked to notify the helpdesk@humegrammar.vic.edu.au immediately if they become aware of any incident that could affect the security of the Network.

12.2 SURVEILLANCE

- The School encourages the use of electronic communications and respects the privacy of users.
  It does not routinely inspect, monitor or disclose email communications without the request of the Principal or Deputy Principal. However, users should note that all electronic communications related to the school remain the property of the school.
- From time to time ICT services will be required to conduct an audit to ensure that the School's facilities, resources and services are all being used appropriately and comply with the law. This is often at the request of the Principal or Deputy Principal.

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12.3 SOFTWARE

- Student users must only use software on Hume Anglican Grammar devices that is licensed to the School. Teachers should refer to the Staff Laptop Policy for software downloading rules.

12.4 INTELLECTUAL PROPERTY/COPYRIGHT

- Users should respect the intellectual property rights of others. In particular, users should be conscious of the provisions of the Australian Copyright Act.
- All texts, photographs, video clips, audio clips, music, movies, games and computer software are protected by copyright. Unauthorised copying, distribution or downloading of this type of material can constitute breach of copyright.
- Any material downloaded from the internet needs to be cited fully in any work submitted by a student.

12.5 HARDWARE

- All computer facilities, including Laptop computers, tablets, desktop computers, scanners, printers, digital cameras (both still and moving) are expensive, sensitive and must be treated carefully.
- Users are asked to report all repairs or problems with hardware to the teacher promptly, so that a helpdesk ticket can be generated.

12.6 STUDENT ACCESS

- Both during and outside class time, students should take responsibility for their own use of the Network and any school device, as well as their own device if they are utilising BYOD. Teachers play a supervisory role in the classroom but the ultimate responsibility rests with the student. Parents should remain vigilant regarding their child's communication technology use at home.
- Parents and guardians share with the School the responsibility for setting and conveying the standards which students should follow when using communication technologies.

12.7 BREACH OF THIS POLICY

- In accordance with the school's **Codes of Conduct** that apply to students, staff and parents, any breaches of one or more of the **Information and Communication Technologies, Social Media, Staff Laptop** or **BYOD Policies** will be dealt with on a case-by-case basis.
- Should a person breach the terms of an ICT-related policy, the School may at its sole discretion respond to that breach having regard to matters considered relevant by the School.
- In investigating a suspected breach, the School may:

  - Audit the ICT equipment/device used in the alleged incident, including privately owned or leased ICT equipment; and
  - Take all reasonable measures to preserve any related evidence, including copying of any data and/or seizing any ICT equipment/device used in the alleged incident.

- The User agrees to promptly make available to the School the ICT equipment/device, for the purpose of any investigation and/or audit, and to co-operate otherwise with the School in any investigation and/or audit process
- The School may at its sole discretion take disciplinary action as appropriate against an Authorised User found to have breached policy terms , such disciplinary action may include, but is not limited to:
- Withdrawal of that person's authority to access and use School ICT and School ICT equipment/devices;
- Confiscation of any School ICT equipment/device(s) in the possession of the person; and/or
- Termination of the right of the student to attend the School, suspension and/or expulsion.
- A breach of the terms of the policy/policies in question may amount to a contravention of State and/or Federal legislation, and may constitute criminal misconduct. In such situations the School reserves the right to involve law enforcement agencies in addition to any disciplinary action it may take.
- Any disciplinary action will be decided upon by the relevant member of the Senior Leadership Team.

12.8   MOBILE PHONE

Hume Anglican Grammar recognises that there are times when it is appropriate and useful for students to have access to a mobile phone – for example, to contact parents in emergencies, to confirm or change a collection time after drama or music rehearsals or sports practice. We also recognize that we now live in a digitally connected world and most students carry a mobile phone while at school. Hume Anglican Grammar allows students to carry a mobile phone at all times if they wish but all students must follow very specific rules and expectations.

Mobile phones must always be switched to silent and only used in class with permission from the class teacher. They must not be used during any assessment task completed in test conditions and students will be asked to hand them in to the teacher on these occasions.

Students will not be allowed to share phones or earphones in class and they will not be allowed to send messages, make calls or use any form of social media during lessons. In addition, students cannot film or photograph students or teachers at any time while at school. Mobile phones must also be returned to the student's pocket before leaving class and not taken out again without permission from their next teacher.

Mobile phones are not to be used between lessons but can be used before school, at recess, lunch and then after school if they are used respectfully. This means not being used in toilets, not used to film videos or take photos of any student or teacher. Mobile phones are not to be used to bully, harass or cause conflict with any other student.

It is the responsibility of students who bring mobile phones to school to adhere to this policy. The decision to provide a mobile phone should be made by parents or guardians and as such parents should be aware if their child takes a mobile phone to school.

Parents are reminded that in case of emergency, the School's main contact number, 83396900 remains a vital and appropriate point of contact and can ensure your child is reached quickly and assisted in an appropriate way.

Inappropriate conduct - *Should a student use a mobile phone inappropriately or breach any of these rules there will be significant consequences. Any disciplinary action will be decided upon by an Assistant Principal or other member of the Senior Leadership Team.*

12.9   iPod or Similar Devices

Hume Anglican Grammar recognises that there are times when it is appropriate and useful for students to have access to a Portable Audio-visual device such as an iPod or Smartphone. It is neither necessary, nor acceptable however, for these devices to be switched on or used during lesson times without the express permission of the teacher-in-charge. Teaching staff may use portable devices to facilitate learning by disseminating lesson material via podcasting or other electronic means.

Inappropriate conduct - Should a student inappropriately use a mobile phone   any disciplinary action will be decided upon by an Assistant Principal or other member of the Senior Leadership Team.

12.10 Social Networking sites

Social Networking Sites, Blogs (Web Logs) and World Wide Web Personal Web Sites are to be considered as documents that are published within the public domain. Such sites allow the free sharing of information and opinions, therefore are potentially problematic for a number reasons.

For instance, entries may breach privacy conventions or regulations, may be considered "cyber bullying", may be defamatory, obscene, libellous or be of generally inappropriate content.

Employees need to be aware that the public nature of blogs and social networking sites means that anyone can read your comments, including the School, a prospective employer or a person seeking information about your personality, political or religious views.

12.11 Teacher-Student interactions

Teachers hold a particular and special position in society and are expected to stringently uphold moral and ethical codes of behaviour.

Teachers must not be members/friends of a student's Social Networking page and students are not permitted to join a Teachers' page.

Teachers should not have external friendships (i.e. personal relationships) with current students beyond that which is normal for the teacher-student relationship. A personal relationship on a Social Networking Site would exceed the accepted bounds of a teacher-student relationship and might leave the teacher open to allegations of improper conduct. Teachers must not be members/friends of a student's Social Networking page and students are not permitted to join a teacher's page. Teachers are especially advised to be familiar with the definition of child abuse (see Definitions), as any breach in this area is reportable conduct and will be acted upon immediately, upon the school becoming aware of it.

Teachers need also to be aware of interaction with the parents of current students in that comments or opinions may be construed in ways not envisaged that may lead to unforeseen social or legal complications (see Legal Liability below).

Friendships (personal relationships) with ex-students are a matter for the individual teacher but it is prudent to consider the ramifications of personal relationships with ex-students who have younger siblings or friends still at the school, where private or personal information could be passed on to third parties.

12.12 Legal Liability

When individuals choose to go public with opinions via a blog, a Social Networking Site or a personal web site, they are legally responsible for their commentary. Individuals can be held personally liable for any commentary deemed to be defamatory, obscene, proprietary, or libellous. Employees of Hume Anglican Grammar should exercise caution with regards to exaggeration, colourful language, guesswork, obscenity, copyrighted materials, legal conclusions, and derogatory remarks or characterisations. The School will accept no responsibility for any member's comments or actions; employees post at their own risk. Outside parties can pursue legal action against individuals for postings.

12.13 Privileged information

It is forbidden for employees to divulge, post or publish any confidential, proprietary, or privileged information pertaining to the School, its staff, its students, its policies, finance or procedures. This information may not appear in a blog, a personal web site or a social networking site.

12.14 Personal Websites or Social Networking Pages

Staff who have a personal website or a Social Networking Page must ensure its content is appropriate and in accordance with the School social expectations and professional conduct. They must ensure that there is no inappropriate content or links to sites that are unsuitable. Staff must not publish comments to social media that may bring the reputation of the School into disrepute. This is regardless of whether the site/page has restricted access or not.