



# Faith Lutheran College, Redlands

*Faith in Christ ... prepared for life.*

## ICT ACCEPTABLE USE GENERAL POLICY INFORMATION AND COMMUNICATION TECHNOLOGY NETWORK, EQUIPMENT AND FACILITIES.

### MISSION STATEMENT

*Faith Lutheran College is committed to providing quality learning opportunities while nurturing the development of all students in a Christ-centred community.*

#### **Preamble:**

This policy details the appropriate use of the ICT network, equipment and associated facilities.

The ICT network, equipment and associated facilities (including email and internet access) at Faith Lutheran College, Redlands is provided solely for use:

- that clearly aligns with the Mission and aims of FLC,R;
- in the learning program approved by the Principal and by delegation to the Heads of School; and
- in the completion of any duties and /or responsibilities assigned by the Principal and by delegation to the Heads of School or the Business Manager.

This policy applies to all members of the FLCR community, invited contractors, volunteers or associated users of the FLC,R ICT network, equipment and associated facilities.

The following details more specifically acceptable use.

#### **In regard to the FLC,R ICT network, equipment and associated facilities users must:**

- ✓ observe all copyright laws;
- ✓ respect the rights and privacy of other users;
- ✓ report any misuse of the network to their class teacher or the IT staff; and
- ✓ abide by the rules for using the resources provided by the Faith Lutheran College, Redland computer network and current State and Australian laws.

#### **In regard to the FLC,R ICT network, equipment and associated facilities users must not:**

- access any newsgroups, links, web pages or other areas of the internet that would be considered offensive in the judgement of the College Principal or his delegate because of pornographic, racist, violent, illegal, illicit or other content. Accordingly, all members of the Faith community are responsible for monitoring and appropriately rejecting material, links, dialogues and information accessed/received;
- damage computers, (including wiring and peripherals), computer systems or networks. This includes the intentional introduction of viruses and corruption of system and other files. Furthermore, if methods of causing such damage are discovered they are to be reported to a member of the Faith Lutheran College, Redlands staff and will not be demonstrated to others;
- download any material without permission from a teacher;
- download software, games, music, graphics, videos or text materials that are in breach of copyright or breach any copyright laws by posting or distributing copyrighted material;
- reveal personal information including names, addresses, credit card details and telephone numbers for themselves or others;
- install any program on the Faith Lutheran computer network without permission from College staff; and
- use the College network inappropriately outside of the set learning program (eg. playing games, political or personal commercial purposes).

#### **Those who breach this policy will be subject to the full range of disciplinary action as determined by the Principal which includes:**

- being denied access to the FLC,R ICT network, equipment and associated facilities;
- for more serious or ongoing breaches suspensions and termination of their enrolment; and
- in the case of staff, sanctions, referral to the relevant statutory body, and ultimately dismissal for serious or ongoing breaches of this policy.

Student enrolment at the College will be dependent upon parents and students completing the following written agreement from Year 3 onwards.

All staff through the terms of employment and appointment contracts are subject to this policy.



# Faith Lutheran College, Redlands

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## ICT ACCEPTABLE USE POLICY

### College-Owned, Leased or Personal Computers and eLearning Devices.

#### POLICY STATEMENT

The use of ICT network equipment, associated facilities, electronic devices, access to email and internet services (school devices and services) are provided to students in order to support their educational and administrative needs.

These school devices and services are necessary educational tools and must be used in a responsible manner. This policy can never anticipate all possible advances and uses of technology and therefore students who are unsure about their usage should seek clarification from a teacher as soon as possible.

This policy is intended to inform parents and students of our College's expectations when students are using the devices and services provided by the College and when using their personal equipment to communicate to or about members of the College community. If a student acts in a way that is against the contents of the policy, he/she will be subject to consequences.

The College reserves the right to capture, store and review all Internet browsing, media, apps data and emails across our College network.

#### Devices both leased and personal may be confiscated or accessed if it is believed that:

- there has been or may be a breach of the College rules or policy;
- there may be a threat of harm to a student or others or system security; and
- the device is not being used for education purposes while at the College.

#### **Annexure A: Specific Terms and Conditions: STUDENTS ISSUED WITH LEASED ELEARNING DEVICES**

Students issued with leased eLearning devices must agree to the following conditions. Information about leased devices can be found in the Principal eLearning Device Information Booklet.

#### 1. Summary of Expectations:

- to care for the device to the best of their ability;
- to keep the iPad in the provided case at all times;
- to keep the device secure and protect it from any malicious damage;
- the device is only to be used for educational purposes while at school;
- to bring the device to the College each day in readiness for use in the classroom – this includes having the battery charged and data effectively managed;
- **in the event that the device is damaged, lost or stolen, parents are responsible for any repair costs that fall outside of the insurance arrangements and warranty** (refer to Principal Device Information Booklet);
- the student is the only authorised user of his/her assigned device. Never share or swap devices with another student;
- participate in device training and information evenings when required; and
- to return the device (and any inclusions such as power cords and carry case) in good order when leaving the College, entering periods of extended leave as approved by the Principal and at other times when requested by the College.

#### 2. General Care and Maintenance of your device:

- The device is an educational tool and should be used in that capacity only. Once issued, you are responsible for the device at all times;
- The student is responsible for the device throughout the school day and it is to be stored in a locker when not in use. The College will not be responsible for devices that are left in classrooms, hallways or the school yard;
- The device should not be used to copy, download, upload or share copyrighted materials without the owner's permission. This includes the reproduction of music, files, and software applications;
- Use the device on a flat, stable surface;
- Do not eat or drink near the device;
- When cleaning the device, wipe the screen surface lightly with a soft cloth. Never use any cleaner, such as Windex, or water to clean the screen;
- Do not rest pencils, pens or other items on the screen;

- Do not mark the device in any way with markers, stickers, etc;
- Do not insert objects into the ports (openings) of the device that are not intended to be inserted; and
- Devices must come to the College fully charged daily.

**Annexure B: Specific Terms and Conditions**  
**STUDENTS ISSUED WITH LEASED DEVICES and USE OF PERSONAL DEVICES AT THE COLLEGE**

Students issued with leased devices and students who use personal devices at the College must agree to the following conditions.

1. When using the College devices and personal devices at the College, students will:
  - ensure that communication through internet and email services is related to learning;
  - keep passwords confidential, and change them when prompted, or when known by another user;
  - use passwords that are not obvious or easily guessed;
  - promptly tell their teacher if they receive a message that is inappropriate or makes them feel uncomfortable;
  - seek advice if another user seeks excessive personal information, asks to be telephoned, offers gifts by email or wants to meet a student;
  - ensure that copyright permission is gained before electronically publishing the works or drawings of others;
  - always acknowledge the creator or author of any material published;
  - keep personal information including names, addresses, photographs, credit card details and telephone numbers, of themselves or others, private; and
  - ensure that College services are not used for unauthorised commercial activities, political lobbying, online gambling or any unlawful purpose.
  - ensure that personal devices such as mobile phones are placed in lockers or bags during the school day, including break times)and only used with teacher permission.
  - all use of personal wearable technologies must comply with the College ICT Acceptable Use Policy
  - all personal devices are brought to the College at the owners risk, with the College accepting no liability for loss or damage.
  
2. When using the College services and personal electronic equipment students will not:
  - allow others to use their personal accounts;
  - deliberately use the electronic identity of another person to send messages to others or for any other purposes;
  - enter 'chat' or 'social networking' internet sites without the permission of a teacher;
  - use unauthorised programs or intentionally download unauthorised software, graphics or music that are not associated with the learning activity as directed by a staff member;
  - disclose personal information about another person (including name, address, photos, phone numbers);
  - distribute or use information which is copyrighted without proper permission;
  - Play or download games that are not educational; and
  - take photos or videos of members of the College community without their consent.
  
3. When using College services or personal electronic equipment at the College students will never knowingly initiate or forward emails or other messages containing:
  - a message that was sent to them in confidence;
  - a computer virus or attachment that is capable of damaging the recipients' computers;
  - chain letters and hoax emails; and
  - spam, eg unsolicited advertising material.
  
4. When using College services or personal electronic equipment students will never send or publish either through internet sites, email or mobile phone messages:
  - unacceptable or unlawful material or remarks, including offensive, abusive or discriminatory comments;
  - threatening, bullying or harassing material or make unreasonable demands;
  - sexually explicit or sexually suggestive material or correspondence;
  - false or defamatory information about a person or organisation; and
  - the College name or logo without the written permission of the Principal.

Those who breach this policy will be subject to the full range of disciplinary action and may be liable for costs incurred, as determined by the Principal.



# Faith Lutheran College, Redlands

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## **FLCR ICT ACCEPTABLE USE POLICY: STUDENT and PARENT AGREEMENT**

*This agreement addresses the use of the Faith Lutheran College Redlands ICT network, and all College owned, leased, or personal electronic devices (eg laptops, mobile phones, personal devices) the students bring to the College.*

### **Student Agreement**

Student's name: \_\_\_\_\_

1. I have read and discussed this policy with my parent/caregiver and I agree to be a cybersafe student and always abide by the terms and conditions of the Faith Lutheran College, Redlands ICT Acceptable Use Policy, both within and outside of the College.
2. I agree to care for all ICT facilities, equipment and devices in the required manner.

Student's signature \_\_\_\_\_ Date \_\_\_\_\_

### **Parental Agreement**

As the parent/guardian of \_\_\_\_\_;

1. I/we have discussed this policy with my/our child and we agree to uphold the expectations of the College in relation to the use of electronic devices and services both at the College and, where relevant, outside of the College.
2. I recognise that, while every effort will be made to monitor student use of the Internet, through filtering software and firewalls, it is impossible for Faith Lutheran College to fully monitor and restrict access to all controversial materials. I further acknowledge that, while questionable material exists on the net, the user must actively seek it and therefore is ultimately responsible for bringing such material into the school. I therefore do not hold the staff or Principal of Faith Lutheran College, Redlands responsible for any such materials acquired from the Internet.
3. I understand that while all attempts will be made to adhere to the above policy, there may be particular circumstances (such as technological advancements) that may require the Principal to update or amend and therefore depart from this the stated policy.
4. We understand that a breach of this policy will incur consequences and that we will be responsible for the cost of repairs to a College-issued device in the event that the device is deliberately damaged or damaged through misuse or non-adherence to the College policy.

\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_  
 Parent/Guardian Name                      Parent/Guardian Signature                      Date

- ◆ **On receipt and processing of this signed agreement, access to the school computer network (and hence Internet) will be activated and a school E-mail account may be provided.**
- ◆ **These electronic services will continue to be provided for the duration of the student's enrolment at the College, subject to their continued compliance with this agreement.**

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