Student Acceptable Use of I.C.T. Policy

Kormilda College
Towards tomorrow

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Overview of Policy

Kormilda College computers, network infrastructure, servers, Intranet and Internet services are provided for educational, communication and research purposes for all members of the College community. The network provides access to a vast array of online resources, both internal and external, and opportunities for global communication, collaboration, innovation and resource sharing.

The purpose of this policy is to ensure learning and teaching is not interrupted through the misuse of the Internet, mobile telephones and Audio/Music devices.

Exemplary behaviour is expected at all times. When using the College network, its resources and the Internet, students should conduct themselves as representatives of the College community in a responsible, ethical and legal manner, demonstrating respect for others, and an appreciation of the right to learn of all students. The use of the network must be for educational purposes only, and consistent with the educational objectives of the College. Inappropriate use may result in suspension of network privileges.

All students (and their parents/guardians) are required to accept this policy before their network and other login accounts are activated. Any delay in the return of this signed form could delay the activation of the accounts at the College.

Student Accounts

Students will be assigned computer system accounts for accessing the College systems. The account is intended solely for the use of the student to which it is assigned.
Students are responsible for the security of their school computer accounts and as such should not disclose their account details to anyone else. All use of student accounts should be restricted to the student to which they were assigned.

It is strongly recommended that all students change their account passwords as soon as they can to ensure that the accounts remain secure and that no one else can access the account.

If others use your account then you will be held responsible for their actions. You should never let others use your school accounts.

Similarly, students should not use other students account details to log onto the College computers and systems. Anyone found to be using another students account details, will have their account suspended and their parents advised.

Access to the College Network

All students who have accepted this policy are granted a login account that provides access to the computers, network, servers, Intranet and Internet. Access is not a right but a privilege. A large proportion of teaching today involves technology and computers; this privilege ensures that the students at the College have full access to resources available for learning. Without this access, teaching students may be impaired. Students should recognise that a breach of this policy and subsequent suspension of privilege will greatly impair their ability to use technology for learning.

Student File Server & Student Home Drive Storage

The College provides all students with access to a student file server. This server provides a secure location for storing school work and assignments. Each student has a home drive which is secured so that only that student can access their own data. The server also provides centralised file storage point for use by teaching staff to provide files to students.

Both of these areas are provided for use in relation to the student's education and as such should not be used for storing music or other files that are not related to their school work. The server is monitored and any files deemed to be not related to school work may be removed.

The files and data stored on the server is backed up to tape and also replicated to a disaster recovery server. This ensures that the students work is secure and provides confidence that the risk of the files being lost is greatly reduced.

Students may also access their Home drive files using the College "Files@Kormilda" web service. For more information on the "Files@Kormilda" service please read the user guide. This service allows students to access the files over the Internet from any computer. Student's access to this service uses their school network account.

The Student Home drive, also referenced as the Y: drive is provided to all students for use whilst studying at Kormilda College.

Quota

All students have access to store up to 2 gigabytes of files on their home drive. Once this limit is reached, the student will need to remove files in order to store further files on the drive.

Extensions to quota limits will need to be formally requested through the Kormilda College IT Support team.

Usage of the Student Home Drive

Students should only store files on this drive that relate to their studies at the school such as documents, spreadsheets, presentation, images and other files created using the software provided for use at the College.

Copyright laws apply to the files you store on the College server in the Student Home Drive and as such the College is responsible for the files that the student chooses to store in the drive. Therefore all files should be of a nature that does not breach Copyright laws.

Music, video and other media related files stored on the drive should not be of copyrighted material unless the student has obtained lawful approved use for the files from the copyright owner. Documented proof of approval will need to be provided on request. Failure to supply proof will be treated as a breach of this policy.

Students should not store games files or "portable" applications on the Student Home Drive. Any files of these types will be removed and treated as a breach of this policy.

Any files found to contain Malware or viruses will be removed and deleted to ensure that the infected files do not cause damage to the College computers and files.

Backup and Security

The Student Home Drive is on a file server that has been built to ensure that data loss risk is minimalized. To this end the server and the disk system are extremely fault tolerant from hardware failures.

All data on the Student server is also replicated to a secondary server to provide extra data security in case the main student server becomes unusable.

Student Email

All students at the College are provided with a College email account.

Any communications to and from College staff will be to this account only. Access to the email account is provided by using the Google Gmail system and can be accessed over the Internet using a web browser at any time.

All use of the College email account must be in accordance with this policy. The email account will remain active as long as the student is enrolled at the College.

Learning Management Systems

Kormilda College utilises web based learning management systems as part of the classroom teaching environment. Whilst not all classes make use of this technology, students will have an account created to allow them to access the system when required. The login account details are for the sole use of the student and must not be shared with others.

All use of the learning management systems will be in line with this policy and students should use the system responsibly and not misuse the system. Student access is provided to ensure that they have access to the information provided by their teachers. Students may also be required to access this system from home or whilst away from the College.

USB and external disk systems

Students may use USB thumb drive and other USB disk drives to copy their school work onto. The use of USB drives is not compulsory but do allow students to back up their school work for accessing at home. Students are encouraged to keep their school work on the College Student server home drive and only keep copies of files on USB disks.

Students should ensure that they regularly check their USB disks for viruses and ensure that the disks are free from viral infection.

Use of College owned Computer equipment

All students will be required to use computer equipment at the College. It is expected that students will treat the equipment with respect and not in any way intentionally damage the equipment.

If a student finds that the computer they are about to use is damaged, it should be reported immediately to your teacher. Failure to report damage may mean that as the last user of the equipment that the damage may be blamed on you.
Any damage found to have been caused by students will be the liability of the student and their parents. Costs to repair the equipment will be reviewed and discussed with parents.

Access to the Internet

Kormilda College uses the Internet as a teaching and learning tool. We see the Internet as a valuable resource, but acknowledge it must be used responsibly.

Students are required to agree to use the Internet responsibly at the College.

The Internet provides great potential for enhancing student learning and at Kormilda College students will have access to the Internet via the school wide network, from computers in the Learning Centre and elsewhere in the school. The Internet has the potential to change the way learning in schools operates and to bring great benefits to students researching a wide variety of subjects. However, due to the size and largely unstructured nature of the Internet, many kinds of material may find their way onto the system, and some may be deemed inappropriate or unsuitable for students.

The Learning Centre, teaching and residential staff will provide guidance to students in the use of the Internet, the primary purpose of which will be educational. Student access to the Internet at most times will occur under this guidance, but students will also be able to access the Internet in some areas of the school without direct supervision. Parents should be aware that the nature of the Internet means that full protection from inappropriate content can never be guaranteed.

Students should be aware that all Internet usage is recorded and the College actively monitors all usage data to ensure that usage is in compliance with this policy.

Internet Usage Restrictions and Monitoring
All internet use at the College is filtered through the Northern Territory Department of Education content filtering system and subject to their filtering rules. The College also filters Internet access and records all Internet usage by students. Information recorded includes websites and pages visited, the computer being used, the person using the computer and the date and time the site was accessed.

Any student, who deliberately seeks out inappropriate content or uses technology that bypasses filters, will have their Internet access revoked and their parents will be immediately informed. Downloading of large files is not permitted without prior approval from a teacher or member of staff.

Access to secure websites is restricted and any site not already approved for use will need a member of staff to submit a request for students to access the site.

Use of personal laptops and mobile devices

Kormilda College permits the use of personal laptop computers and other mobile devices (such as iPads and other network aware devices) on the College network. Connection to the network requires College IT Support staff to review the device and document details before configuring the device to connect to the network and Internet. Details of the device and owner are recorded for use with the Internet monitoring systems.

Use of these devices is to be restricted to use in relation to school work only. Devices should not be used in classrooms unless authorised by the teacher. Where available, the device will need to have current anti-virus software installed and it must be up-to-date before it will be allowed on the College network.

Once a device has been connected to the College wireless network, students should not then set up ad-hoc wireless networks on the device to then share access to others. Whilst most devices can be connected to the College network, it is not guaranteed that all devices will be compatible with the College Internet monitoring systems and as such Internet access may not be possible on these devices. If access is not possible, we will advise the student at the time of the request to connect the device.

The College monitors available wireless networks at the College and any unauthorised wireless networks will be viewed as a breach of this policy. Devices that have been connected to the College wireless network and are seen to be sharing their Internet access will have their connectivity to the College network revoked.

Any student wishing to have a device connected to the College wireless network will need to bring the device to the IT Support office at the College for the staff to configure it to connect to the College wireless network.

Mobile Phones and Internet data services

Mobile phones should be used responsibly. The misuse of a mobile telephone is likely to prevent students from learning, and teachers from teaching. To protect staff and students from disruption in classrooms, and to maintain good order in our school, teachers are well within their rights to insist on mobile phones being turned off, and not used in classrooms.

Parents and students need to be aware that misuse of mobile telephones and phone cameras may breach federal and territory laws and that a heavy criminal penalty may be imposed through the court system for misuse. Kormilda College urges all parents to ensure that their children have been warned about the legal obligations associated with the use of mobile phones and the inbuilt camera.

The recording of both images and sounds can breach other student's rights under the Privacy Act. Sometimes students feel embarrassed telling their peers that they don't want their image or voice recorded. The use of such images can be instantly transmitted by SMS and/or posted online.

The Privacy Act says that the posting and sharing information online or in any other way requires consent. This consent must be fully informed, freely given, current and specific in how the information will be presented and who it will be presented to. Schools are required to obtain signed authority for any work, images or information posted online. All citizens need to respect the rights of others to privacy and students are no exception.

Mobile phones have the ability to access Internet services through the telephony provider's mobile data network. Some devices also allow the sharing of the data service access to the Internet through the mobile phone. Students should not connect the College computers wirelessly to any student mobile phone for the purposes of access Internet resources. The College monitors available wireless networks at the College and any unauthorised wireless networks will be viewed as a breach of this policy. Devices that have been connected to the College wireless network and are seen to be sharing their Internet access will have their connectivity to the College network revoked. Students wishing to use their mobile phones to access the Internet data services should seek approval from their teacher or IT Support staff and never share this access with other devices at the College unless authorised by staff.

Mobile phones must be switched off and put away during class times unless the teacher has approved the student to use it. Misuse of a mobile phone will result in the item being confiscated. Repeated use or confiscation will result in that student being banned from bringing a mobile phone, an Audio or Music device to the College. Where students and/or parents refuse to adhere to such a ban, then parents will be invited to the College to discuss their child's place at Kormilda College. The use of mobile phones to send defamatory or intimidating messages and images inside or outside of school will not be tolerated, and disciplinary sanctions will be applied to the perpetrators. The College will pass the matter onto police, if the privacy of an individual has been infringed.

Audio and Music Device usage

Audio and music devices should be used responsibly and only with approval of staff at the College. Teachers and other staff are within their rights to insist that the devices be turned off, and not used in the classrooms.

The misuse of an audio/music device is likely to prevent students from learning, and teachers from teaching. To protect staff and students from disruption in classrooms, and to maintain good order in our school, teachers are well within their rights to insist on audio/music devices being turned off, and not used in classrooms.

Audio/music devices must be switched off and put away during class times. In some classes, the teacher may allow a student/s to access these devices, but that will be the teacher's discretion and should not be an expectation of students.

Misuse of an audio/music device will result in the item being confiscated. Repeated use or confiscation will result in that student being banned from bringing a mobile phone, an audio or music device to Kormilda. Where students and/or parents refuse to adhere to such a ban, then parents will be invited to the College to discuss their child's place at Kormilda College.

Confiscation of Mobile Phones or Audio/ Music Devices

Kormilda College staff reserve the right to confiscate mobile phone and/or audio/music devices which are being used inappropriately. AND that the College accepts no responsibility for mobile/electronic devices that are brought to school. Students should store these in their lockers, especially during Sport and Physical Education lessons.

Where a mobile phone or Audio music device has been confiscated, parents will be invited to come to Kormilda College to discuss appropriate use of the item.

Cyber Safety and the Internet

Kormilda College encourages its students to be safe whilst using the Internet. Students who find that their safety has been breached or threatened are encouraged to report any issues to their teacher or other member of staff.

At College the Internet is mainly used to support teaching and learning. At home, however, it is often used differently. Not only is it a study resource for students, but it is increasingly being used as a social space to meet and chat.

If you have the Internet at home, encourage your child to show you what they are doing online.
At home we recommend you:

» find out how your child uses the internet and who else is involved in any online activities
» have the computer with internet access in a shared place in the house – not your child's bedroom
» ask questions when your child shows you what they are doing, such as:
    - How does it work and how do you set it up?
    - Who else is sharing this space or game? (Do you know them or did you 'meet' them online?)
    - Can you see any risks or dangers in the activity - what would you say to warn/inform a younger child?
    - Find out what they are doing to protect yourself or their friends from these potential dangers?
    - When would you inform an adult about an incident that has happened online that concerns you? (Discuss why your child might keep it to themselves.)

Cyber Bullying

Cyber bullying is an increasing concern in schools across the world. Kormilda College has a zero-tolerance of cyber bullying and the College reserves the right to notify NT Police in the event of cyber-bullying occurring between students. Students should advise their House Master or a staff member they trust if they feel that they are the victim of cyber-bullying or know of someone is being cyber-bullied.

Further Information for Parents or Guardians

Federal Government Cyber Smart websites:
www.cybersmart.gov.au/
http://m.cybersmart.gov.au/sitecore/content/Home/Parents.aspx

Student Acceptable Use Policy Q&A

Information for Parents

Why do we have this policy and agreement?
An Acceptable Use policy reinforces to students the type of behaviours that are inappropriate whilst using the College facilities and services. The policy is implemented though an agreement for all students. By signing and returning the agreement, students and their parent/guardian are acknowledging their acceptance of the policy and confirming that the Policy document has been fully read and understood.

Kormilda College computers, network infrastructure, servers, Intranet and Internet services are provided for educational, communication and research purposes for all members of the College community and students are expected to use these services responsibly.

Involving parents/guardians in these agreements reinforces the fact that the agreement is taken seriously and is part of the partnership between College and home.

All students (and their parents/guardians) are required to accept this policy before computer accounts are activated. Any delay in the return of the signed agreement could delay the activation of the accounts at the College.

What happens if the Policy is breached?
Any breach of the Policy will be dealt with on a case-by-case basis. Computer accounts will usually be suspended until ny breach has been discussed with you and an amicable outcome agreed

Whilst computer accounts are suspended your child will be unable to use the College computer infrastructure and Internet access.

Any personal computer devices configured to connect to the College network will also have their access revoked until an outcome has been agreed.

How long is the Policy and Agreement valid for?
Once the signed Agreement has been returned to the College, the Policy and Agreement remain in force as long as your child is enrolled at the College.

When you child leaves the College the Agreement ceases to be enforceable.

If your child subsequently returns to the College, a new Agreement will be required to be signed and submitted to the College.

What happens if we do not agree to the Policy?
If you do not agree with the Policy then you can arrange a meeting with the Principal or Deputy Principal to discuss this further.

Failure to accept the Policy will mean that your child will not have computer accounts created and this will restrict your child's ability to use the computer infrastructure and Internet at the College. This will impede your child's teaching and learning whilst enrolled at the College as most teachers actively make use of the College computer equipment in their classes.

Your child will also not have access to connect any personal computer devices to the College network.

What if I have further questions on the Policy and Agreement?
Any questions you have can be discussed with College staff by calling the College or emailing. Your questions will be directed to the appropriate person for answering quickly.