



Information and Communication Technology (ICT) Policy

Students, parents and guardians must read and understand these guidelines then sign and return the contract agreement on the last page before students will be issued with a user name and password to access the school's network and internet services including Wi-Fi for Bring Your Own Device (BYOD).

Guidelines for ICT

NSW Schools are provided with a high speed, filtered Internet connection (including Wi-Fi) and email account to enable a collaborative learning environment and assist with learning outcomes. It is the purpose of this policy to ensure that the Cheltenham Girls' High School network and Internet services are used for educational purposes only. Should a student inadvertently access inappropriate materials, she must report the incident to her teacher immediately and agree not to download, identify or share with anyone else the source of this material.

Students and parents must read these pages carefully and sign the contract for Network, Internet and Online Communication Services Access and also Bring Your Own Device. If the conditions within this policy are violated, access to the school's internet services may be denied and the student subject to disciplinary action.

Network, Internet and Online Communication Services Access

Responsibilities of students

All students are to take full responsibility for their own actions. The school will not be liable for any wrongful action taken by students accessing its network and Internet services. All students shall assume full liability, legal, financial or otherwise for their actions.

As students can access the Internet from most areas of the school, it is not practical that a teacher will always be present when a student is connected. Each student must therefore agree, as part of this policy, to access the Internet and use its resources with a strong sense of responsibility and with ethical standards. The school takes no responsibility for any information or materials that are accessed through the Internet and saved by students on the network.

The school makes no guarantees, implied or otherwise, regarding the reliability of the data connection or the accuracy for the data retrieved. The school shall NOT be liable for any loss or corruption of data resulting while using its network and/or internet services.

The school reserves the right to examine all data stored in student folders on the network at any time to make sure that all users are in compliance with these regulations. Students may be monitored at any time while using the school network and Internet services.

Students shall not use the school's network or Internet services to perform any illegal or unethical acts, to gain access to unauthorized systems or data on the network, to make a profit, to distribute illegal and pirated software, download unauthorised music and video, or inappropriate communication, harassment online chatting or gaming.

Finally, all students should keep in mind that when they use the Internet they are entering a global community and any actions taken by them will reflect upon the school system as a whole. As such, all students must behave in an ethical and legal manner.

Conditions of Use

Users of Cheltenham Girls' High school Network and Internet services will abide by the following conditions of use.

1. Personal safety

- a. You will not post personal contact information about yourself or other people. Personal contact information includes you address, telephone, school address, work address, etc.
- b. You will not agree to meet someone you met online.
- c. You will not engage in online chat forums without the authorization and supervision of your teacher.
- d. You will not use passwords that are obvious or easily guessed.
- e. You will not allow others to use your personal e-learning account or password.
- f. You will inform your teacher of any messages that you receive that are inappropriate or make you feel uncomfortable.
- g. You will keep passwords confidential, and change them when prompted, or when known by another user.
- h. You will log off at the end of each session to ensure that nobody else can use my e-learning account.
- i. You will promptly tell your teacher if you suspect that you have received a computer virus or spam (i.e. unsolicited email) or if you receive a message that is inappropriate or makes you feel uncomfortable.
- j. You will seek advice if another user seeks excessive personal information, asks to be telephoned, offers gifts by email or wants to meet you.

2. Illegal Activities

- a. You will not attempt to gain unauthorized access to Cheltenham Girls' High School network or any other computer system or data on the network, or go beyond your authorised access.
- b. You will not share your login details with other students or attempt to gain access through another person's account or access another person's files.
- c. You will not make deliberate attempts to disrupt the computer system or destroy data by spreading viruses or by any other means. You will not disable settings for virus protection, spam or filter settings.
- d. You will not use the Cheltenham Girls' High School Network to engage in any illegal activity.
- e. You will not damage or disable computers, computer systems or networks of the *NSW Dept of Education*

3. Inappropriate Conduct

- a. You will ensure that communication through internet and online communication services is related to learning.
- b. You will not use TAFE email or internet account at school except as it relates to TAFE learning.
- c. You will abide by the generally accepted rules of network etiquette. You will not use obscene, inflammatory, threatening or disrespectful language.
- d. You will not post information that could cause damage to another individual or a danger of disruption to the school network system.
- e. You will not engage in any personal attacks, including prejudicial or discriminatory attacks.
- f. You will not harass another person. Harassment is persistently acting in a manner that distresses or annoys another person. If you are asked by another person to stop sending messages to them, you must stop.
- g. You will not knowingly or recklessly post false or defamatory information about a person or organisation.
- h. You will not knowingly initiate or forward emails or other messages containing:
 - a message that was sent to you in confidence.
 - a computer virus or attachment that is capable of damaging recipients' computers.
 - chain letters and hoax emails.
 - spam, e.g. unsolicited advertising material.
- i. You will not publish:
 - unacceptable or unlawful material or remarks, including offensive, abusive or discriminatory comments.

- threatening, bullying or harassing another person or making excessive or unreasonable demands upon another person.
 - sexually explicit or sexually suggestive material or correspondence.
 - false or defamatory information about a person or organisation.
- j. You will ensure that personal use is kept to a minimum and internet and online communication services are generally used for genuine curriculum and educational activities. Use of unauthorised programs and intentionally downloading unauthorised software, graphics or music that is not associated with learning, is not permitted.

4. Respect for Privacy

- a. You will not repost a message that was sent to you privately without permission of the person who sent the message.
- b. You will not post private information about another person.
- c. You will maintain privacy and confidentiality by not disclosing or using any information that is contrary to any individual's interests.
- d. You will not publish or disclose the email address of a staff member or student without that person's explicit permission.
- e. You will not reveal personal information including names, addresses, photographs, credit card details and telephone numbers of themselves or others.
- f. You will ensure privacy and confidentiality is maintained by not disclosing or using any information in a way that is contrary to any individual's interests.

5. Respecting Resource Limits

- a. You use the system only for education and career development activities.
- b. You will not download large files or send socially unacceptable material via emails.
- c. You will not post chain letters or engage in "spamming". Spamming is sending an annoying or unnecessary message to a large number of people.
- d. You will never publish or disclose the email address of a staff member or student without that person's explicit permission.

6. Intellectual property, Plagiarism and Copyright Infringement

- a. You will not plagiarise works that you might find on the Internet. Plagiarism is taking the ideas or writings of others and presenting them as though they were yours.
- b. You will respect the rights of copyright owners. Copyright infringement occurs when you inappropriately reproduce a work that is protected by copyright. If a work contains language that specifies appropriate use of that work, you should follow the expressed requirement. If you are unsure whether or not you can use a work, you should request permission from the copyright owner. Copyright law can be very confusing. If you are unsure, seek advice from your teacher.

7. Inappropriate Access to Material

- a. You will not use the Cheltenham Girls' High School Network to access material that is profane or obscene, is illegal, violent or discriminatory in any way towards other people.
- b. If you accidentally access inappropriate information you should tell your teacher immediately. This will protect you from a claim that you have intentionally violated this policy.
- c. Your parents should instruct you if there is additional material that they think would be inappropriate for you to access. Cheltenham Girls' High School fully expects that you will follow your parent's instructions in this matter.
- d. Students will refrain from using the names of any students in any published works unless special permission is obtained from parents or guardians.

8. Respect for equipment

- a. You will not vandalise computer hardware, data of another user, or any part of the school computer network. This includes but is not limited to the uploading or creation of computer viruses.

9. Data

Students are responsible to ensure that they regularly back-up their data to a location other than our server.

BRING YOUR OWN DEVICE

A personally owned device shall include all existing and emerging technology devices that can take photographs; record audio or video; input text; upload and download media; and transmit or receive messages or images. Examples of a personally owned device shall include but is not limited to: mp3 players and iPods; iPads, and other tablet PCs; laptop and netbook computers; personal digital assistants (PDAs), cell phones and smart phones as well as any device with similar capabilities.

10. Connecting any device to the school's Wi-Fi can only be done with the knowledge and written approval of the parent/guardian and Cheltenham Girls High School. The signing and returning of the BYOD User Agreement Form on page 5 constitutes such knowledge and approval.
11. The student's name should be clearly visible on the back of the device and should not be able to be easily removed.
12. Student takes full responsibility for his or her device and keeps it with her at all times. CGHS is not responsible for the security of or damage to the device.
13. Students are responsible for the proper care of their personal device, including any costs of repair, replacement or any modifications needed to use the device at school.
14. Student devices are not covered by NSW Treasury Managed Fund. The student accepts FULL responsibility for the care and use of their own laptop/tablet device. In particular, the school does not accept responsibility for theft or loss of the device or parts/accessories. Families should check the details of their personal insurance coverage for events such as loss/damage. Unless specifically stated Home and Contents insurance does not cover a laptop/tablet device against accidental breakage or theft when outside the home. There is risk associated with bringing a laptop/tablet device to school and it is highly recommended that parents consider electing to purchase a suitable insurance option as part of their Home and Contents package. Devices should be transported in protective cases specifically designed for that device.
15. Under no circumstances are students to leave a device unattended. When devices are not in use the students should leave them in a locked locker. This includes occasions when undertaking extra and co-curricular activities. Students must always take home their devices overnight and never leave them in a locker.
16. Students should always attempt to minimise the total weight of materials transported to and from home. Remember that the laptop/tablet device is valuable and always have it in sight or preferably hold it when travelling.
17. CGHS reserves the right to inspect a student's personal device if there is reason to believe that the student has violated any Department of Education policies, administrative procedures, school rules or has engaged in other misconduct while using their personal device. Violations of any school policies, administrative procedures or school rules involving a student's personally owned device may result in the loss of use of the device in school and/or disciplinary action.
18. The laptop/tablet device will only have access to the school's wireless network. At NO stage will students have direct access to the Cheltenham Girls High School server. The integrity of the Cheltenham Girls High School network could be severely compromised by the introduction of viruses and this is a risk that cannot be accepted.
19. Via the wireless network students will have access to the school's learning management systems, the filtered Internet and the *Education NSW* Student Portal.

20. Students must be aware of appropriateness of communications when using school or personally owned devices. Inappropriate communication is prohibited in any public messages, private messages, and material posted online by students
21. Students are not permitted to use any electronic device to record audio or video media or take pictures of any student or staff member without their permission. The distribution of any unauthorized media may result in disciplinary action including but not limited to suspension, criminal charges, and expulsion.
22. Students may not utilize any technology to harass, threaten, demean, humiliate, intimidate, embarrass, or annoy their classmates or others in their community. This is unacceptable student behaviour known as cyber bullying and will not be tolerated. Any cyber bullying that is determined to disrupt the safety and/or well-being of the school is subject to disciplinary action.
23. CGHS attempts to provide a safe Internet experience for students by deploying state of the art filtering technology. Students will not be allowed to access external wireless Internet connection such as wireless 3/4G as the school is unable to determine if filtering is in place.
24. When at school, students will use their wireless connection exclusively for educational purposes. Activities such as; downloading files not related to schoolwork, playing computer games or watching movies is not permitted.
25. The use of a laptop/tablet device at particular times in individual lessons is at the discretion and direction of the teacher. There may be times when the activity is intended to be done without computer assistance or when the attention of the student is required elsewhere. At NO stage should students access programs or material from the laptop/tablet device which are not relevant to their current work/learning. In the event of students using their laptop/tablet device inappropriately, the teacher may require the student to close down the computer and continue working via other means.
26. The use of power cords creates a Work, Health and Safety risk and also increases the possibility of damage to the device should a student trip on it. Students are expected to bring their devices to school each day with a fully charged battery. If one battery does not provide the required length of use then a second battery should be purchased. Students will not have provision to charge batteries at school. Batteries are considered a consumable device and will deteriorate over time. If the laptop/tablet device is purchased privately then typically it has a one year warranty and will most likely require a replacement battery before it reaches three years of use.
27. Students should not attach any school-owned equipment to their mobile devices without the permission of their supervising teacher.

Technical Assistance or Advice

The school can provide limited technical assistance for hardware or software problems that may occur with laptops/tablet devices. The students may see our IT support staff in room C22 during recess or lunchtime. If the problem is beyond the assistance which the school can provide then the student will need to seek help from another party at their own expense. If the laptop/tablet device malfunctions during a lesson, the student is required to continue with his learning promptly in a conventional manner.

28. The student is responsible for ensuring that any software or application required is already installed on their laptop/tablet device. The school can assist student with the download and installation of the free *NSW Dept of Education* supplied software.
29. Where specific software is required for classroom learning and or tasks, the teacher will provide access to the software via desktop computer in one of the computer labs at school.
30. Students are encouraged to perform regular backups of their files. The importance of current work will often determine back up frequency. CGHS is not responsible for any data loss. Under the school's Assessment Policy, loss of data is not a valid excuse for the late submission of a task.
31. Printing of documents from student laptops/tablet devices can only be done through school desktop computers using a personal data-transfer device (USB device) compatible with the school network computers or through the Student Printing Web Portal (Instructions can be found in the Library). Direct connection of the laptop/tablet device to the printer network is not permitted. It is the student's responsibility to have a suitable data-transfer device.

32. The use of a personal laptop computer at school is regarded as a privilege and teachers may wish to view the work being carried out on the computer during class time. Students are required to provide the teacher with access to the laptop to view the school related files when asked. Where there is reasonable suspicion that material contrary to the ethos of the school is being brought to school or accessed during class time on the laptop/tablet device, the school reserves the right to impound the computer and institute a search for such material.

Security

System security is protected through the use of passwords. Failure to adequately protect or update passwords could result in unauthorised access to personal or school files. Each user is required to report any security problems to the CGHS technical support staff in room C22. The problem is not to be demonstrated to other users. To protect the integrity of the system, the following guidelines shall be followed:

33. Users shall not reveal their passwords to another individual.
34. Students who are also enrolled with TAFE or have a TAFE account are not permitted to use TAFE logins at school. Use of TAFE account at school will be considered as breach of the User Agreement and may result in disciplinary action.
35. Users are not to use a computer or network resource that has been logged in under another User's name.
36. Any user identified as a security risk or having a history of problems with other computer systems may be denied access to the network.
37. Users are required to have appropriate Anti-virus software installed on their devices to avoid any spread of virus on the school network. Students are also responsible to update their Anti-virus software on a regular basis.
38. Students should use strong passwords and have suitable privacy controls.

Intellectual Property and Copyright

Students will:

39. Never plagiarise information and will observe appropriate copyright clearance, including acknowledging the author or source of any information used.
40. Ensure that permission is gained before electronically publishing users' works or drawings. Always acknowledge the creator or author of any material published.
41. Ensure any material published on the internet or intranet has the approval of the principal or their delegate and has appropriate copyright clearance.
42. Never copy, transmit, retransmit or download any material that is protected by copyright, without prior permission of the copyright owner.
43. Ensure that the operating system and all software on their device are legally and appropriately licensed.

Cheltenham Girls High School Technology Standards

44. Students will achieve the fastest internet connection if their device is 5GHz capable.

Help and Assistance

If you have any questions or concerns regarding student's access to the school Network, Internet or BYOD please do not hesitate to contact the school on 9876 4481.

Additional References

This policy should be read in conjunction with:

- CGHS Welfare and Discipline Policy
- Anti-Racism Policy
- Anti-Bullying Policy
- *NSW Dept of Education* Internet and Email Services – School policies and procedures
- *NSW Dept of Education* Suspension and Expulsion of school students Procedures
- *NSW Dept of Education* Core Rules and Values
- "All My Own Work" Program

Please keep the *Student Copy* of this Agreement (on the following page) attached to this document and file with your own school records.

Please sign, date and return the *School Copy* of this Agreement (last page) to Cheltenham Girls' High School.

STUDENT'S AGREEMENT

I have read this policy about ICT at Cheltenham Girls' High School.

I understand fully and agree to abide by the conditions of the Cheltenham Girls' High School ICT Policy and that should I violate these conditions, I will be denied access to school network and internet services, will not be able to BYOD and may be subject to disciplinary actions.

I realise that the purpose of Cheltenham Girls' High School Internet access is educational and that as such educational purposes shall take priority over all others.

I realise that the use of Cheltenham Girls' High School Internet access is a privilege, not a right and I accept that inappropriate behaviour may lead to penalties including revoking of access, disciplinary action and/or legal action.

I agree not to participate in the transfer of inappropriate or illegal materials through the Cheltenham Girls' High School network. I realise that, in some cases, the transfer of such material by me, may result in legal action against me.

I agree not to participate in the access of material that may be considered obscene or inappropriate via the Cheltenham Girls' High School network.

I agree to treat all computer equipment and systems with safety, care and respect and to follow all teacher directions regarding the use of this equipment.

In addition, I will accept full responsibility and liability for the results of my actions with regards to the use of the Internet. I release Cheltenham Girls' High School and all related organisations from any liability relating to the consequences resulting from my use of the Internet.

Student Name:

Year/Class:

Student Signature: _____ **Date:** _____

PARENT / GUARDIAN'S AGREEMENT

As the parent or guardian of this student, I have read the Cheltenham Girls' High School *ICT Policy*.

I understand that this access is designed for educational purposes. I also recognise that it is impossible for schools to restrict access to all controversial materials on the Internet and, as a result, I will not hold Cheltenham Girls' High School responsible for material acquired on the Internet.

I hereby give permission for my daughter to access and use the school's network, internet and Bring Your Own Device.

Parent Name _____ Date _____

Parent Signature _____ Phone _____

STUDENT'S AGREEMENT

I have read this policy about ICT at Cheltenham Girls' High School.

I understand fully and agree to abide by the conditions of the Cheltenham Girls' High School ICT Policy and that should I violate these conditions, I will be denied access to school network and internet services, will not be able to BYOD and may be subject to disciplinary actions.

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