

# Casula High School

## Digital Technology Acceptable Use Policy

### Definition of Digital Technologies

This Acceptable Use Policy applies to digital technologies, social media tools and learning environments established by our school or accessed using school-owned networks or systems, including (but not limited to):

- School and student-owned devices (eg desktop & laptop computers, iPads, tablets, printers, scanners, video & digital cameras, videoconferencing equipment, interactive whiteboards and touchscreen displays)
- Mobile phones
- Email and instant messaging
- Internet
- Social networking sites
- Video and photo sharing sites ( eg Picasa, You Tube)
- Blogs & micro-blogs (eg Twitter)
- Forums, discussion boards (eg Google Groups)
- Wikis
- Vod and Podcasts
- Videoconferences and web conferences
- Learning Management Systems ( eg Moodle)

This Acceptable Use Policy applies when students are using the above technologies at school, home, during school excursions and extra-curricular activities

### Access and Security

#### Students will:

- not disable settings for virus protection, spam and filtering that have been applied as a departmental standard on school digital technology.
- ensure that communications through the Department of Education and Communities (DEC) internet and online communications services is related to learning.
- keep passwords confidential and change them when prompted, or known by another user.
- use passwords that are not obvious or easily guessed.
- never allow others to use their personal e-learning account.
- never use the e-learning account of another student.
- log off at the end of each session to ensure that nobody else can use their e-learning account.
- promptly tell their supervising teacher if they suspect they have received a computer virus or spam (i.e. unsolicited email) or if they receive a message that is inappropriate or makes them feel uncomfortable.
- report any internet site accessed that is considered inappropriate.
- seek advice if another user seeks excessive personal information, asks to be telephoned, offers gifts via email or wants to meet a student.
  
- 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 recipients' computers.
- chain letters or hoax emails.
- spam (i.e. unsolicited advertising material).
- never send, store or publish on or via school or personal digital technology:
  - unacceptable remarks , including offensive, abusive or discriminatory comments.
  - material that threatens, bullies or harasses another person or makes excessive or unreasonable demands upon another person.
  - inappropriate material.
  - sexually explicit or sexually suggestive material or correspondence.
  - false or defamatory information about a person or organisation.
  - material that does not abide by copyright laws.
- 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 is not permitted.
- never damage or disable computers, computer systems or networks of the NSW Department of Education and Communities.
- ensure that services are not used for unauthorised commercial activities, political lobbying, online gambling or any unlawful purpose.
- be aware that all use of internet and online communications services can be audited and traced to the e-learning accounts of the specific user.
- act responsibly regarding the taking of photographs and videos, the sending of these using electronic devices, and the posting of them on the internet. It is expected that students will:
  - a) not take photographs or videos at school or school related functions or activities without the specific permission of a teacher.
  - b) not distribute or post photographs, graphical images or videos of students, teachers or their relatives on the internet without the specific permission of the particular student, teacher or relative of the student or teacher.
- not plagiarise or violate copyright law in any fashion.

### **Privacy and Confidentiality**

Students will:

- never publish or disclose the email address of a staff member or student without that person's explicit permission.
- not reveal personal information including names, addresses, photographs, credit card details and telephone numbers of themselves or others.
- ensure privacy and confidentiality is maintained by not disclosing or using any information in a way that is contrary to any individual's interests.
- avoid any involvement with material or activities which could put at risk their own safety , or the privacy, safety or security of the school or other members of the school community.

### **Intellectual Property and Copyright**

Students will:

- never plagiarise or violate copyright law in any fashion and acknowledge the author or source of any information used.
- ensure that permission is gained before electronically publishing users' works or drawings.
- always acknowledge the creator or author of any material published.
- always ensure any material published on the internet or the school's secure learning management system (Moodle) has the approval of the principal or their delegate and has appropriate legal copyright clearance.

### **Misuse and Breaches of Acceptable Usage**

Students will be aware that:

- they are held responsible for their actions while using school and personal digital technology, Department of Education and Communities provided internet and online communication services.
- they are held responsible for any breaches caused by them allowing any other person to use their e-learning account to access internet and online communication services.
- the misuse of internet and online communication services may result in disciplinary action which includes, but is not limited to, the withdrawal of access to services and appropriate legal action.

### **Monitoring, evaluation and reporting requirements**

Students will report:

- any internet site accessed that is considered inappropriate.
- any suspected technical security breach involving users from other schools, TAFEs, or from outside the NSW Department of Education and Communities.

Students should be aware that:

- their emails are archived and their web browsing is logged. The records are kept for two years.
- the email archive and web browsing logs are considered official documents.
- they need to be careful about putting their personal or sensitive information in emails or on websites.
- these records may be used in investigations, court proceedings or for other legal reasons.

### **Equipment**

#### **Custodianship**

Any device brought to school pursuant of this policy for educational purposes must be able to be brought every day to school and be solely for the student's use throughout the school day.

#### **Choice of equipment**

Any device must meet all requirements of the Device Specifications published by the school. This includes meeting any required physical device characteristics and having the *listed software installed*. The Device specification is a separate document available from Casula High School.

#### **Damage or Loss of Equipment**

Students bring their own digital device(s) for use at Casula High School **at their own risk**

For the removal of any doubt, Casula High School will not be responsible for any loss, theft or damage to:

- (a) the device.
- (b) data stored on the device while the device is at school or during a school related activity, in negligence or otherwise.
- (c) peripheral equipment.

Parents and students should consider whether their device requires insurance and whether specific accidental loss and breakage insurance for use outside the home is appropriate for the device.

In circumstances where a student's personal device is damaged by abuse or malicious act of another student, reimbursement may be required. The principal will, having regard to all the circumstances of the matter, determine whether the other student is responsible for the damage to the device and whether costs incurred in the repair of the device should be borne by the student.

If the principal determines that a student is found to have been involved with damage to, loss of, or theft of school digital technology then the student's family will be held responsible for repair or replacement costs and will be notified in writing by the school.

### **Standards of Equipment Care**

Students are responsible for:

Taking due care of their personal device in accordance with the school guidelines

Adhering to the Department of Education & Communities' policy on *Online Communication Services: Acceptable Usage for School Students* (PD/2002/0046/V04).

Backing up all data securely on a regular basis. All backed-up electronic data and resources used for school coursework must be stored on another device or electronic medium accessible on demand. Students must not rely on the continued integrity of data on their device.

### **Misuse of equipment and communication systems**

Standard school discipline procedures apply for the misuse of school or personally owned digital technology contrary to this policy or other school rules.

Examples of the action the school may take in cases of misuse of technology and alleged criminal behaviour related to the school include:

- (a) the device is taken away by the Principal with collection to be negotiated with parents/guardians.
- (b) access to school digital technology and internet use is revoked.
- (c) permission for the student to bring their device to school pursuant of this policy is revoked.
- (d) conventional discipline procedures including detention or suspension where deemed appropriate pursuant to the school's discipline procedures.
- (e) any appropriate legal action

### **Acceptable Equipment and Communication System Use**

**During school hours and on school excursions and extra-curricular activities students will not be permitted to use any school owned or personal digital devices unless they and a parent/guardian have discussed and both signed and returned Casula High School's Digital Technology Acceptable Use Student Agreement to the school.**

Use of a student's personal digital device(s) during the school day is at the discretion of teachers and staff. Students must use their device as directed by their teacher.

Students' mobile phones & personal digital devices must be switched to silent operation mode during school hours, including during excursions, video-conferences & extra-curricular activities.

The primary purpose of the use of the digital device at school is educational.

Students must bring their device to school fully charged.

Students should avoid bringing peripheral device equipment for their device to school  
Peripheral equipment includes:

- (a) chargers.
- (b) charging cables.
- (c) docking cradles, with the exception of a docking cradle that includes a keyboard
- (d) adaptors for the connection of video output or data transfer.

While at school ALL material on the device is subject to review by school staff.

During school hours and while on school excursions and extra-curricular activities, students are to connect their device to the designated, authorised wireless network only. During these hours and activities students are not to connect their device to other wired, wireless or cellular networks via a wireless modem or by tethering their device to a smart phone.

Students are not to create, participate in, or circulate content that attempts to undermine, hack into and/or bypass hardware and security software mechanisms that are in place.

Upon enrolment in a New South Wales Government school, parental /guardian permission was sought to allow the student to access the Internet at school, based on the Department of Education & Communities' policy *Student use of Digital Devices and Online Services* (PD/2020/0471/V01).

This policy forms part of the Agreement for use of school and personal digital technology at Casula High School:

- (a) at school
- (b) where in connection with a school –related activity, school related program, including coursework and outside school.

**Note** The complete *Student use of Digital Devices and Online Services* (PD/2020/0471/V01) is available for viewing at:

<https://policies.education.nsw.gov.au/policy-library/policies/pd-2020-0471>