ICT POLICY

Policy Statement
Kurnai College acknowledges the use of Information and Communication Technology through the College and its departments as a major part of the administration and curriculum activities.

The College is committed to the provision of a safe and reliable communications network. When used effectively, the power of a communications network lies in its ability to create global communities and global learners for both teachers and students. It can provide access to a huge library of knowledge, promote collaboration, and allows students and teachers to investigate, search, create, present and discuss.

The College acknowledges the potential of digital learning and the impact on the teaching and learning outcomes for all students and the work practices of all staff. We recognise that learning potential is maximised through the provision of flexible environments that encourage the development of learners who are self-motivated, Problem solvers, Independent, Collaborative and Literate in a digital world.

Effective use of the internet provides students with unprecedented opportunities to obtain information, engage in discussion, and liaise with individuals, organisations and groups world-wide so as to increase skills, knowledge and abilities.

Use of a personal device can assist in the learning of a student through a better known device that allows the learning to continue away from the school’s boundaries, in a more effective manner.

Our College will:
- Provide a safe and secure communications network that includes: Internet access- Intranet- Online library – Communication technology - Storage space to save work.
- Create life-long learners who discriminate and synthesise data from multiple sources that are able to manage and use information effectively.
- Provide a safe, secure learning and teaching environment that maximises student potential and lifelong learning through the use of Information Communications Technology.
- Develop an environment where the use of ICT is regarded as an integral part of our teaching and learning practices and administration.
- Encourage the College community to assume greater responsibility for their own learning.
- Provide a College network for staff and students to promote educational excellence by facilitating resource sharing, innovation and communication.
- Provide students with opportunities to access school work outside of normal classroom activities.
- Provide students with access to a greater range of educational opportunities through a greater range of personal application selection.
- Allow a student to work on devices they are more familiar with.
- Enforce proper use of personal devices.
- Provide an understanding of responsibility when a personal device is brought to school.
Implementation:

Curriculum Network
- To provide every user a ‘username’ for login and a password protected account with sufficient space for safe storage of individual’s documents.
- To maintain the ‘Acceptable Use for the Kurnai College Network’ agreement including guidelines for safe internet usage.
- To provide skill development for all users in the ‘how’ to access and use the network’s various communication technologies effectively.

Digital Learning
- To establish a Kurnai eLearning team consisting of 2-3 teachers from each campus including school ICT Co-ordinator to review current Kurnai ICT Plans.
- To develop the eLearning Plan for 2014 – 2016 within the framework of the school charter and DEECD policies and guidelines. The eLearning Plan includes the Kurnai Vision Statement, development of teaching & learning strategies, hardware, software, budgets, and review process.
- To provide all staff and students access to the network with secure individual user accounts, electronic mail and internet access.
- To provide and encourage professional development for teachers to become confident in the use of information technology for Digital Learning to be successfully integrated into the school curriculum.

Internet Use
- Our school actively supports access by students to the widest variety of information resources available, accompanied by the development of the skills necessary to filter, analyse, interpret and evaluate information encountered.
- All students and staff at our College will have appropriately applied censorship filtered internet and email access. All students and staff will have their own password protected internet account and log on. Such access is a privilege that infers responsibility, and not simply a right to be expected.
- Student behaviour when using College computers and networks, when using the internet and e-mail, and when engaging in any activity with school or personal computers and devices must be consistent with the school’s Student Code of Conduct.
- The ICT coordinator will be appointed, who will liaise with staff and the technical support technician to manage all e-mail access, maintenance of the school’s web site, web filters, and all other issues related to internet access by students.
- The school undertakes to ensure that information published on the internet by students or the school is of a high standard, and meets legal requirements and standards of general practice within the community in relation to copyright, safety and decency.
- Guidelines on access rights will be defined for different user levels. Restricted access shall be available to guest users for specific purposes only.
- Consequences of publishing, accessing or failing to notify the ICT coordinator of inappropriate material shall include the removal of access rights.
- Signed parent and student consent (see below) is required to be completed in order to gain access to the internet, or to publish work, photos or videos on the internet.
- Privacy of students, parents, staff and other users must be recognised and respected at all times. Students will only identify themselves on the internet by their real name.
- Staff are expected to utilise and integrate technologies, including on-line learning opportunities, into their programs for all students.
- The College will provide appropriate professional development and support for all staff.
Bring Your Own Device – BYOD (Including Phones)

- Our College will provide internet access only to personal devices through a unique log in username and password.
- The maintenance and care of the device is completely the responsibility of the student.
- The device must only be used in accordance with the ‘Internet Use’ code and as agreed to and stated in the ‘Agreement for internet use’, ‘Internet code of practice’ and ‘BYOD responsibilities agreement’.
- Any misuse of the device as stated in the ‘Internet use’ code and as agreed to by the signing of the ‘Agreement for internet use’ may result in the confiscation of the device by any staff member at the College.
- The device must comply with the ‘Device Compliance standards’ before it will be connected, and will be disconnected should it not meet the requirements once connected.
- Only one device per student will be registered on the college wi-fi network.
- Any device on College grounds that is found to have anything deemed unnecessary or inappropriate by any staff by being confiscated for a period of up to 48 hours.
- Students are not allowed to provide 3rd party internet service, such as a Hot Spot on capable devices.
- Devices should not be used to take, share or publish photographs or video footage in any situation without the specific permission of the subjects (student, staff member or visitor to the college).
- Devices must be kept on silent throughout class time.
- Devices may not be brought to any examination.

Acceptable Use

- Devices should not be used in any manner or place that is disruptive to the normal routine of the College.
- The College acknowledges that Devices can have educational application as well as personal communication uses; as such they may be used in class at the teacher’s discretion.
- It is important that students display courtesy, consideration and respect for others whenever they are using a Device.

Theft or Damage

- The College accepts no responsibility for students who lose or have their Device stolen or damaged while travelling to or from school, or during school hours; if a Device is stolen it will be the responsibility of the student to contact the police.

Inappropriate Conduct

- Inappropriate use of a Device will result in disciplinary action as deemed necessary by the College. This may include, but is not limited to:
  - Temporary confiscation
  - Confiscation and a parent meeting
  - Detention or Suspension
  - Referral to police in extreme instances

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Appendices
APPENDIX A: ICT Agreement

Evaluation
This policy will be reviewed as part of the College’s regular four year review cycle or as required to keep up to date with current trends and technologies.

<table>
<thead>
<tr>
<th>Date Implemented</th>
<th>Week 3 – Term 2 - 2014</th>
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<tr>
<td>Approval Authority (Signature and date)</td>
<td>[Handwritten Signature] 23/5/2014</td>
</tr>
<tr>
<td>Date Reviewed</td>
<td>Week 3 – Term 2 - 2014</td>
</tr>
<tr>
<td>Responsible for Review</td>
<td>College ICT Co-ordinator</td>
</tr>
<tr>
<td>Review date</td>
<td>Week 7 – Term 3 - 2015</td>
</tr>
<tr>
<td>References</td>
<td>DEECD</td>
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</tbody>
</table>
APPENDIX A: ICT Agreement

Definition
Internet access includes related communications systems through school or personal devices. Connection and use of personal devices must adhere to these terms and conditions.

Conditions
For users to gain use of and access to Kurnai College’s Internet facilities or have a Bring you own Device contented they must read and accept the following rules and sign the agreement. The agreement must also be signed by a parent if the student is under 18 years of age.

Purpose
The purpose of this document is to establish a policy for acceptable use of the Internet at Kurnai College and BYOD. It is particularly designed to protect students from accessing inappropriate material and to teach them responsible use of online materials and to ensure that students and parents know their responsibilities when bringing and using a personal device at school.

Agreement
1. Because Kurnai College’s Internet accounts exist to provide access to curriculum related material I shall not use the school account to search for non-curriculum related material unless given direct permission by College staff.
2. I shall not use the Internet to access unacceptable material. This includes sites dealing with illegal activities, pornography, or extreme violence.
3. I accept that information published on the Internet may be inaccurate or may misrepresent a person or situation and shall take care in the use of this material.
4. I will abide by copyright laws. I shall not copy or redistribute work or use other people’s work without correctly acknowledging them.
5. I shall respect the rights and privacy of others. I will not disclose usernames and passwords to anyone, read other people’s electronic mail or reveal personal addresses or phone numbers.
6. In accordance with Section 85ZE of the Commonwealth Crimes Act, I shall not use the Internet or any telecommunication service to menace or harass others. Similarly I will not use such a service to use disrespectful, inaccurate or inappropriate language.
7. I shall treat all College computer equipment with care and respect.
8. I understand and accept that inappropriate behaviour whilst accessing the Internet shall incur penalties. Kurnai College reserves the right to terminate or suspend Internet access and/or other penalties as deemed appropriate.
9. Students who bring their own device must not use this device in any manner illegal, harmful or against the school’s internet policy.
10. I shall not use the personal device for anything deemed to be un-educational by any member of Kurnai College’s staff.
11. I accept that the use of a personal device in connection with Kurnai College carries specific risks for which I as the owner/user, assume full responsibility. These risks include but are not limited to, partial or complete loss of data, errors, bugs, viruses, downloaded malware, and/or other software or hardware failures, or programming errors which could render a device inoperable.
12. Kurnai College accepts no responsibility for inappropriate use, damage obtained on or off school grounds, misuse by those other than the intended owner/user, loss or malfunction.
13. I agree that Kurnai College and its staff will not be responsible or held responsible for the maintenance or upkeep of the device, any condition as stated in item 3 of this agreement or non-compliance with any and all warranty conditions of the device.
14. I shall take complete and full responsibility for any device brought to and from Kurnai College’s grounds.
15. It is my responsibility to keep any personal device in a safe and secure situation at all times.
16. If the device is deemed to be conflicting with any Kurnai College policy or agreement whether agreed to or not, the device may be taken by any member of Kurnai College’s staff under the responsibility of the owner/user and not that of the staff member, with any damage incurred the responsibility of the Owner/user.
17. I agree that the device may be taken at any time to be checked by a Kurnai College staff member should that staff member identify that the personal device contain inappropriate data or be used in an inappropriate manner as deemed by that staff member.
18. I agree that any personal device will have up to date programs, operating systems, virus protection, browsers and plugins.
19. In the event of loss, theft or damage, you must inform Kurnai College within 2 working days.
20. I agree that the device meets the ‘BYOD approved device list’ which may change at any time.
21. I agree that only 1 device will be connected to the school network, or connection will be disabled.
22. Connection is not guaranteed and may be disconnected at any time without warning.

Student Name: __________________________
Student Signature: __________________________
Date: __________________________

As a parent/guardian of the above named student I have read the agreement and accept the conditions outlined.

Parent/Guardian name __________________________ Signature: __________________________

BYOD approved device list
The below list may change at any time and is the responsibility of the owner/user to keep their device up to date.

- Laptop/Notebook
- Tablets
- Internet enabled Phones or Media players (will only be connected if student has no other device)

Operating system must be as follows:

<table>
<thead>
<tr>
<th>Device type</th>
<th>Required operating system</th>
</tr>
</thead>
<tbody>
<tr>
<td>Windows Laptop, Netbook, Tablet, phone</td>
<td>Windows 7 and above</td>
</tr>
<tr>
<td>Android Devices</td>
<td>Version 4 and above</td>
</tr>
<tr>
<td>Apple devices other than mac</td>
<td>iOS 6 and above</td>
</tr>
<tr>
<td>Mac</td>
<td>iOS 10.4 and above</td>
</tr>
<tr>
<td>Chromebook</td>
<td>Any (operating system updates itself)</td>
</tr>
</tbody>
</table>