

INFORMATION COMMUNICATION TECHNOLOGY (ICT) ACCEPTABLE USE POLICY

In order to ensure the security of the College's Information Communication Technology (ICT) facilities and the privacy of its users, the following measures are required. This policy operates in conjunction with Prince of Peace Lutheran College rules, policies and procedures. At Prince of Peace College ICT is provided for educational purposes.

Using ICT at Prince of Peace College is a privilege. This privilege can be removed if school rules are broken. Students are to use the following statement as a guide for their use of ICT at the college:

Be mindful of your actions, act wisely, and learn from your mistakes.

The following list of activities is not exhaustive and should only be used as a guide. The College ethos will inform what is appropriate ICT activity, if in doubt refer to the teacher.

Students should:

- Immediately minimise the screen and inform a teacher if any material with offensive, abusive, racist, pornographic, sexist or excessively violent content is accidentally accessed.
- Immediately inform a teacher if any harassing or threatening message is sent to you, if you receive anything that makes you feel uncomfortable, or if you know of any other student receiving such material.
- Immediately inform a teacher if you know, or suspect, that another student knows your password.

Students should not:

- Interfere with the operation of an ICT device being used by another student
- Alter, move, delete or sabotage files belonging to others.
- Provide your password to another person.
- Use another student's account.
- Access sites or files during class time that are not relevant to the lesson.
- Access any proxy sites that attempt to mask or hide their identity from the school's network security.
- Violate copyright laws
- Plagiarise

College response:

- The school has the right to check all written, graphic, audio and other materials created, produced, communicated, stored or accessed on school ICT by students, including emails.
- The accounts of users who contravene this policy may be suspended. Disciplinary action may be taken.
- If unacceptable use – (ie any action that contravenes this policy, the College ethos, or state and federal laws) - is identified, the College will respond appropriately and in accordance with school procedures.
- Appropriate law enforcement agencies and Government authorities may be notified.

I _____ agree that access to the ICT at Prince of Peace Lutheran College is a privilege and not a right. I understand that the College has made every effort to minimise student exposure to harmful material, while still making the most of the educational opportunities that ICT access provides. I also understand that it is my responsibility to use the school's internet access correctly. By signing this contract I formally agree to use my best judgement in acceptable use of ICT and comply with this policy.

Student Name: _____

Pastoral Care Class: _____

Signature of student: _____

Date: ____/ ____/ ____

Signature of parent/carer: _____

Date: ____/ ____/ ____

Computer privileges cannot be accessed until the ICT Acceptable Use Policy has been signed and returned.