



Student IT (Technologies) Acceptable Use Policy 2018

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Student IT (Technologies) Acceptable Use Policy

The College has a holistic framework for addressing the individual learning needs of all students, including those with special needs and other unique areas of cultural diversity.

The College is cognizant of ensuring the program and ethos of our school complements the varying cultural domains of our parent and student population in the context of meeting the minimal standards of child safety and child protection.

Please read this policy in conjunction with:

College Child Protection and Mandatory Reporting Policies.

College Behaviour Education and Positive Peer Relations and Anti-Bullying/Harrassment Policies

RATIONALE

Information and Communication Technology (ICT) provides schools with the opportunity to promote educational excellence by facilitating communication, innovation and sharing of resources. ICT provides significant educational value but can additionally pose risks of exposure to inappropriate and offensive material as well as to students' personal safety

The practice of communication at Leibler Yavneh College must reflect the College values of **Respect, Integrity, Gratitude, Honour and Tradition**. As such it is expected that communication be honest and reflect the highest standard of professional accountability and sensitivity to human rights and relationships. Respect and integrity must be maintained at all times.

TERMS AND CONDITIONS FOR USE OF COMUPTERS, ELECTRONIC DEVICES AND INTERNET USE

Leibler Yavneh College is committed to ensuring all students are aware of the standards and use of ICT within the College environment. Unacceptable use of technology will not be tolerated under any circumstances and disciplinary action will be taken against any student who breaches College Policy.

This **Acceptable Use Policy** may be updated from time to time. In addition, tools and systems used by the College may be updated, resulting in a change of the Acceptable Use Policy and/or associated conditions for connecting to the network. It is important to reference the latest Acceptable Use Policy, available on our College web site.

1. Privileges

The use of the College's computers and especially the Internet is a privilege, not a right, and inappropriate use will result in temporary or permanent cancellation of this privilege.

2. Personal Responsibility

Students need to take responsibility for reporting any misuse of computers, electronic devices, software or the College network. The Social Media Policy is available on the College website. It is the student's responsibility to be aware of its content.

2A. The College may hold a student responsible for:

- any damage to College equipment caused by the student's use of College Systems
- any legal obligation to any person created by the student's use of College Systems and/or
- any damage to the reputation or viability of the College or to the reputation of any member of the College community including (but not limited to) other students, teachers, staff or parents caused by the student's use of either College systems or other computer systems.

2B. Students must use College equipment carefully, and follow all instructions about how to use equipment.

3. Unacceptable Use of Computing Facilities, Personal or College Electronic Devices:

Examples include, but are not limited to:

- Using any electronic communication devices (College or Personal) as a means of defamation of the College, its reputation or employees.
- accessing networks and any other electronic device without express authorization.
- transmitting or deliberately accessing and/or receiving material that may be considered inappropriate , which includes threatening, harassing materials, sexually explicit, offensive or discriminatory materials, material that may be harmful either physically or emotionally, including bullying or harassment of fellow students or others in or outside the school.
- communicating information concerning any passwords, identifying codes or other confidential information or violating the security of the system in any way.
- interfering with or disrupting network users, services or equipment.
- plagiarizing and/or breaching copyright laws, including software copyright and reengineering of software.
- conducting private business matters or using the system for any personal gain.
- downloading and/or installing software programs on school computers, including videos, music and games without permission of the College.
- the College may stop an e-mail or any other file from entering or leaving College Systems if the College believes the e-mail or file is inappropriate or may damage College Systems or any other person's computer system.
- the College may prevent students from accessing Internet sites if the College considers access to those sites inappropriate.

4. Appropriate use of Computer laboratories & College libraries

- No food or drink is allowed in any computer lab or in the College libraries at any time.
- Furniture and computer hardware must be returned to their correct places.
- Students will speak in a quiet voice.
- Students will maintain decorum and appropriate standards of the spaces.
- Students will listen and abide by any instruction or directive from the ICT teacher, Librarians or other staff members.
- Students will only use the computer lab facilities for education and school work purposes unless permission has been granted by a senior staff member.

5. Security

Students must keep their password confidential. Sharing of passwords could lead to misuse of resources by other students. To change your current password – please see the ICT Support team.

Students must at all times when using College Systems:

- identify themselves honestly and not misrepresent themselves
- not tell anyone else their password or personal details except as instructed by a teacher
- respect the copyright of others. This means that the work of others must be fully acknowledged and files including graphics, animated images, sound and music belonging to other users may be copied only with permission and
- respect the privacy of others. This means that other people's passwords, files and personal details must not be disclosed or accessed without their permission and students must never access another person's email or Internet account without that person's permission.

6. Guidelines for the Use of any Electronic Device during school hours (Personal or College)

These guidelines are relevant for mobile electronic devices including, but not limited to devices such as mobile phones, smart phones, iPads, Androids, iPods, personal computers, video and digital cameras and graphic calculators.

- If a student uses any device to defame the College staff, students or reputation, they will be held liable

by this policy

- If a student needs to use any mobile electronic device or calculator for a class, he/she should only do so with permission from the teacher.
- When used in a classroom, the electronic device should be accessed when instructed by the teacher, and turned off when the lesson concludes, or when instructed to do so by the teacher.
- Students who bring valuables to school should place them in their locked lockers during the day. It is crucial that students **do not** provide their locker combinations to **any** other student.
- Mobile phones or portable devices should not be used during class time, prayers or between classes for any other purpose than education under the supervision of a teacher. No calls or text messages are to be made or taken during or between classes. Devices may only be used before school, after school, during recess and during lunch break. Emergency calls by parents are to be directed to the Primary or Secondary offices.
- The College will not be responsible for the loss, misuse or damage of mobile electronic devices, or any other valuables.

* Mobile phones are not permitted in the primary school.

Students who are found to be in breach of the expectations may be asked to leave their mobile/smart phone at home for a period of time as negotiated with parents and other consequences may also be implemented depending on the severity of the incident.

7. Printing

Leibler Yavneh College recognizes that printing in hard copy by students is sometimes necessary. However, students should aim to keep the volume, and hence the cost of their personal printing to a minimum. This can be achieved by print previewing, spell checking before printing, editing on screen or transferring by other electronic means rather than continuous printouts.

Printing must be directly related to schoolwork.

8. Vandalism

Vandalism refers to any malicious attempt to harm or destroy machinery or data that is connected to the system. This includes uploading and creation of viruses. Vandalism will result in disciplinary action according to the Behaviour Education Policy.

9. School Communications and Online Chat Systems

Communication

Current students of the College are not permitted to communicate with College staff via non College programs and platforms.

Chat Programs are not to be used by students during class time or prayers.

Examples include but are not limited to: WhatsApp; SnapChat; Instagram; Skype ; iChat ; Facebook ; MSN Messenger ; Tumblr ; Twitter ;

10. Role of the family

Even though it is not necessary for families to be linked up to the Internet at home, for those who are, careful parent monitoring is essential.

11. Collection Notice

Throughout the course of your son/ daughter's education at Leibler Yavneh College, various digital material collected by the College may be taken and used in a variety of promotional material

Promotional material, includes but is not limited to:

- College Publications

- Promotional Materials
- The College Website
- Media Coverage

If you do not wish to have your child's name or photograph published in these promotional sites, then this request needs to be put in writing to the College Principal.

On occasions when students participate in organized College video and media productions, students are expected to uphold the dignity and mutual respect of all involved. College premises are to be respected at all times.

12. The College is aware of all Internet and e-mail activity through each student account and of all documents created, saved or modified on its systems. The College may keep copies of and/or read any e-mails that any person sends or receives using College Systems or any documents created or modified on College Systems.

Students should not have any expectations of privacy for actions performed using College Systems, including creating or sending personal e-mails or creating or sending documents.

14. Consequences for Breaching of Policy

Students who misuse the College ICT facilities will have their **electronic devices and WiFi** blocked for a period of time. Severe infringements will result in further and more severe consequences.

Discipline procedures may include suspension from class, formal counselling, suspension from the College, or expulsion. Consequences will be determined at the discretion of the College Principal or the College Principal's delegate.

The College will not excuse any student for breaching these Guidelines. Any student who does not understand any part of these Guidelines should ask a teacher for guidance and/or further explanation.

Use of College Systems indicates agreement to comply with these Guidelines.