



# Leibler Yavneh College Student ICT 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 cognisant 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/Harassment Policies

## Rationale

Information and Communication Technology (ICT) at Leibler Yavneh College enables access to email, the internet and other telecommunication devices. The availability of such resources provides the opportunity for schools to help students develop to their full potential. ICT provides significant educational value but can also pose a risk of exposure to inappropriate and offensive materials and 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 the 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.

At our College we:

- Have programs in place to educate our students to be safe and responsible users of digital technologies
- Provide information about digital access issues such as online privacy, intellectual property and copyright
- Supervise and support students using digital technologies in the classroom
- Use clear protocols and procedures to protect students working in online spaces. This includes reviewing the safety and appropriateness of online tools and communities, removing offensive content at the earliest convenience
- Provide filtered internet service to block inappropriate content. We acknowledge, however, that full protection from inappropriate content cannot be guaranteed
- Use online sites and digital tools that support students learning
- Address issues or incidents that have the potential to impact on the wellbeing of our students
- Refer suspected illegal online acts to the relevant Law Enforcement authority for investigation

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## Terms and Conditions for use of Computers, 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 website.

### 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 all the relevant policies that apply to their use of College resources.

- 2.1 The College may hold a student responsible for:
  - 2.1.1 Any damage to College equipment caused by the student's use of College systems
  - 2.1.2 Any legal obligation to any person created by the student's use of the College system and/or
  - 2.1.3 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.
  
- 2.2 Students must use College equipment carefully and follow instructions about how to use the equipment.

### 3. Unacceptable use of Computing Facilities, Personal or College Electronic Devices

Examples include but are not limited to:

- 3.1 Using any electronic communication devices (College or Personal) as a means of defamation of the College, its reputation, or its employees
- 3.2 Accessing networks and any other electronic device without express authorisation
- 3.3 Using any electronic communication device (College or Personal) to record, photograph or film other students or staff without their prior knowledge and permission

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- 3.4 Transmitting or deliberately accessing and/or receiving material that may be considered inappropriate, which includes threatening, harassing materials, sexually explicit, offensive or discriminatory materials, materials that may be harmful either physically or emotionally, including bullying or harassment of fellow students or others outside the school (e.g. forwarding messages and supporting others in harmful, inappropriate or hurtful online behaviours)
- 3.5 Communicating information concerning any passwords, identifying codes or other confidential information, or violating the security of the system in any way
- 3.6 Interfering with or disrupting network users, services, or equipment
- 3.7 Plagiarising and/or breaching copyright laws, including software copyright and reengineering of software
- 3.8 Conducting private business matters or using the system for any personal gain
- 3.9 Downloading and/or installing software programs on school computers including videos, music, and games without permission of the College
- 3.10 The College may stop an email or any other file from entering or leaving the College System if the College believes the email or file is inappropriate or may damage College Systems or any other person's computer system
- 3.11 The College may prevent students from accessing internet sites if the College considers access to those sites inappropriate.

## 4. Appropriate use of Computer Laboratories and College Libraries

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

## 5. Security

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

Students must at all times when using the College Systems:

- 5.1 Identify themselves honestly and not misrepresent themselves
- 5.2 Not tell anyone else their password or personal details except as instructed by a teacher

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- 5.3 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
- 5.4 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 all mobile and or fixed 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.

- 6.1 If a student needs to use any mobile electronic device or calculator for class, he/she should only do so with permission from the teacher
- 6.2 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
- 6.3 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.
- 6.4 Mobile phones or portable devices should not be used during class. Please refer to the College [Mobile Phone Policy](#) located on the website. From Term 1 2020, students from Years Prep-11 who choose to bring mobile phones to school must have them switched off and unseen during school hours. They may not be on their person at all from when they arrive at school until the final bell of the school day.
  - 6.4.1 \* **Mobile phones are not permitted in the primary school**
- 6.5 The College will not be responsible for the loss, misuse or damage of mobile electronic devices, or any other valuables.

## 7. Printing

Leibler Yavneh College recognises that printing in hard copy by students is sometimes necessary. However, students should aim to keep the volume of personal printing to a minimum to reduce our impact on the environment. This can be achieved by print preview, spell checking before printing, editing on screen or transferring to other electronic means where possible.

*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

Current students at 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 and Twitter.*

## 10. e-Learning and Child Safety

The increased use of technology enables both opportunities to undertake in depth research and expand learning opportunities as well as providing opportunities for inappropriate use of technology. Students should explore the various strategies available at <https://www.esafety.gov.au/> that provide guidance and support in managing a range of concerns that may arise in the use of the internet.

## 11. Collection Notice

Throughout the course of child's education at Leibler Yavneh College, various digital material collected by the College may be taken and used in a variety of promotional materials.

Promotional materials include but is not limited to:

- 11.1 College Publications
- 11.2 Promotional Materials
- 11.3 The College Website
- 11.4 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 privacy office at [privacy@yavneh.vic.edu.au](mailto:privacy@yavneh.vic.edu.au)

On occasions when students participate in organised 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. Privacy

The College is aware of all internet and email 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 emails that any person sends or receives using College systems or any document created or modified on College systems.



Students should not have any expectations of privacy for actions performed using College systems including creating or sending emails or documents.

### 13. Consequences for Breaching this 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 this Policy. Any student who does not understand any part of this Policy should ask a teacher for guidance and/or further explanation.

Use of College systems indicates agreement to comply with this Policy.

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