

Student Acceptable Use of Technology Policy



POLICY OBJECTIVE

To ensure that computer equipment, software and data resources are used appropriately and responsibly by students for educational purposes.

POLICY STATEMENT

Computer equipment, software and data resources at OLMC are provided for educational use by the OLMC Community. It is an expectation that computer-based equipment is used in a responsible educational manner. IT usage at OLMC is logged and from time to time resources such as internet logs, emails and other miscellaneous files will be audited to ensure appropriate usage and content. The College reserves the right to apply graded sanctions, to deny access, or terminate use if students are deemed to be making inappropriate use of the technology.

The following points outline the requirements of Technology usage at OLMC. It is the responsibility of all students to follow these guidelines:

Students must:

- Follow instructions given by staff
- Login correctly and logout when finished
- Keep their login confidential
- Use secure passwords, i.e. more than 8 characters with at least 1 numeral and at least 1 non-alphabetic character
- Refrain from intentionally wasting limited resources, like paper
- Be conscious that others need to use the same resources
- Report equipment faults or suspected virus activity
- Always check files, including files downloaded from the internet for malware and viruses
- Make regular backups of their saved data
- Use Technology resources for legitimate educational activities, such as research and communication
- Always check for, and adhere to, licensing and copyright agreements
- Keep personal information secure as nothing is private on the internet
- Insert their name on the bottom of any email messages they post
- Remember that information (text, video, audio, images) uploaded to the internet by them can be altered and manipulated
- Carry their Notebook in its carry-case at all times
- Charge their Notebook at home every night
- Manage the power and screen brightness settings of their notebook to get the best battery performance throughout the day (power off when transporting or not using their notebook in class).

Students must not:

- Use an account owned by another user
- Share their account details or password with any other person
- Have food or drink near computer equipment
- Bring their charger to school
- Attempt to make unauthorised access to resources or entities. It is a violation of the law to access any network files, documents, application, etc. without the express permission of the owner
- Divulge personal information such as name, address, phone number, images, audio or video that identifies them or others in a school context over the internet
- Post communications about others without consent and/or post anonymous messages
- Use technology to harass or personally attack another person
- Use vulgar, offensive or inappropriate language when communicating electronically
- Send an email to multiple recipients or to OLMC groups without the prior permission of the relevant pastoral leader
- Play computer games at any time and/or visit chat rooms or sites that are of a noneducational nature
- Access sites that contain inappropriate or offensive material
- Upload inappropriate content to the internet
- Upload any content involving the OLMC Community without the prior permission of the Director of Pastoral Care or Director of Teaching and Learning
- Download and/or store executable (program) files via the network or internet
- Install any software on the school computer systems, including downloads from the internet
- Engage in any illegal activity, including violation of copyright or other contracts. This includes copying any software or program files from the College computer system
- Plagiarise from electronic media. Any material used must be noted and suitably acknowledged
- Tamper either physically or electronically with either hardware or software settings
- Use the College's IT resources for personal, financial, political or commercial gain

Personal Digital Equipment

At specified times, personal digital equipment may be permitted at school. The College does not accept responsibility for loss or damage to a student's personal equipment. Students should adhere to the guiding principles for the use of all technology within the School.

Recording devices may be used **ONLY** in an educational context and with College permission. Digital recordings, including sanctioned educational recordings, **MUST NOT** be published publicly or posted on any internet site without the written permission of the College and those appearing in the recording.

Reminders:

Students should:

- Make regular backups of their data
- Carry their Notebook in its carry-case at all times
- Make sure the Notebook is fully charged overnight
- Not bring their charger to school
- Use the charging stations in the library at recess and lunch to charge their Notebook

Disclaimer

The College does not take responsibility for the loss of data across the network.

OLMC makes no warranties with respect to internal computer access and/or internet access.

OLMC is not responsible for:

- Any costs, liabilities and damages arising from careless handling of computer equipment
- The privacy of electronic mail. Users must assume privacy cannot be guaranteed.

IT usage at OLMC is monitored using security software which alerts staff to misuse. The College reserves the right to apply graded sanctions, to deny access or to terminate use, if students are deemed to be making inappropriate use of technology.

From time to time, specific conditions and services being offered, may vary at OLMC.

Information about Student Notebooks

OLMC purchases the Notebooks directly before issuing them to students on loan. While students will take their Notebooks home every night, on weekends and during school holidays, they are not to be taken overseas, and remain the property of the College.

It is the responsibility of each student to charge her Notebook at home, every evening. The Notebooks have a long battery-life and if charged, overnight, should last the entire school day. Chargers are not to be brought to school due to Workplace, Health and Safety regulations. Charging stations are available in the College library at recess and lunchtime.

Printing from Notebooks is encouraged at home rather than at school, in order to reduce the College's digital footprint.

Installing software on the Notebook is strictly prohibited. Students do not have administrator rights to install software so as to protect the integrity of the College Network. Should there be a specific need for software installation, such as for a home printer, students are required to contact the Technology Resource Officer who will offer assistance.

Maintenance and Repair

The College has an IT support system where students can report a technology problem. If the issue cannot be resolved immediately, a replacement computer will be issued temporarily to avoid the student being without access to a computer for an extended period of time. It is the responsibility of each student to report damage or problems as soon as it occurs. If a student neglects to make a report, the cost for repairs will belong with the student's family.

Insurance

Insurance cover is provided for accidental damage including liquid spillage. **Accidental damage will result in an excess of \$100 being payable by the family.** In the event of accidental damage, Notebooks will be repaired or replaced by the supplier within the guidelines of their ADP Policy. Wilful or reckless damage is not covered in such cases and families will be required to cover the entire repair or replacement costs. Typically, any type of repair is a significant amount of money so students are strongly encouraged to look after their Notebook and follow the 'Dos and Don'ts' listed in this document.

Cover outside of Australia is excluded and accordingly students are **not permitted** to take their Notebooks overseas. Any loss of damage occurring whilst overseas will result in recovery of the full cost of the Notebook from the family regardless of the circumstances.

Aside from this, the following guidelines apply in determining the extent (if any) to which an insurance excess or other costs associated with the repair or replacement of a Notebook computer would be charged to a family in the event of damage or loss.

Carelessness includes not locking or otherwise securing a Notebook computer whilst at school, home or being transported. This extends to the removal of a Notebook from a backpack or laptop bag while in transit or leaving a bag with a Notebook unattended or on a bus or train. Accidental loss, theft or burglary arising through carelessness would result in an excess being payable by the family.

All student notebook allocations now include a stylus with a replacement tip. If the stylus is lost by a student, a \$100 fee would be incurred by the family as a replacement fee. Similarly, if the student loses either the charger or replacement stylus tip, the family would incur a replacement fee for these items.

Recklessness includes unacceptable behaviour that is likely to cause damage to property. Damage to, or loss of a Notebook, as a result of reckless behaviour is not covered by insurance, and in such cases the full cost of repairs or replacement of the device would be payable by the family of the student. Recklessness may be leaving your Notebook unattended in the playground, leaving the Notebook on the ground where it may be stepped on by another person, or not securing the Notebook in a locker fitted with an appropriate lock.

Wilful or malicious damage includes intentional damage or tampering with a Notebook computer. In an event involving malicious damage, the full cost of the Notebook or repairs will be the responsibility of the student's family. In the event that another student wilfully damages the Notebook, the responsibility for the repairs will belong with the family of the student who caused the damage.

The College holds insurance to cover losses by fire for all property and equipment on the College site. This does not extend to such losses at home or in other locations away from the College site. Families are advised to ensure that their home contents policies include coverage of the student's Notebook.