

# PARKDALE SECONDARY COLLEGE

## ICT ACCEPTABLE USE POLICY – Year 10 - 12



POLICY DATE: 2022

REVIEW DATE: 2022- 2026

APPROVED BY: The Principal – David Russell

Parkdale Secondary College prides itself on the purposeful integration of computers throughout the curriculum. Staff at the college use a variety of ICT hardware and software in their lessons and extracurricular activities. The college provides regular professional development to ensure that staff are skilled up in using ICT as a vehicle to deliver their curriculum for the improvement of student outcomes.

Access to computers and computing resources is conditional and includes access to such things as user folders, your email accounts, the internet and intranet at school and home access. All computing resources are provided as an educational tool to support learning.

IT Manager – Systems Administrator

BYOD Primary Device – A Laptop computer with physical keyboard, for the primary use at school.

### 1.0 Passwords and network access

- 1.1 Students are allocated a USER NAME and create a complex 7 PASSWORD.
- 1.2 Students are allocated a folder to store course related files.
- 1.3 All students will be given a Parkdale email account.
- 1.4 Passwords and usernames are not to be divulged to anyone.
- 1.5 Students should see the IT Manger immediately if they believe that other people know their user name and/or password or if they detect any unauthorised activity with their account and reset their password.
- 1.6 Unnecessary files in the schools home drive should be deleted.
- 1.7 Students must not place any offensive or illegal material on the college network.

### 2.0 Using software and accessing the college's network

#### 2.1 Loading software

- 2.1.1 The IT Manager is authorised to load software onto a school owned computer.
- 2.1.2 Any student detecting a virus, or what they believe may be a virus, should contact the IT Manager immediately.
- 2.1.3 No student is to tamper with any virus detection or prevention software in place on college equipment and network.

#### 2.2 Internet access

- 2.2.1 Internet access is provided for educational purposes only.
- 2.2.2 The college has deliberately limited internet access through a range of measures to ensure that the content accessed by students is appropriate, safe and monitored.
- 2.2.3 Students are not permitted to by-pass safeguards and any attempt to do so will result in students being disciplined appropriately.
- 2.2.4 The use of any software or web sites designed to deliberately by-pass the college's internet management systems is strictly prohibited. If this occurs students will be disciplined appropriately.
- 2.2.5 Access to sites not related to specific subjects or curriculum being studied are prohibited at school unless approved by the IT Manager and School Improvement Team.

#### 2.3 Observing copyright

- 2.3.1 Commercial music/video/text or other copyrighted material must not be stored on the college network or devices.
- 2.3.2 Students should not use the college resources to copy, duplicate, or modify the content of commercial electronic media.

#### 2.4 Plagiarism

- 2.4.1 A student must ensure that all unacknowledged work submitted for assessment is genuinely his/her own.
- 2.4.2 A student must acknowledge all resources used, including: text, websites and source material the name/s and status of any person/s who provided assistance and the type of assistance provided.
- 2.4.3. A student must not receive undue assistance from another person in the preparation and submission of work.
- 2.4.5. Acceptable levels of assistance include: the incorporation of ideas or material derived from other sources (for example, by reading, viewing or notetaking), but which has been transformed by the student and used in a new context prompting and general advice from another person or source which leads to refinements and/or self-correction.

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2.4.6. Unacceptable forms of assistance include: use of, or copying, another person's work or other resources without acknowledgment corrections or improvements made or dictated by another person.

2.4.7. A student must not submit the same piece of work for assessment in more than one study, or more than once within a study.

2.4.8. A student must not circulate or publish written work that is being submitted for assessment in a study, in the year of enrolment.

2.4.9. A student must not knowingly assist another student in a breach of rules.

### 2.5 Offensive or inappropriate content

2.5.1 In the event of offensive or inappropriate material being accessed or stored on a college computer, a report needs to be made to teachers, YLC and the IT Manager.

2.5.2 If a student detects the material, then they should inform their classroom teacher and a year level co-ordinator, who should then inform the IT Manager.

2.5.3 Any person found to be publishing or distributing inappropriate material will be disciplined appropriately.

### 2.6 Using college communication systems (CCS)

2.6.1 *The CCS includes, but is not limited to email, Compass, MS Teams, Webex, Facebook, Instagram.*

2.6.2 CCS are to be used to share educational material.

2.6.3 Students must not share personal information (telephone number, address etc.) to those outside of the school e.g. via public social networks and publicly viewable websites.

2.6.4 Students must not impersonate a teacher or create personal social groups on the CCS.

2.6.5 When communicating with outside bodies, students need to ensure they are polite and show respect at all times.

2.6.6 The use of obscene, offensive, disrespectful or aggressive language towards others is unacceptable over the CCS and will result in disciplinary action.

2.6.7 Students must not use the CCS to prepare or send unsolicited commercial correspondence. The CCS are not to be used for any commercial or business purposes (buying, selling and online banking).

2.6.8 Students must not use the CCS to harass, intimidate or bully other users. Students must report harassment over the CCS a teacher or Year Level Coordinator immediately.

2.6.9 Using social networks at school such as, but not limited to, Facebook, Instagram, Snapchat, tiktok, is not appropriate for school use unless specifically directed by a teacher.

### 2.7 Mobile Devices - Mobile Phones, Smart Phones and Communications Devices

See [Student Mobile Phone Policy](#)

### 2.8 Student Personal Computing Device – Laptops.

2.8.1 The primary BYOD is expected to be brought to school each day ready with applications appropriate for learning.

2.8.2 The primary BYOD base standards are set by the Principal Team and IT manager each year.

2.8.3 Devices are expected to be brought to school fully charged ready for learning each day.

2.8.4 The primary device is a learning device and should be ready at all times for school work.

2.8.5 Students should never leave any device unattended at any time.

2.8.6 When not in use the device should be stored in the student's locked locker.

2.8.7 Parkdale Secondary College follow DET policies regarding inspection of personal computing devices.

2.8.8 Students will not use any device that belongs to another student or staff member.

2.8.9 Students repeatedly violating this document will result in appropriate disciplinary actions.

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### 2.10 School IT Kiosk Devices

- 2.10.1 A signed note from home must be brought to tutor teachers in order for the student to borrow a school laptop.
- 2.10.2 Devices are to be borrowed in the mornings before school or during lunch or recess if a device has failed during the day.
- 2.10.3 The school kiosk devices may be borrowed by students when.
  - 2.10.3.1 A device is lost or has been stolen
  - 2.10.3.2 A device is damaged & being repaired
  - 2.10.3.3 A device is on order.
- 2.10.4 The school kiosk devices may NOT be borrowed by students when:
  - 2.10.4.1 Students repeatedly intentionally forget or leave devices at home.
  - 2.10.4.3 Students do not own a device. Parents should contact Wellbeing if they require support to purchase school resources.

### 3.0 Correct use of Hardware

- 3.1 If you are using hardware which you are not familiar with, seek instructions from a staff member. This applies to computers, tablets, photocopiers, digital cameras, video cameras, etc.

### 4.0 Device access by staff

- 4.1 Any BYOD device a student brings to school may be accessed by the IT Manager in the course of assisting with setting up devices or monitoring on the school network

### 5.0 Privacy

- 5.1 Teachers are able to see into student folders (they cannot delete, add or change anything).
- 5.2 Students are never to photograph, video record or sound record another student or teacher without expressed permission.
- 5.3 Students should never publish photographs, video recordings or sound recordings of students or teachers online, without expressed permission from those in the media.
- 5.4 Students are responsible for the contents of their home folders. Should they detect any content that they did not place there, or that does not belong to them, they should contact the Year Level Co-ordinator immediately.

## COMMUNICATION

This policy will be communicated to our school community in the following ways:

- Published in Compass
- Published in student organisers
- Hard copy available from school administration upon request

## EVALUATION

The Assistant Principal - Accountability, in consultation with the IT Manager and School Improvement Team, will be responsible for the review of this policy.