

ICT AND INTERNET ACCEPTABLE USE POLICY

INTRODUCTION

The use of Information and Communications Technology (ICT) at Victory Christian College is incorporated into almost every aspect of our teaching and learning programs. At Victory, we believe that it is important for our staff and students to develop the skills necessary to become responsible, reliable and respectful users of ICT. In recent years, particularly using iPads, we have found that ICT-enabled teaching and learning allow for more active engagement in learning. Activities and styles of engagement previously impossible or difficult to achieve are now readily attainable. We have developed this policy to assist students and teachers in using a whole range of technologies appropriately.

The ICT and Internet Acceptable Use Policy addresses relevant moral, legal and professional issues.

INTERPRETATION

All Victory Christian College documents, policies, procedures, guidelines, handbooks, codes of conduct and other documents are to be interpreted in a manner that is consistent with the Statement of Faith. The College may adopt, supplement, vary or rescind its documents, policies, procedures, guidelines, handbooks, codes of conduct and other documents it has adopted at any time in its absolute discretion by the provision of notice.

AIMS

- To ensure safe and responsible use of ICT across the College which is consistent with the Christian ethos of the College and the beliefs articulated in the Statement of Faith.
- To improve student outcomes by increasing access to new learning opportunities.
- To develop knowledge, understanding and skills through creativity, critical thinking and problem-solving.
- To facilitate learning by allowing students to communicate their knowledge and learning experiences in a variety of ways and collaborate with others.
- To develop an increased understanding of the responsibilities of digital citizenship.

IMPLEMENTATION

- The College actively supports access by students to the widest variety of information resources available, accompanied by the development of the skills necessary to filter, analyse, interpret and evaluate information encountered.
- Responsible student behaviour is expected when using ICT devices to engage in any online or offline activity through the College's wireless network.
- The consent form is sent home during Term One each year to all students in Years Three to Twelve.
- Privacy of students, parents, staff and other users must be recognised and respected at all times.
- Staff are expected to utilise and integrate a range of information and communication technologies, into their programs for all students.
- All students are issued with a VCC network account, password and email address.

DIGITAL DEVICES

- For the purposes of this document, a digital device includes but is not limited to, personal computers, laptops, mobile phones, smartphones, tablets, iPads, smartwatches etc.
- Mobile devices must be kept in your lockers while onsite during school hours.
- Smartwatches may be worn in class, but students may not interact with them.
- Students are required to refrain from all texting and messaging during school hours, which includes sending messages to people at home. If students need to get a message to a parent or guardian or if parents need to contact their child, communication is encouraged via Reception. A phone is made available in Reception when students need to get a message to their parent or guardian.
- Parents/guardians are asked to please contact Reception when needing to pass a message to their child, rather than messaging their child directly via a device. Reception staff will ensure parent/guardian messages are

passed on to relevant students.

- Apps, school usage and level of access to websites are controlled through the school's Mobile Device Management System.
- Students have access to the student wireless network with student file download speed limited to 30Mbps.
- Digital devices are not permitted to be used outside during recess and lunchtime.
- Food and beverages should be kept away from devices and computers.
- Cords and cables should be inserted carefully into digital devices to prevent damage.
- Digital devices should never be left in an unlocked locker, unlocked car or any unsupervised area.
- Digital devices should always be carried in their protective cases.
- Digital devices should not have heavy objects placed on them.
- Families should ensure their student's digital devices are backed up regularly.
- All College-provided iPads must be signed in with the student's school-managed Apple ID. (Instructions on how to do this are provided with the device.)
- Once signed in, iPads are automatically backed up using iCloud.

DIGITAL CITIZENSHIP

A Digital Citizen is defined as a person who is a frequent user of information and communication technologies.

A Digital Citizen has the same rights and responsibilities as a citizen in the 'physical world'. Operating and communicating in the digital world leaves a digital footprint, a permanent reminder of our actions, inactions and interactions.

Students at Victory Christian College are expected to apply the same principles of good citizenship to their interactions online.

EXPECTATIONS OF STUDENT CONDUCT

Respect Yourself

- I will not post any information that I would not want my mother, grandparent or employer to see.
- I will show respect for myself through my actions.
- I will select online names that are appropriate and portray me in a positive light.
- I will consider the information and images that I post online.
- I will leave a positive digital footprint.
- I will be honest and trustworthy.
- I will think of consequences before I communicate.
- I will use appropriate language.
- I will seek the support of a trusted adult whom I know personally if I experience problems or feel uncomfortable online.
- I will use the tools available to me for learning.
- I will keep my digital devices updated and charged so that they are ready for use at school.
- I will securely store my digital devices.
- I will back up my digital devices regularly.
- I will keep up to date with the information sent to me.

Protect Yourself

Set the privacy settings on your device to control access to your updates, posts or profile. Be sure of the facts you post. It's easy to send an email or post a message, in a moment of high emotion, but once sent it is almost impossible to delete.

If you are meeting someone you have met online in the physical world, discuss it with people you trust, parents, friends, teachers etc and NEVER meet them alone.

- I will ensure that the information, images and materials I post online will not put me at risk.
- I will keep my personal details private.
- I will not publish my contact details or a schedule of my activities.
- I will report any attacks or inappropriate behaviour directed at me.
- I will protect passwords, accounts and resources.
- I will not jail-break my device prior to or after enrolment onto the College system.
- I will not install or configure an app or service that is not authorised by the College or enables avoidance of the College content filtering system.
- I will not use my student email address to sign up to unauthorised third-party services.

Respect Others

As a responsible digital citizen, you model respect for other people. If you gossip or attack a person online, the potential audience is immense. A good general rule to follow is: If you wouldn't say it in person, don't say it online. If you have nothing nice to say, then say nothing. Don't forward it, don't visit it, and don't condone it. You may not be in the same room as another, but you are not anonymous.

- I will show respect to others.
- I will not use electronic mediums to gossip, bully, harass or stalk other people.
- I will show respect for other people in my choice of websites.
- I will not visit sites that are degrading, pornographic, racist or inappropriate.
- I will treat others how I want to be treated.
- I will not bully or tease.
- I will respect the privacy and personal details of others.
- I will protect others by reporting abuse, not forwarding inappropriate materials or communications; and not visiting sites that are degrading, pornographic, racist or inappropriate.
- I will ask permission before capturing, editing or publishing/sharing images, video, audio and work of others.
- If I have a problem, I will talk face-to-face with the person with whom I have a problem in a respectful manner.
- I will respect the efforts of other people to support the learning and behaviour of all students.
- I will allow staff to access and handle my digital devices to assist me and support appropriate use and behaviour.

Respect Authority and the Law

- I will respect all laws and the legal rights of others.
- Act in accordance with the goals and policies of the College, including the College's mission and its need to uphold the Christian ethos of the College in conformity with its religious beliefs, including as articulated in the Statement of Faith
- I will behave in accordance with my responsibilities to my family.
- I will accept responsibility for my actions.
- I accept that if any action of mine contravenes this agreement, the College ethos, or state and federal laws, the College will respond appropriately and in accordance with school procedures.

Respect Intellectual Property

You can respect the intellectual property of others by citing the source of images and information you use, giving credit when credit is due, asking permission before you use material written by others and linking to websites rather than downloading and reposting.

- I will request permission to use resources.
- I will reference the use of websites, books, media etc.
- I will use free and open-source alternatives rather than pirating software.
- I will purchase, license and register all software and refrain from distributing these in a manner that violates their licenses.
- I will act with integrity.

CONSEQUENCES FOR THE DISREGARD OF THE ACCEPTABLE USE POLICY

All students at Victory Christian College have a right to use the ICT facilities available to them. They also have a responsibility to use it sensibly and maturely and treat equipment and others with respect.

I acknowledge that the consequences of inappropriate behaviour use may include one or more of the following:

- Instructions given to delete inappropriate apps or content.
- Confiscation of my digital devices.
- Blocking or restriction of internet and network access.
- Detentions or suspension at school or home.
- Cancellation of enrolment at the College.
- Notification of my actions to the Police and/or the relevant authorities.

In the case of inappropriate or unacceptable use:

- The College will respond in accordance with our rules, policies and procedures.
- The accounts of users may be suspended.
- Appropriate law enforcement agencies and Government authorities may be notified.

IT Support Staff will address problems encountered within one working day, if possible. In the case of a major intrusion or misappropriation of our facilities, services may be suspended to protect privacy and re-establish security. Implications of such action for College educative and business processes will be addressed as required by the Senior Leadership Team with support from the IT Manager.

TIPS FOR PARENTS

Our Position:

- Digital devices provide an environment/tool for learning; that is their main purpose.
- Students can use digital devices for other purposes but these must be appropriate to the context – school or home – and subject to permission.
- We support parent decisions about the setting of boundaries at home, which should still enable schoolwork to be completed.
- Students do not need games and entertainment apps on their digital devices for school. Whether parents allow games and entertainment apps on their child's iPad or other digital devices is a family decision. (At school, students who make inappropriate use of digital devices will be subject to disciplinary action. Students may be asked to delete content that is inappropriate for school.)

Set Boundaries

- Students don't need to use the digital devices all the time at home.
- Teenage children need their sleep, so we strongly suggest that the digital devices are not taken to bed.
- For younger children, it is best that digital devices don't go into their bedrooms.
- If you are experiencing problems, we recommend that you specify:
 - where in the house the digital devices can be used.
 - the amount of time the digital devices can be used at home.
 - where it is to be stored when not in use (this can be the location for charging).
- Check the history in any web browser they may have used.
- Monitor Social Media use and ensure children are safe online; that they are communicating appropriately and only with people they know in the real world.
 - For more resources go to: www.internetsafeeducation.com
 - <https://www.esafety.gov.au/education-resources/iparent>

Share the Experience

- Ask your children to demonstrate the way they use their digital devices for school.
- Ask your children to teach you how to use the digital devices.
- Have a play with the digital devices and apps.

View Music, Videos and Apps

- Have a look at what your child is viewing, listening to or playing via:
 - Music - Click on the Music app to view the music library.
 - Videos - click on the photos app to view the video/photo library.
 - Apps - scroll through the home pages to view the apps.

Removing Distractions

- Before starting homework/study time, ask your child to:
 - close all irrelevant apps.
 - close all irrelevant web pages.

If you are experiencing problems with your child/children being off-task while completing homework/study time there is the option of setting up Guided Access. Guided Access helps the iPad user to stay focused on a task. Guided Access limits the device to a single app and lets you control which app features are available.

For more details please visit: <http://support.apple.com/kb/HT5509>

RELATED POLICIES, PROCEDURES AND OTHER DOCUMENTS

- Child Safety and Wellbeing Policy
- Discipline Policy
- Enrolment Confirmation – Acceptance of Offer
- Student Code of Conduct

APPENDICES

- Appendix 1- ICT and Internet Acceptable Use Policy- Student Contract

APPENDIX 1- ICT AND INTERNET ACCEPTABLE USE POLICY- STUDENT CONTRACT

Parent/Guardian to sign on Operoo by Monday 4th March 2024.

Student Details	
<ul style="list-style-type: none">▪ I have read the 2024 ICT and Internet Acceptable Use Policy, and I agree to abide by the Digital Citizenship Guidelines.▪ I understand the consequences of breaching the expectations for student conduct as outlined in the policy.	
Student Name:	Year Level:
Student Signature:	Date:

Parent/Guardian Details	
<ul style="list-style-type: none">▪ I have read the 2024 ICT and Internet Acceptable Use Policy, and I agree to support my child to follow the Digital Citizenship Guidelines.▪ I understand the consequences of breaching the expectations for student conduct as outlined in the policy.	
Parent/Guardian Name:	Year Level:
Parent/Guardian Signature:	Date: