VCC
victorychristiancollege

ICT and Internet
Acceptable Use Policy
Student Contract
2022

ICT AND INTERNET ACCEPTABLE USE POLICY

Introduction

The use of Information and Communications Technology (ICT) at Victory Christian College is incorporated in 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 through the use of 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 to use a whole range of technologies, including iPads, appropriately.

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

Aims

- To ensure safe and responsible use of ICT across the College
- 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 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.
- Signed parent and student consent (see below) is required to be completed in order to be enrolled on the student network and mobile device management system.
- 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, personal password and email address.

Personal laptops and iPads

- iPad 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.
- iPads and laptops are not permitted to be used outside during recess and lunchtimes.
- Food and beverages should be kept away from devices and computers.
- Cords and cables should be inserted carefully into laptops and iPads to prevent damage.
- iPads and laptops should never be left in an unlocked locker, unlocked car or any unsupervised area.
- iPads and laptops should always be carried in their protective cases.
- iPads should not have heavy objects placed on them.
- iPads can be backed up daily using iCloud. Go to http://www.apple.com/icloud/setup/ for more information.
- All iPad users are required to have an iTunes account.

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.

The following guidelines are expected to be followed

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 who 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 iPad updated and charged so that it is ready for use at school.
- I will securely store my iPad.
- I will backup my iPad regularly.
- I will keep up-to-date with 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 enrollment onto the College system.
- I will not install or configure an app or service which enables avoidance of the College content filtering system.

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 personal technology 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.
- I will behave in accordance with the rules, policies and procedures of Victory Christian College.
- I will behave in accord 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 personal technology.
- 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 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:

- iPads provide an environment / tool for learning; that is its main purpose.
- Students can use it 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 iPads for school. Whether parents allow games and entertainment apps on their child's iPad is a family decision.

Set Boundaries

- Students don't need to use the iPad all the time at home.
- Teenage children need their sleep, so we strongly suggest that the iPad is NOT TAKEN TO BED. For younger children, it is best that iPads don't go in their bedrooms.
- If you are experiencing problems, we recommend that you specify:
  - where in the house the iPad can be used
  - the amount of time the iPad can be used at home
  - where it is to be stored when not in use (this can be the location for charging).
- Whether children are allowed to install games and entertainment apps on their iPad is a family decision. (At school, students who make inappropriate use of iPads will be be subject to disciplinary action. Students may be asked to delete content that is inappropriate for school.)
- Check the history in Safari or 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 iPad for school.
- Ask your children to teach you how to use the iPad.
- Have a play with the iPad 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 iPad desktop 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 in Safari

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 while using the iPad. 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