



ST. ANDREW'S GRAMMAR

LEARNING TECHNOLOGIES STUDENT USE POLICY

<i>Date</i>	<i>Modified By</i>	<i>Ratified</i>	<i>Review</i>
September 2006	Principal	2006	2007
February 2008	Principal	2008	2009
July 2009	Principal	2009	2010
February 2010	Principal	2010	2011
February 2014	No Change	2014	2015
June 2017	Head of Secondary and Principal	2017	2018

Preamble

St Andrew's Grammar students have access to extensive information technology resources that are put in place to facilitate and enhance the academic programme of the school.

All students have the right to safely access the School Network and associated online resources.

The School has high expectations relating to student behaviour and acceptable use of information technologies relates to the broader expectation. In other words, if behaviour is not acceptable in the real world, then it is also not acceptable online.

Policy Statement

- All students of the School are expected to use learning technologies in a manner that is both legal and ethical.
- The School monitors use of its network to ensure that use of resources is consistent with its educational aims.
- Any behaviour that is found to breach the acceptable use statement should be reported to the appropriate Head of School.
- Use of technology that breaches the law and involves a member of the school community must be reported to the Principal who will in turn notify the police.

Scope

Students from Years 5 – 12 are entitled to connect one personal device (Laptop or iPad) to the school network (BYOD).

BYO devices are owned by the family and the responsibility of the student. We recommend parents insure the laptops that they own. Repair, maintenance and loss (or theft) will solely be the responsibility of the owner of the device.

This policy applies to all students of St Andrew's Grammar and covers use of the school's ILT facilities, including network infrastructure, laptop and desktop computers (including those accessing the school network as part of the BYOD programme), peripheral equipment including printers, copiers and projectors.

Appropriate Use by Students

- The resources may only be used for the purpose intended and students must remain on task at all times.
- The resources must not be tampered with, shifted to another location within the school, removed, wilfully damaged or altered in a way that impedes their use by others.

- The school internet is monitored and filtered using Cyberhound. Students are not permitted to bypass the school system whilst on campus.
- All students are provided with a username and password. Personal login details must be kept secure and confidential. Students should not attempt to find out another student's login details or to gain access to their account.
- Any communication among members of the school community must be in accordance with communication procedures and expectations.
- Students must not access electronic files belonging to others or read email communication not pertaining to them.
- Students must not access obscene, fraudulent or offensive material. Sharing of this kind of material is strictly forbidden.
- All rules of conduct and expectations for behaviour apply.
- Eating and drinking near ILT equipment is not permitted.
- Students must not download software where the school has no permission or license to do so. Infringements of Copyright are not permitted whilst on the school network or when using school resources.
- Students are responsible for the care of their own devices and must not let another student use their personal laptop. Any damage caused by a student to another student's device (whether accidental or malicious) will be the responsibility of the student.

Some Examples of Unacceptable Use include:

- Bringing to school material gained from the Internet that contradicts school values.
- Deliberately accessing sites that contain inappropriate material.
- Posting personal information online (including name, address, telephone contact, current location or school name)
- Posting text, audio, photos or video on the internet which brings the school or the school community members into disrepute.
- Harassing or bullying others online.
- Using proxy sites to bypass school filtering and monitoring systems.
- Invading the privacy of others.
- Posting anonymous messages and spreading rumours.
- Using unauthorised copies of commercial software.
- Using the network for financial or commercial gain.

Breaches of this Policy

- Parents will be notified of any unacceptable use of the network or the learning technologies covered by this policy. Any breach of his policy may result in suspension from access to ILT resources as well as disciplinary action as deemed appropriate by the Principal or Head of School.

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Learning Technology Appropriate Use Agreement

St Andrew's Grammar is committed to providing students and staff with the best possible information technology resources. As in all areas, it is expected that the resources are cared for and used in a way that is consistent with school values.

All students will be given access to the school network with a personal username and password. In addition, students will have access to infrastructure and peripheral equipment.

Parents and students are asked to read the following agreement. Access to the network will only be permitted when both student and parent signatures are provided.

PLEASE READ CAREFULLY

- Students must use the resources with respect ensuring that they remain in the best possible condition for all users.
- Students may bring their own device (preferably a school recommended laptop) which must be managed by the school network administrator.
- All users must login with the username and password provided by the school. Students must not login to the network using another student's details.
- Computer use will be filtered and monitored by network software. Bypassing the school filtering system whilst on campus is not permitted. Teachers will supervise all computer use.
- Network, Internet and school technology resources are to be used only for the academic purposes for which they are intended.
- Students are expected to show responsible behaviour when using the school network, internet, electronic communication and ILT resources in accordance with the accepted standards of behaviour within the school.
- Students are expected to immediately refer issues relating to cyber-safety and cyber-bullying to their parents or to a teacher.

- Students may not illegally download videos or music onto school managed devices. This includes devices that are brought to school as part of the BYOD programme. Any such material detected on devices by network monitoring will be immediately deleted.
- Software downloaded onto school devices (including BYOD laptops) may not breach any copyright or licensing agreement.

- All data coming from or being received through the school network should be considered non- private.

The school does not accept any responsibility for damage caused to personal devices. It is recommended that parents ensure these devices are carried in sturdy, protective cases and that they are insured through private family contents insurance.

I have read and understood the above expectations for acceptable use of Information Learning Technology Resources. I agree to abide by the guidelines outlined. I understand that any breach of this policy may incur the loss of access as well as consequences deemed appropriate by the Head of School.

Student Name	
Student Signature	
Parent Name	
Parent Signature	
Date	