



ST. ANDREW'S GRAMMAR

INFORMATION

COMMUNICATION

TECHNOLOGY

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
July 2018	Principal	2018	2019
October 2018	Principal and Head of Primary	2018	2019
December 2018	Principal	2018	2019
September 2024	Principal	2024	2026

1. Purpose and Scope

St Andrew's Grammar (the School) provides its students with Information and Communication Technology (ICT) hardware, infrastructure, software, and online services to support and enhance teaching and learning within its community.

The policy defines the expectations of students when using any school provided ICT resources. These core expectations are based on the responsible, efficient, ethical and legal use of the ICT resources while maintaining the privacy, safety, security and wellbeing of the student body.

Students who are provided with School supplied devices and/or access to the School's systems and/or network are bound by the provisions of this policy. Students who breach the policy risk disciplinary action being taken against them.

This policy should be read in conjunction with the Code of Conduct for all Students.

2. Definitions

Information and Communication Technology (ICT) means all computer hardware, software, systems, infrastructure, services and telecommunication devices provided by the School. Additionally, it also includes all parent or personally owned devices used to connect or access the School's technology infrastructure while under the supervision of St. Andrew's Grammar staff.

3. Policy Principles

3.1 General Provisions

- School ICT resources are predominantly provided for educational purposes. All other use is considered as by exception and is susceptible to regular review.
- The School retains the right to withhold access to school ICT resources if students do not comply with the acceptable use of these resources.
- It is a condition of ICT use that the School reserves the right to inspect all content (e.g. written, graphic, audio, video, email etc.) created, produced, communicated, stored or accessed on all ICT resources or infrastructure.
- It is a priority of the School to increase student awareness of the potential for exposure to inappropriate material and/or potential harm. Students should exercise caution as to the sites they are accessing and the quality and accuracy of the information they are transmitting.

3.2 Digital access, device usage and care

- Student devices are provided by the School and are subject to regular classroom/school disciplinary practices. Student devices are the property of the School and as such must be returned at the end of the loan period undamaged, in good working order with associated peripherals e.g. power, pen etc.
- In the event of loss, theft, accidental or deliberate damage, students must report the incident to their classroom teacher (where appropriate) or mentor teacher during school hours, or the ICT Helpdesk after hours.
- The student's parent(s)/guardian(s) will be required to cover the cost of repairing or replacing the device due to loss or damage. Any repair/replacement costs that have the potential to be controversial must be discussed with the relevant Head of School.
- Students are required to maintain and clean their device and have it fully charged at the beginning of every school day.
- When students are not required to have their device in class, it should be secured in the student's locker. Students should not leave their devices unattended, outside of the classroom unless it is in their locker.
- Students should not loan their device to another student, as any resulting costs due to damage or loss will be incurred by the lending student's parents or guardians.
- Students must not use another student's device unless authorised by a teacher or they have been granted permission from the owner of the device.
- Students must not wilfully damage, dispose or hide another student's device. Students must follow all teacher directions including when to use the device, have the volume muted at the beginning of each lesson and use appropriate etiquette when communicating electronically.
- Students are required to provide their device and password to their teachers, ICT staff, parents and guardians upon request.
- Students must inform the teacher when using the camera and audio recording functions and are reminded they must not publish photographs to any online network.

- Students must not play games on their device unless directed otherwise by a teacher.
- Students are required to check their school email and any other official school communication system such as School Box, MS Office or MS Teams periodically throughout the day at a time that does not interfere with regular classes.
- Students may only download approved applications and content (such as video, images, music, PDF etc.) to the school device via the school's software delivery mechanism.
- Devices should not be used during recess. During lunchtime, Senior School students are permitted to use devices in the School library, while use by students in the Primary School will be guided by teachers at all times.

3.3 Unacceptable use of ICT facilities and devices

- Being party to or participating in hacking, spamming, phishing, denial of service attacks and acts of fraud.
- Copying, downloading and/or sharing commercial software or other media in violation of copyright laws.
- Acts of plagiarism including software copying and re-engineering software.
- Use of profanities, obscene or other language that may be offensive to another student, member of staff or member of the community in email, text messages, instant messaging and public forums such as social media networks.
- Inappropriate use of Artificial Intelligence (AI).
- Being party to, or participating in, acts of harassment, abuse, bullying, threats or behaviour which may be considered capable of causing harm, physical, emotional or psychological, to another student, teacher, staff member or individuals in the community.
- Any forms of physical or digital vandalism.
- Access, transmission or distribution of pornographic or obscene content, networks or websites.
- Knowingly creating and/or introducing viruses or malware.

- Accessing another student' or staff member's account without their consent. Taking, transmitting, or distributing still or recorded images of a staff member or student without their documented consent.
- Bypassing the School's network security and/or filtering system e.g. proxies, tunnelling and / or hotspot access (mobile phone).
- Removing the School network connection software, policies, certificates or antivirus software.

3.4 Student passwords

- Students are issued with a unique password at the commencement of the academic year which they must reset as soon as possible.
- Passwords are for student's individual use only and not to be shared with any other student.
- Students who suspect their password security has been breached should immediately report this to the IT Department. A new password will be issued, and the matter investigated by ICT.
- Each student is also provided with space on the file server/cloud storage for saving his documents. This is the individual student's folder with access provided via use of the student's name and password.
- Access to individual student folders is not to be shared with other students. 3.7 Email and internet protocols
- Each student is provided with an individual school email address. The provisions of this policy at section 3.1 and 3.3 are applicable to student use of the email system and the internet.

4. Breaches of this Policy

- Parents will be notified of any unacceptable use of devices or the network covered in this policy. Disciplinary action will be taken as deemed appropriate by the Principal, Head of Primary or Head of Secondary.

Related Policies

Student Code of Conduct

St. Andrew's Grammar Student ICT Device Program

Mobile Phone Policy Use for Students