Information and Communication (ICT) Responsible Use Policy

Rationale

- In keeping with the GWSC Vision and Values, the College aims to create a safe, respectful and caring environment where technologies are used purposefully and responsibly for learning, communication and collaboration.

- All students are required to accept online the Responsible Use Policy at the beginning of each school year. This policy applies to students while at school, during school excursions, camps and extra-curricular activities.

STUDENT RESPONSIBILITIES FOR THE USE OF INFORMATION AND COMMUNICATION TECHNOLOGIES

1. Use of ICT equipment in the College, including all mobile devices, is for educational purposes only.
2. Students must not participate in online bullying. Bullying includes supporting others who are bullying. Sharing inappropriate images can also be a form of bullying.
3. Students need to understand the terms and conditions of websites and online communities and be aware that content uploaded or posted online creates a digital footprint of the user.
4. No student is to interfere with network security, the data of another user or attempt to log into the network with a user name or password of another student.
5. Students must not attempt to download, install, connect or use any unauthorised software or hardware on College ICT equipment, including games.
6. Students found using ICT equipment or a mobile device to gain advantage during exams or assessments will face disciplinary action.
7. Students should take reasonable precautions against accessing inappropriate material.
8. Students should not add or accept a teacher to a personal social networking site, nor should a teacher request to 'friend' a student.
9. In the event of accidental access of inappropriate material, students must not show others. They must shut down, close or minimise the window and report the incident immediately to their teacher or House Leader.
10. No food or drink is to be consumed or placed near any ICT device.

PROCEDURES FOR USE OF MOBILE ICT DEVICES IN THE COLLEGE

1. It is important that students are considerate and show respect for others when using a mobile device.
2. To protect the privacy of others, students must never post or forward private information (including images) about another person using electronic communication.
3. Students must only take photos and record sound or video when it is part of an approved activity.
4. Permission must be sought from individuals before:
    - taking photos, recording sound or videoing students and teachers.
    - publishing or sending photos, recorded sound and video to anyone else or to any online space.
5. Mobile phones/devices are brought to school at their owner's risk. The College does not hold insurance for personal property brought to school and will not pay for any loss or damage to such property.

CONSEQUENCES FOR BREACHES OF THE RESPONSIBLE USE POLICY

Any student who does not meet their responsibilities may be reported to the relevant student manager who will then contact the student's parents. Depending on the severity of the breach, students may be denied access to the College Network for a period of time. Mobile phones/ devices being used in contravention of school policy may be confiscated, given to the relevant sub-school and returned to parents/guardians at a mutually agreed time. There may be further disciplinary action taken, based on the nature of the infringement, including detention and other punitive actions. In cases where the breach is unlawful, it may involve police action and possible criminal procedures.

Review
- This Statement will be reviewed every three years.
- This Statement was re-ratified in February 2018.
- Next review in February 2021.

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