Information and Communication Technology
Responsible Use
Policy and Procedures

1. Purpose

Information and Communication Technology (ICT) has been introduced into schools predominantly through email and the Internet. The availability of such resources provides the opportunity for schools to help students develop their full potential. ICT provides significant educational value but can pose a risk of exposure to inappropriate and offensive material and personal safety.

2. Policy

- The Principal is responsible for establishing policy and procedures for the management of information and communication technology in the school.

- Students are responsible for compliance with the policy and procedures relating to information and communication technology.

3. Definitions

Information and Communication Technology (ICT) means all computer hardware, software, systems and technology (including the Internet and email) and telecommunications devices in facilities that may be used or accessed from a school campus or connected to a school's communication network. This includes all parent-funded and personal devices whilst in use on Swan View Senior High School premises.

4. Principles

- At Swan View Senior High School ICT is provided for educational purposes only.
- Using ICT at Swan View Senior High School is a privilege. This privilege can be revoked if school rules are broken. Students using the school's ICT must not break State or Federal laws (a summary of these laws are included in this Policy and form part of this Policy).
- The school has the right to check all written, graphic, audio and other materials created, produced, communicated, stored or accessed on school ICT by students, including emails.
- Students shall be made aware that access to ICT and in particular email and the Internet can expose them to inappropriate material or potential harm.
- Students shall take personal responsibility when using the school's ICT services by protecting their personal information and data, maintaining the required level of security, respecting the privacy of others, respecting the legal boundaries of licensing and copyright, using language appropriate to the school's expectations and taking good care of all ICT equipment.
- Students shall take personal responsibility when using the school's ICT devices by protecting and ensuring all equipment is treated with respect.

5. Procedures

Swan View Senior High School is committed to ensuring all students are aware of standards for the use of ICT within the school environment. Consequently, unacceptable use will not be tolerated under any circumstances and disciplinary action will be taken against any student who breaches this policy.

Swan View Senior High School shall identify acceptable and unacceptable use of ICT and is committed to regularly updating this policy.

Acceptable use includes:

• researching information relating to assignments*;
• gathering specific information about subjects/topics*;
• emailing a teacher or friend for assistance with school related work; and,
• other teacher directed activities.

Students shall exercise caution as to the quality and accuracy of the information they are accessing or transmitting.

Unacceptable Use:

Unacceptable use includes but is not limited to:

• accessing networks without school authorisation;
• transmitting or deliberately accessing and/or receiving material that may be considered inappropriate, which includes threatening, sexually explicit, or harassing materials, offensive or discriminatory materials, or material that may be harmful either physically or emotionally, which includes bullying or harassment of fellow students or others outside the school;
• communicating information concerning any password, identifying code or other confidential information or violating the security of the system in any way;
• interfering with or disrupting network users, services or equipment. Disruptions include but are not limited to, distribution of unsolicited advertising, propagation of viruses, in any form, "Jail Breaking" mobile devices and using the network to make unauthorised entry to any other machine accessible via your network;
• plagiarising and/or breaching copyright laws, including software copyright and re-engineering of software;
• conducting private business matters or use the system for any personal gain; and,
• downloading and/or installing software programs (eg .dmg files), apps, videos, music, picture galleries, copying music CD's, screen savers and games etc without the permission of the school.
• inviting or accepting a Swan View Senior High School staff member to be a 'friend' on social networking sites (such as Facebook, Twitter or Instagram) or other learning management systems not managed by the School. *

Note: a page that a staff member manages on a site that is not managed by Swan View Senior High School (eg wiki, or a private Blog) is acceptable as long as its primary purpose remains education-related.

It is unlawful to send electronic messages, such as emails, which:
• defame someone or an organisation;
• infringe copyright laws i.e. reproduce or adapt copyrighted material by downloading and further disseminating the material;
• contain statements which could constitute sexual discrimination or sexual harassment;

- display sexually offensive or explicit material;
- contain offensive or insulting statements based on the race, colour or nationality of a person; and,
- undertake activities that breach State and Commonwealth laws.

Mobile Electronic Devices

The Department of Education's "Off and Away All Day Policy" does not permit student use of mobile phones in Western Australian Public Schools from the time they arrive at school until the conclusion of the school day. A student may be granted an exemption to monitor a health condition as part of a school approved documented health care plan.

'Mobile phones' includes smart watches, tablets, other electronic communication devices, and associated listening accessories, such as, but not limited to, headphones and ear buds.

All communication between parents and students, during school hours, should occur via the School's administration.

Non-compliance with this policy will result in the device being confiscated and held in Student Services until the end of the day. The student will be able to pick up their device at the end of the day from the relevant Program Coordinator – Student Services. If subsequent offences occur, student phones may require collection by a parent/carer and could lead to a loss of Good Standing.

Email Monitoring

All students and parents should be aware that Swan View Senior High School and the Department of Education Western Australia may monitor student email. All students in Department of Education Schools in Western Australia are subject to this filtering.

Internet Use

All data use is closely monitored. Any students abusing the available bandwidth will have their internet access revoked, ensuring that access for everyone is responsive and fair.
The Education Department of Western Australia filters the internet for inappropriate sites and blocks them from student access. However, the system is imperfect and as such students and parents should be aware that all internet traffic is monitored and logged.

Student Passwords

All students are issued with a password at the commencement of the academic year. This default password should be changed to a private password by the student as soon as possible. These passwords are for individual student use ONLY and as such they should not be given to any other student at the Swan View Senior High School. Students are responsible for protecting their individual password.

Your username and password gives you access to:
- The Swan View Senior High School network
- School owned computers (IT Labs and Learning area trolleys)
- Connect
- Your email @student.education.wa.edu.au

Disclosing passwords leads to other students having access to student email and any activity performed on the network will be logged against the incorrect student.

Students who use another student's password will be deemed to be in breach of this policy. If a student suspects their password security has been breached the student should immediately change their password when possible and report this occurrence to the ICT Technician or classroom teacher. A new password may be issued and further misuse of the password will be monitored and dealt with as necessary.

Legal Implications

Users are advised that the inappropriate use of electronic information can be a violation of State and Federal laws. Please make yourself aware of the statutes that are applicable to your use of Swan View Senior High School ICT facilities as indicated on the following page.

Important Statutes that are Applicable to Students

Copyright Act 1968 (Cth)

Students may copy or otherwise deal with copyright material for the purpose of study or education. However, generally only the author of original material has the right to reproduce, copy, publish, perform, communicate to the public and make an adaptation of the copyright material.

Equal Opportunity Act 1984 (WA)

This Act precludes:

- Discrimination against persons on grounds of sex, marital status or pregnancy, family responsibility or family status, sexual orientation, race, religious or political conviction, impairment or age in education.
- Sexual harassment and racial harassment in the workplace and in educational institutions, and
- Promotes community recognition and acceptance of the equality of all persons regardless of their race, sexual orientation, religious or political convictions, impairments or ages.

Censorship Act 1996 (WA)

Students must not use a computer service to transmit, obtain or request an article knowing that it contains objectionable and restricted material. It is an offence to possess or copy indecent or obscene articles or child pornography. Students should be aware for their own protection that people who deal with such material commit an offence.

Criminal Code (WA)

Students should be aware that it is illegal to show offensive material to children under 16, and that if someone does show them offensive material that person is committing an offence. Racist harassment and incitement to racial hatred are also criminal offences.

Cybercrime Act 2001 (Cth)

Unauthorised access to or modification of data held in a computer and unauthorised impairment of electronic communication eg 'hacking' or infecting computer systems with a virus, are illegal.

Privacy Act 1988 (Cth)

Students should respect that the personal information of others is private. This Act covers the collection, use and disclosure, quality and security of personal information.

6. Document Control

Reference Number: Owner: Created: Modified: Approved: Next Review: Links to Regulatory Framework:	Deputy Principal – Operations 8 March 2019 10 December 2019 8 March 2022 Legislation/Authority • Children and Community Services Act 2004 (WA) • Criminal Code (WA) • Equal Opportunity Act 1984 (WA) • Privacy Act 1988 (Cth) • Public Sector Management Act 1994 (WA) • School Education Act 1999 (WA) • School Education Regulations 2000 (WA) • State Records Act 2000 (WA) Department Policies • Behaviour Management in Schools • Duty of Care for Students in Public Schools • Records Management • Students at Educational Risk in Public Schools	**Implementation and Review:** The Deputy Principal – Operations is responsible to the School Executive for the continuous monitoring and review of the *ICT Responsible Use Policy and Procedures.*