



ICT Acceptable Use Policy

PURPOSE OF THE POLICY

The purpose of this policy is to outline guidelines for computer and other digital device use, and for the security and confidentiality of electronic information at Rockhampton Girls Grammar School.

POLICY

Rockhampton Girls Grammar School provides students and staff with computer facilities for educational use. The resources provided include computers, printers, interactive whiteboards, data projectors, CD/DVD-ROM access and access to email and the internet.

SCOPE

The policy applies to all staff, students and other users of the school electronic communication facilities and covers the use of school computers and other electronic devices, including internet access, email protocols, electronic records access and security of information and confidentiality requirements.

Responsibility

Principal

Point of Contact

Director of Innovation and Learning Technologies

PROCEDURE

Users are granted access to the school's network, internet and email system. ICT usage must comply with the following guidelines.

- **Copyright** - Only software purchased or approved by the school, and installed by the school, may be used on school equipment. It is illegal to copy copyrighted software contrary to the License Agreement. Printing from CD/DVD-ROM or downloading and printing from the internet is allowed for the purpose of school related study and research in some circumstances. Software copying must be in accordance with legal requirements, and 'pirate' software is not permitted on any school owned computer.
- **Internet** - Girls Grammar supply internet access for education-related communication, collaboration and research. Users should be aware that all internet accesses are logged. While on school premises all internet access must be made through the school network. The use of 3G/4G devices is not permitted.
- If users are found misusing their access to the internet or email by, for example, sending chain letters or abusive letters or accessing offensive material they will be referred for disciplinary action, and access to the network will be denied for a period specified by the Principal or the Principal's nominee.
- **Plagiarism** - Users are expected to respect the privacy and ownership of others' work at all times. This includes not plagiarising information they find on the internet and presenting it as their own work, or copying work of other users, with or without permission.
- **Access** - Computer systems at the School are protected by password access as well as physical barriers where possible. At no time should third parties be given user account details. Laptops issued to users are for the exclusive use of that user. The user should only permit Girls Grammar staff and authorised technicians.
- **Viruses** - The school attempts to prevent and/or detect viruses by ensuring suitable virus detection software is maintained on computer networks within the School. If an external disk is used on a School computer, it must be scanned for viruses prior to being used. Please contact IT Support if you detect a virus on school equipment.
- **Laptop Safety** is the responsibility of the individual user. During school hours laptops must be secured at all times, either in your possession or in a suitable secured environment (locked classroom, dorm

room or staffroom). Under no circumstances are laptops to be left in classrooms overnight or over a weekend. Unattended laptops will be collected for safe keeping for period specified by the Principal.

- **Replacement** of stolen laptops which were not stored securely is the responsibility of the user. It is recommended that laptops be included in home and contents insurance where possible.
- **Data backup** should be undertaken at least weekly. All essential school related work should be backed up at least weekly (daily is preferable for assessment items). It is recommended that backups are made to two different locations (a USB drive, External hard drive, cloud service, etc.). All school related work (documents, sound files, videos, etc.) must be saved in your "Documents" library. The "Documents" library is the only folder back up on the school network, all of your personal documents, pictures, music and videos need to back up separately. Personal files should not be stored in the "Documents" library.
- **Care** - Girls Grammar supplied laptops remain at all times the property of Girls Grammar and must be well-maintained and kept in good working order. Users are not authorised to change the cosmetic appearance of the laptop in anyway – this includes stickers and graffiti on the laptop or laptop case. Intentional damage or marking of the laptop will be rectified at the user's expense.
- **Mobile Phone and other Personal Devices** remain the responsibility of the owner at all times. Students should not make or accept telephone calls during class time. Unattended phones and personal devices will be collected for safe keeping for a period specified by the Principal.
- **Electronic Communication** via email is recognised as an official form of correspondence and therefore care should be taken to ensure that spelling, grammar and format are appropriate to the professional standards required for School communications. Where appropriate, copies of email messages should be printed and filed accordingly for future reference and access.
- **Cyber Bullying** - The school is particularly concerned that the school's email system is not used for bullying or harassing other users. It should be noted that it is a criminal offence to menace, harass or offend another person. Students who use their phones or other electronic device to engage in personal attacks, harass another person, or post private information about another person using SMS messages, taking or sending photos or objectionable images or bullying other students, or who use vulgar, derogatory or obscene language while using a mobile device may have their device confiscated for a period determined by the Principal. Users found using the school's system or any non-school electronic device, including mobile phones, for cyber bullying should expect severe disciplinary action, up to and including expulsion for students and dismissal for staff.
- **Offensive material** - Deliberate attempts to seek use or transmit material that is illegal or which would be regarded by reasonable persons as offensive is not permitted. Should offensive materials be received by members of the school family, they should be destroyed immediately. The school administration has the final say in deciding what is or is not offensive in the school context, but will be guided by Section 85ZE of the Commonwealth Crimes Act which states that a person shall not knowingly or recklessly: 'Use telecommunication services supplied by a carrier in such a way as would be regarded by reasonable persons, as being in all circumstances, offensive.' **Use of the internet in an offensive manner by a student, parent or member of staff can result in criminal prosecution.**

POLICY RELEASE DETAILS

Date of Policy	May 2015
Approved by	Board May 2015
Review Date	As required by legislation or changes in ICT technology
Access	Public Availability – RGGGS Website

RELATED POLICIES AND DOCUMENTS

Girls Grammar Privacy Policy	Girls Grammar Anti-bullying Policy
Girls Grammar Behaviour Management Policy	Girls Grammar Assessment & Reporting Policy
Girls Grammar Student/Parent & Staff Handbooks	Girls Grammar Electronic Communications Policy
Girls Grammar Information Security Policy	Girls Grammar Social Media Policy

Board of Trustees of Rockhampton Girls Grammar School *trading as*
Rockhampton Girls Grammar School
CRICOS Provider No: 00508E