

## TLS-09: Acceptable Use of Technology Policy and Agreement

### Purpose:

The Acceptable Use of Technology Policy and Agreement sets out School expectations for Students using technology, platforms, and devices.

### Scope:

This policy applies to all students of IGGS & IJGS.

Students (or their guardians, depending on age-appropriateness) sign an agreement each year that they will abide by these expectations at School, when using School platforms or devices off-campus, or when representing themselves as a student of Ipswich Girls' Grammar School including Ipswich Junior Grammar School.

This policy does not limit the application of other policies, such as the Student Code of Conduct, and the Bullying and Harassment Policy, which apply to online behaviour regardless of ownership of the devices and platforms.

### Policy:

All new students to the School sign an Acceptable Use of Technology Agreement when they start at IGGS or IJGS. Their parents also sign this. Continuing students then sign their continued agreement to these conditions at the start of each school year.

By signing this agreement, students acknowledge that they are given rights to the following resources:

- Access to the school network which allows a student to use a computer for preparing assignments, to access software packages available within the School, to access the Internet or Intranet, to access the school library catalogue and online services available, and to access email and other communication platforms.
- At IGGS, access to a 1:1 device that remains in the student's possession to facilitate their studies.
- At IJGS, access to a 1:1 device from Year 3 to 6 that remains in the classroom to facilitate their learning.
- At IJGS, access to shared devices from Prep to Year 6 that remain in the classrooms and other learning areas to facilitate their learning.
- Printing and photocopying facilities. Each student is provided an initial printing credit, intended for the year. In the rare instances when students require further credit, they apply to the IT Services.

The guiding principles of all use of Technology for students are the School's core values, principally Respect, Integrity, and Care.

### Agreement (to be signed by student Year 3-12):

As a student user of the school network, and a member of a community guided by the values of Respect, Integrity and Care, the following regulations on access to the school network, devices and printing privileges must be understood and carried out.

The student will:

- Take appropriate care when using all information technology resources.

- Take responsibility for their individual log-on account and follow all reasonable precautions to prevent others from being able to use this account. (Under no conditions will a student give their password to another student user.)
- Not intentionally seek information on or obtain copies of passwords belonging to other users.
- Not delete or modify any files or data belonging to others without their permission.
- Not misrepresent other users.
- Not illegally copy software or copyright material.
- Not deliberately waste computer resources or disadvantage other users.
- Not offer, provide, or purchase products or services through the School network.

The following regulations on use of the online platforms or Intranet must be understood and carried out. The student will:

- Use the Internet/Intranet within the School for purposes directly related to IGGs/IJGS subject courses and not personal use within School hours.
- Not visit external Web based chat or forum sites/applications within School hours, unless requested by an IGGs or IJGS teacher for curriculum purposes.
- Respect that social media sites such as Facebook, Instagram, and Snapchat etc are blocked by the School and understand that students are not permitted to evade these blocks.
- Not use the Internet/Intranet within the School for commercial purposes or for profit.
- Not use the Internet/Intranet for illegal purposes, such as spreading computer viruses.
- Not use the School resources to copy any software that is not a data file without permission.
- Not plagiarise works found online or use AI sites for the purposes of plagiarism (plagiarism is taking the ideas or writings of others and presenting them as if they were the student's own work).
- Respect the rights of copyright owners (copyright infringement occurs when work that is protected by a copyright is inappropriately reproduced).
- Not view, download, or share anti-social material (anti-social material includes sexually explicit material, pornography, obscene written, pictorial or video material, written, pictorial or video expressions of bigotry or hate and written, pictorial or video material designed to bully or harass other people.) Anti-social online behaviour contravenes the School's values, Code of Conduct, and Bullying and Harassment policy, regardless of whether personal or School devices and platforms are used.
- Not reveal personal information about themselves or others or otherwise compromise personal security when dealing with outside users.
- Not post or share pictures or videos on the internet, social media platforms, school email or other school platforms e.g. TEAMS chat that can identify individual IGGs & IJGS students or staff.
- Not post or share names of IGGs & IJGS students or staff on the internet, social media platforms, school email or other school platforms e.g. TEAMS chat.

As a student **email account** holder and user of the TEAMS chat function or other chat functions, these regulations must be followed:

- Messages sent to other e-mail account holders or students/staff through chat functions will use appropriate and polite language. Email or chat messages will not include obscenities, vulgar, rude, inflammatory, threatening, or disrespectful language.
- Anonymous mail, hate mail, harassment, discriminatory remarks, and other anti-social behaviours are unacceptable and will not be sent. No messages will contain obscene comments, sexually explicit material, prejudicial or discriminatory remarks.
- Chain mail or threatening letters will not be transmitted through the e-mail account, either within the School or to the Internet. Students are also not permitted to the use chat functions to transmit such communications.

- Email or TEAMS chat messages, or other online messages, will not be sent or read during lesson time, unless specifically instructed by the teacher.
- Materials downloaded from the Internet will not be emailed to other students or sent via chat functions during the school day, unless relevant to the curriculum or permission has been granted by a teacher.
- Personal or school address details and telephone details will not be revealed in email messages or chat messages to students and staff or to outside parties.
- Teacher permission is required to subscribe to mailing lists.
- Any message or material received that is inappropriate or makes the reader feel uncomfortable will be reported immediately to a teacher or staff member.
- All reasonable precautions will be taken to prevent other students from being able to use your email account.

### **Filtering, Monitoring and Blocking**

IGGS including IJGS reserves the right to monitor all activities on the network facilities, stand-alone computers and laptops. This may lead to the discovery that a student has failed to follow the regulations outlined in this Policy. In this situation, a fair and reasonable investigation will be carried out. The School reserves the right to block some websites as required.

The School cannot guarantee that all inappropriate sites will be detected through filtering, and students must report to a teacher if they ever encounter an inappropriate site or content.

### **Representing the School online**

Student may not use technology to:

- create unofficial school websites or social media pages or videos.
- include any reference to IGGS or IJGS in a website, whether it be in the title of the website, the content of the website or the wearing of all or part of the IGGS or IJGS school uniform in any photographs included in the website or social media platform.
- follow unofficial platforms that purport to represent the School or its students, for example gossip sites.

### **Use of Digital Cameras including those built into Laptops, Mobile Phones, etc.**

If students use digital cameras, either within the student laptops or in personally owned devices, such as privately owned phones, iPads, laptops, or computers, this must be done appropriately, respectfully and in accordance with the School's values. Students must not take photographs or video footage of students or staff or record their speech in a way that can be published or shared, without their expressed permission.

Students are not to use digital cameras to cause hurt or distress, or to bully or harass other students or staff.

### **Other Conditions**

- The School is not liable for the loss, damage, maintenance or repair of any personal student laptops or associated devices.
- Students are responsible for ensuring the safe storage of their own files for schoolwork. Loss of files is not a valid reason for the non-submission or late submission of work.
- Students can access IT Support via email ([servicedesk@girlsgrammar.com.au](mailto:servicedesk@girlsgrammar.com.au) or [servicedesk@juniorgrammar.com.au](mailto:servicedesk@juniorgrammar.com.au) or by phone on 3454 4468.

### **Conditions for Laptop Use at School (1:1 device for IGGS students)**

- Students are to bring their device to school fully charged and in its protective case.

- Students are to only access the internet through the School’s wireless network. Students are not to tether their laptop to their mobile phone while at school.
- Students are to carry their device around the School inside the protective case.
- When the device is not being used, students should keep their device inside its protective case, locked securely in their locker.
- Students should not leave their device unattended around the School.

### Conditions for Laptop Use at School (1:1 device for IJGS students)

- Students are to only access the internet through the School’s wireless network.
- Students are not to remove their device from their classroom.
- When the device is not being used, students should keep their device at the laptop station provided in the classrooms.

### Non-compliance

Should a student breach the requirements of this policy, disciplinary action will occur, and consequences will be implemented. Consequences may include, but are not limited to:

- Losing access to the School’s network for a period of time.
- Losing access to a school device for a period of time.
- Detention (lunchtime or after school).
- Internal or External Suspension.
- Cancellation of enrolment may occur in the instance of serious breaches of this policy.

Please note that in the event of an alleged breach of this policy, a Middle or Senior Leader (e.g. Head of House, Deputy Head of Junior School, Head of Middle School) will meet with the individual student to discuss the potential breach and to investigate the issue appropriately and fairly. Any consequence/s will be determined in consultation with the Dean of Students (IGGS) or Head of Junior School (IJGS) and communicated with the student and their parent/carer. Where student naivety is determined to be a factor, students who breach this policy will also receive appropriate education to support them to be more informed and appropriate users of technology.

### Related Policies

*Mobile Phone Policy*

*Student Code of Conduct*

<p><b>Student:</b></p> <p>I understand and agree to accept and follow the requirements outlined in this Policy. I understand that my failure to follow any of the requirements may lead to my privileges being revoked for a period of time and that disciplinary action may also be taken.</p> <p>STUDENT’S NAME .....(please print)</p> <p>STUDENT’S NUMBER: ..... STUDENT’S HOUSE GROUP: .....</p> <p>STUDENT’S SIGNATURE: ..... DATE: .....</p>	
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