

ICT Responsible Use Procedure

Electronic devices includes personal mobile/laptops and other electronic portable equipment

Information and Communication Technology (ICT), including access to and use of the internet and email, are tools for the provision of innovative educational programs. Teachers are constantly exploring new and innovative ways to incorporate safe and secure ICT use into the educational program. School students, only with the approval of the principal and a signed BYO agreement form will be permitted limited connection of personally owned electronic devices to the department's ICT network, where this benefits the student's educational program.

Responsibilities for using the school's ICT facilities and devices

- Students are expected to demonstrate safe, lawful and ethical behaviour when using the school's ICT network as outlined in Caloundra State High School Responsible Behaviour Plan.
- Students cannot use another student or staff member's username or password to access the school network.
- Students should not divulge personal information (e.g. name, parent's name, address, phone numbers), via the internet or email, to unknown entities or for reasons other than to fulfil the educational program requirements of the school.
- Students need to understand that copying of software, information, graphics or other data files may violate copyright laws without warning and be subject to prosecution from agencies to enforce such copyrights.

Responsibilities for using a personal electronic device

- Prior to any personal electronic device being used approval is sought from the school to ensure it reflects the department's security requirements.
- Students are responsible for the security, integrity, insurance and maintenance of their personal electronic devices and their private network accounts.
- All files are to be scanned using appropriate virus software before being allowed access to the department's network.
- Any inappropriate material or unlicensed software must be removed from personal electronic devices before bringing the devices to school and such material is not to be shared with other students.
- Unacceptable use will lead to the electronic device being taken to the office for storage, with its collection/return to occur at the end of the school day where the electronic device is returned to the parent or guardian. Constant reminder on irresponsible use will result in item being held at the office for parent collection.

Acceptable use by a student

It is acceptable for students while at school to:

- use electronic devices for:
 - assigned class work and assignments set by teachers;
 - developing appropriate literacy, communication and information skills;
 - authoring text, artwork, audio and visual material for publication on the intranet or internet for educational purposes as supervised and approved by the school;
 - conducting general research for school activities and projects;
 - communicating or collaborating with other students, teachers, parents or experts in relation to school work;
 - accessing online references such as dictionaries or encyclopaedias;
 - researching and learning through the department's eLearning environment;
- be courteous, considerate and respectful of others when using an electronic device;
- switch off and place out of sight the electronic device during classes, where these devices are not being used in a teacher directed activity;
- use personal electronic device for private use out of class time only: before or after school, or during recess and lunch breaks;
- not knowingly download viruses or any other programs capable of breaching the department's networks security;
- use camera, video or audio functions only with the explicit direction from your teacher;
- consequences will occur if someone's privacy is invaded by recording and/or distribution of personal material

Students are not to take or use electronic devices during class assessment or exams unless directed by the exam supervisor.

Acknowledgment by student and parent/guardian through the signing of the following agreement that a personal device connected to the school network will be operated in a lawful, ethical and safe way.

Student Agreement

I understand that the school's information and communication technology (ICT) facilities and devices provide me with access to a range of essential learning tools, including access to the internet.

While I have access to the school's ICT facilities and devices:

- I will use it only for educational purposes;

- I will not reveal my password or allow anyone else to use my school account.
- I will not allow others to make calls or use my electronic device.

I understand that my online behaviours are capable of impacting on the good order and management of the school whether I am using the school's ICT facilities and devices inside or outside of school hours.

I understand that if the school decides I have broken the rules for using its ICT facilities and devices, appropriate action may be taken as per *Caloundra State High School's Responsible Behaviour Plan*, which may include loss of access to the network for a period of time.

Parent or guardian Agreement:

I understand that the school provides my child with access to the school's Information and Communication Technology (ICT) facilities and devices for valuable learning experiences.

I will ensure that my child understands and adheres to the school's appropriate behaviour requirements and will not engage in inappropriate use of the school's ICT facilities and devices. Furthermore I will advise the school if any inappropriate material is received by my student/child that may have come from the school or from other parties.

I understand that the school does not accept liability for any loss or damage suffered to personal electronic devices as a result of using the department's facilities and devices. Further, no liability will be accepted by the school in the event of loss, theft or damage to any device.

My student understands this responsibility, and I hereby give my permission for him/her to access and use the school's ICT facilities under the school rules. I understand where inappropriate online behaviours negatively affect the good order and management of the school, the school may commence disciplinary actions in line with this user agreement or the *Caloundra State High School Responsible Behaviour Plan*. This may include loss of access of the school's ICT facilities for a period of time.

The Department of Education, Training and Employment through its *Information Management (IM) Procedure* is collecting your personal information in accordance with the *Education General Provisions Act 2006* in order to ensure:

- appropriate usage of the school network
- appropriate usage of personal mobile devices within the school network.

The information will only be accessed by authorised school employees to ensure compliance with its *Information Management (IM) Procedure*. Personal information collected on this form may also be disclosed to third parties where authorised or required by law. Your information will be stored securely. If you wish to access or correct any of the personal information on this form or discuss how it has been dealt with, please contact your child's school. If you have a concern or complaint about the way your personal information has been collected, used, stored or disclosed, please also contact your child's school.

Authorisation and controls

The principal reserves the right to restrict student access to the school's ICT facilities if access and usage requirements are not met or are breached. However restricted access will not disrupt the provision of the student's educational program.

The Department of Education, Training and Employment monitors access to and usage of their ICT network. The department may conduct security audits and scans, and restrict or deny access to the department's ICT network by any personal mobile device, if there is any suspicion that the integrity of the network might be at risk.

QParents- Secure Online Parent Portal

QParents provides parents with access to a new, convenient, online parent portal so that parents can securely, access their child's student information, anytime, anywhere, through a smartphone, tablet or computer. The QParents web and mobile application provides an easier way for you to interact with our school.

The benefits of QParents

Convenience and time savings for parents

- Parents can view or update their child's details without having to contact the school.
- Secure 24/7 online access.
- Available anytime, anywhere — access QParents on your smart phone, tablet or computer through a mobile friendly website.



Greater transparency of information

- Improves accountability between parents and schools by providing parents with timely access to their child's information online.
- Allows parents to engage in their child's schooling.