ICT ACCEPTABLE USE POLICY

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Rationale

Modbury High School provides an educational environment which aims to develop high-level skills and abilities, including ICT* literacies that will enable students to be successful in their transition beyond school.

To meet our legal and operational requirements it is important that parents, caregivers and students understand the principles, processes and responsibilities contained in this Policy. This policy is to be read in conjunction with our Behaviour Management, and Harassment and Bullying policies.

All students and their parents/caregivers are required to acknowledge acceptance of this policy by signing and returning the Modbury High School ICT Acceptable Use Agreement form to the school.

Within this policy the word *device* includes a computer, notebook, laptop, tablet, mobile phone or other technology that uses our ICT network and resources or is used whilst on our campus.

*ICT = Information and Communication Technology

Objectives

This ICT Acceptable Use Policy has been developed to ensure:

Acceptable use of any resources provided by Modbury High School is defined as being

- any legal use which is directly related to the course of study for which a student is enrolled and where that use does not breach any policy or guidelines as prescribed by the school or South Australian Department for Education

Student, Parents and Caregivers are to be aware that

- any use not related to the students' course of study may result in consequences being applied by the school.
- any illegal use will be reported to the relevant authorities (including South Australian Police Force). We reserve the right to monitor the activity of all devices used on school grounds.

Procedure

The following guidelines are outlined to ensure that all users have an understanding of the policy.

1. General Guidelines

1.1. Do not name files, folders, aliases or applications inappropriately with content that is violent, racist, sexist, sexual, or provocative.

1.2. Passwords must not be shared and should remain confidential. Students should only access our systems using their own credentials.

1.3. Any privately owned / personal device brought to Modbury High School is also subject to this agreement.

1.4. Software and Software types listed on the schools banned software list must not be used at the school. This list will be available from our IT support office.

1.5. Only legally obtained software (including licences) are to be installed on devices. If illegal activity is detected it will be reported to the South Australian Police Force (SAPOL). Students and their Parent/Caregiver will be liable for any illegal activity.
1.6. Do not bring into the School, or use, games or any other materials which may be offensive to others.
1.7. No device with camera capabilities is to be used in change rooms or toilets.
1.8. You must not attempt to circumvent, bypass or disable monitoring, recording or administrative systems in use at Modbury High School.
1.9. You must not use proxy bypass technologies, VPN/TOR/Torrent networks, web filtering bypass technologies, or anonymiser technologies whilst connected to our systems at school.
1.10. Only software relevant to a student's course is to be used at school. The use of Skype, FaceTime, iMessage or other messaging and Social Media applications at school is also strictly forbidden without permission from the Principal or their delegate.
1.11. Headphones and earphones may only be used at school for educational purposes with the permission of the relevant class teacher. All users will be required to supply their own set of suitable earphones or headphones for their personal use. Furthermore, students are not permitted to use wireless headphones during school hours. This includes, but is not limited to, AirPods and all other Bluetooth or wirelessly connected earphones and headphones.
1.12. Any use of a device or action that is reasonably deemed to damage or otherwise interfere with the good running of the school network and infrastructure is forbidden.
1.13. Devices owned by the school must not be personalised in any way. Devices not owned by the school can be personalised, however all personalisation must be acceptable to Modbury High School. Any personalisation not acceptable to the school will need to be removed.
1.14. For safety reasons students are forbidden to plug any device into the school's wired network,
1.15. Hacking is a criminal offence under the Cyber Crime Act (2001). Any hacking attempts may be forwarded to SAPOL.
1.16. Any type of software or hardware device designed to capture, or view network data/packets is forbidden unless authorised by the Principal or their delegate.
1.17. Students and their Parent/Caregiver are responsible for the cost of repairs to their own devices.
1.18. If a student causes damage to a school owned device, they will be liable for the cost of the repair or replacement of the device.

2. General Guidelines

The Federal Communications Act determines guidelines for appropriate use. Inappropriate use of the internet and email is a serious matter and can have significant legal consequences. We log all internet traffic generated by devices on our network.

2.1. When using the internet users will avoid sites with content that is violent, racist, sexist, pornographic, dominated by offensive language and/or are illegal in any way.
2.2. Under privacy legislation it is an offence to take photographs of individuals without their expressed permission and place these images on the Internet or in the public forum.
2.3. Students must not take or distribute photographs of parts of their or others bodies as this may result in conviction for the distribution of Child Pornography.
2.4. Engaging in chat lines or downloading files is not permitted unless forming part of a legitimate class activity guided by the teacher of that class
2.5. Do not engage in cyber bullying or e-crime.

3. Cyber Safety and Cyber Bullying Guidelines

Modbury High School takes cyber-safety very seriously and expects all students to be familiar with our Cyber safety policy. Modbury High School is committed to providing a cyber-safe learning environment and endeavors to protect users and the network from security risks and inappropriate material

The Principal has the authority under Regulations pursuant to the Education Act 1972 to suspend or exclude a student from attendance at school if they behave online in a manner which threatens the wellbeing of another child, student, parent or member

of the school community. This applies even if the behaviour occurs off-site and/or out of school hours

The Principal will report any suspected electronic crime to the South Australian Police (SAPOL). Where there is a further reasonable suspicion that evidence of a crime, such as an assault, is contained on a mobile phone or other electronic device e.g. laptop, the device will be confiscated and handed to the investigating police officer. SAPOL will determine any further action.

3.1. Students must not use any form of digital communication technology (eg: chat, email, instant messaging, SMS, discussion group\forum, or webpages) with the intention of harming another person. Examples of Cyberbully include but are not limited to communications that seek to intimidate, control, manipulate, put down or humiliate the recipient or another person.

3.2. Students must not provide personal or identifying information to others using any form of digital communication technology without their parent or caregivers permission.

3.3. Students must not arrange to meet people they have met online unless they have the permission of their parent or caregiver.

Further information and useful resources can be found on the Australian Government website: https://esafety.gov.au

4. Mandatory Software

Modbury High School reserves the right to specify a list of mandatory software which much be installed on all BYOD devices. Examples of this includes, but are not limited to: Turnitin, NAPLAN lockdown browser and SACE exam browser.

4.1. All BYOD devices must have industry recognised antivirus software installed and operational.

4.2. Students will install any software application which is considered mandatory by Modbury High School. A list of mandatory software will be maintained on our website with instructions on where to obtain the software.

4.3. This may include software to monitor content and usage of a device.

4.4. This may include software to facilitate the deployment of school provided software.

5. Charging of Devices

It is the student's responsibility to ensure their device is charged at the start of the day, this means a full charge should be completed over night before the device is brought to school. For safety reasons students are not permitted to plug their devices into the school's power network

As computers age their batteries struggle to hold enough charge, if this is happening to your student's device there are three recommended courses of action:

5.1. Ensure that students only have the necessary programs running as often programs run in the background and drain the battery.

5.2. Replace the computers battery.

5.3. Purchase a power bank that can be charged at home and used to boost the computer's battery as required.

6. Acceptable use of Artificial Intelligence

Students must follow the MHS Acceptable use of Artificial Intelligence guidelines as detailed in appendix 1. This is to ensure the academic integrity of the work they produce and submit for assessment for both the Australian Curriculum and SACE. Assessments will be submitted through Turnitin.

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Appendix 1 – Acceptable use of Artificial Intelligence

Acceptable use of AI

Includes:
- ideas generator for assessments that are being covered in subjects
- a research tool for assessments with referencing
- simple explanations on a topic to check and/or further understanding
- to create a study timetable
- a study buddy for assessments. It can be used to generate quizzes to test knowledge and understanding of topics

When using AI in this way ensure to:
- reference in text when citing from AI in all assessments
- include that you have used AI in your bibliography

Using AI with caution

Includes:
- the use of any AI-generated text or use of AI to improve your own text (Including Grammarly), submitted in any assessment piece

You must:
- always check using other sources for accuracy
- in all assessments, in-text reference when citing from AI
- include the link to your AI Script in your bibliography
- submit your draft with your final assessment piece
- do not copy/paste sections from AI into your assessments
- When using Grammarly, make sure that you acknowledge the use in your reference list.

If these recommendations are not followed, these section/s of your assignments may be precluded from your assessment

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Unacceptable use of AI

Includes:
- copying sections of AI-generated responses into your own work and claiming it as your ideas
- Pasting your draft into AI and asking it to change your writing style, pasting the response and submitting it as your own work.
- Using AI to draft large amounts/and submitting it as your own writing.

Students who misuse AI in their assessment tasks will have these section/s excluded from their final response, as this is plagiarism

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More Information

- Guidelines for using Artificial Intelligence (AI) in SACE assessments - South Australian Certificate of Education Artificial intelligence (AI) in schools – information for parents and carers (education.sa.gov.au)
- https://www.sace.sa.edu.au/documents/652891/722147/Guidelines+for+referencing.doc/038e8536-6804-461d-92c8-171d11080fee

Reference

E-safety Commission: https://esafety.gov.au

Policy review

The school council and staff will regularly monitor and review the effectiveness of the ICT Acceptable Use Policy (at least every three years) and revise the policy when required.

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Appendix 2

Modbury High School
ICT Acceptable Use Policy
Agreement Form

Student Agreement

I have read the Modbury High School ICT Acceptable Use Policy and have discussed this with my parent/caregiver and am clear about my responsibilities and the consequences of not adhering to the policy. I am aware that my internet usage whilst at school will be logged. In signing this form I acknowledge that I agree to be bound by the Modbury High School ICT Acceptable Use Policy.

_____ _____
Student Name Student Signature

Parent/Caregiver Agreement

I have read the Modbury High School ICT Acceptable Use Policy and have discussed this with my child. We are clear about our responsibilities and the consequences of not adhering to the policy. In signing this form I acknowledge that I agree to be bound by the Modbury High School ICT Acceptable Use Policy.

I understand that failure to meet my responsibilities under this agreement may result in school and/or legal consequences being applied including the payment of any costs associated with me not meeting those responsibilities.

I am aware that my student has access to Microsoft Office 365 suite, Turnitin, Adobe and the Google Suite of online services. I give my permission for them to use these resources.

School behaviour management consequences may be enforced for any attempt to circumvent or disable the network management system by a student.

_____ _____
Parent/Caregiver Name Parent/Caregiver Signature

_____
Date

This agreement will remain in force as long as your child is enrolled at this school. We reserve the right to alter the Modbury High School ICT Acceptable Use Policy and Agreement form and will notify you of any changes in writing.