



# PENINSULA

— G R A M M A R —

## Information Communication Technologies

### Middle, Pre-Senior and Senior Years ICT Acceptable Use Policy

At Peninsula Grammar we support the rights of all members of the School community to be provided with and engage in a safe, inclusive and supportive learning environment. This extends to the use of digital tools and online communities and is underpinned by our expectation of safe and responsible behaviour by all members of the School community.

Students are provided with access to email, internet and intranet facilities via the School's network. Below are guidelines governing the acceptable use of all these facilities. By using the Peninsula Grammar Network, students agree to accept the terms and conditions outlined below.

Acceptable device use means students must follow school rules and:

- Be Responsible
- Be Respectful
- Be Safe

### Responsibilities

It is the responsibility of all students to protect their own password and not divulge it to another person. If a student knows or suspects their account has been used by another person, the account holder must notify a teacher or the IT Support Services immediately. Students are responsible for their own behaviour using all of Peninsula Grammar's digital platforms. They must be responsible, respectful and safe always.

All messages created, sent or retrieved on the School's network are the property of the School. The School reserves the right to access and monitor all messages and files on the computer system, as necessary and appropriate.

### Acceptable Use

Students are expected to:

- Use their device for the purpose of school-related work
- Use the Internet appropriately and for the purpose of school-related work
- Bring portable devices fully charged to school every day
- Store only school-related work on their OneDrive or school provided storage space
- Carry their device in an appropriate protective case at all times
- Backup their device regularly onto an external Hard Drive

- Keep their device software up to date
- Have appropriate security measures installed
- Adhere to this Acceptable Use Policy when using the machine, both at home and at school, including during lunchtime or when not in the classroom

Consequences of improper use consistent with the Behavioural Expectations Framework and breaches of the Acceptable Use Policy by students can result in a number of consequences depending on the severity of the breach and the context of the situation.

For Students:

- a) Removal of network access privileges
- b) Removal of email privileges
- c) Removal of internet access privileges
- d) Removal of printing privileges
- e) Other consequences as outlined in the School's Behavioural Expectations Framework

#### **NETWORK**

- Students must keep their password confidential at all times. If a student suspects that someone else is aware of their network password, they should contact the IT Service Centre to have their password altered
- Any student with a non-school issued notebook who wishes to access the network must first have the Service Centre configure their notebook with the appropriate software which includes the School's security client
- Upon logging on to the School network, the individual understands that his or her actions may be monitored at any time
- Monitoring of user accounts may include tracking of web pages visited, viewing of sent and received emails, monitoring all material downloaded from the internet, and scanning of files saved on the individual's allocated storage space
- The School network is integral in the development and delivery of the curriculum. Students found attempting to violate or compromise the integrity of the network by any means are guilty of a criminal offence and will be dealt with accordingly
- Under no circumstances will an individual store any games, music, or other related non-school materials on their personally allocated storage space.

#### **OFFICE 365**

- Students while enrolled at Peninsula Grammar have access to the Office 365 suite. Students can logon using their Peninsula Grammar credentials via a browser to <https://portal.office.com> to access the suite and download applications such as Word, PowerPoint, Excel and OneNote to their Laptop, mobile phone or portable device
- Students also have access to OneDrive and are highly encouraged to use this to store their digital data. Students have access to 1 Terabyte of space for their school data
- Students may only use their OneDrive for school related work; under no circumstances are students allowed to use their OneDrive for storage of work of a personal nature

- The use of Office 365 is governed by this policy and students must use it appropriately at all times.

## **INTERNET**

- The individual using the Peninsula Grammar internet connection is responsible for all material accessed under their account
- The internet connection is to be used for school research, assignments and other school-related activities only. The internet is a valuable research tool and all students are encouraged to use it, provided it is used appropriately
- The Peninsula Grammar internet connection is not to be used to download material that is unrelated to school. This includes games, music, movies and other such material
- The Peninsula Grammar internet connection may not be used to stream any content unrelated to school activities
- Students' internet use is monitored at all times and high bandwidth users will be spoken to by the appropriate Head of House, Wellbeing Coordinator, or Head of Learning Area
- Whilst the School endeavours to block as many unacceptable sites as possible via content filtering software, we realise that no blocking software is 100% effective. If a student comes across an unacceptable site, it is their responsibility to report this to the Service Centre who will add it to the blocked list. Students must not knowingly attempt to access unacceptable content
- Students are prohibited from accessing or downloading various social media programs whilst at school. These include but are not limited to Facebook, Instagram, Tumblr etc
- Students under no circumstances are to attempt to bypass the content filtering software
- Your school issued password is not to be used on any other non-school supplied digital platform. Personal online services should be created and accessed with your own personal email address and associated password.

## **ONLINE LEARNING**

The following conditions are applicable if the school resorts to remote online learning at any time during the academic year.

- Backgrounds should be appropriate or blurred.
- Appropriate clothing to be worn.
- Appropriate language will be used at all times.
- Microphones should be kept muted until asked to participate in conversation(s)
- Invitations to join online classes are only meant for the recipient.
- Students are not to interfere with the attendance of other students participating in the class.
- Personal recording of classes is not permitted.
- Chat to be utilized only for effective communication and questions in relation to the topic, it is not for general conversation.
- Class attendance should be prompt and as per the online timetable.

### **EXTERNAL WIRELESS MODEMS / HOTSPOT / TETHERING**

- The School provides a wired and wireless network for students. Hence, there is no need for students to have external wireless cards, USB modems or Hotspots. These devices must not be utilised or brought to school.

### **EMAIL**

- Peninsula Grammar provides an email account for all users
- Email is to be used for electronic communication between two parties. It is not to be used for "spamming" or sending unsolicited "junk mail"
- Students are encouraged to exercise great care when creating email messages. At all times students should use appropriate language and images when sending email
- No student is to harass another person. Email is considered harassment if it offends the receiving party in any way
- Students are not to send unauthorised broadcast messages
- Students are not to send messages containing private information about themselves or any other person, nor should anyone forward to another person a message sent to them privately, without the permission of the sender
- Any user who feels uncomfortable about a message they receive or which they consider to be inappropriate *must report it immediately to a staff member*
- Students' school email addresses are not to be used for personal email subscriptions such as Facebook, Twitter, TwitchTv etc.

### **COPYRIGHT AND PLAGIARISM**

- Students must respect the intellectual property rights of others and not copy and/or redistribute another person's work. In particular, students should be conscious of the provisions of the Australian Copyright Act (1968) and Copyright Amendment Act (2000). All texts, photographs, video clips, audio clips, music, movies, games and computer software are protected by copyright. Unauthorised copying, distribution or downloading of this type of material can constitute breach of copyright
- For authentication purposes Peninsula Grammar insists that all sources are properly referenced and acknowledged. Plagiarism (copying other people's work and pretending it is yours) is a serious matter that is dealt with accordingly by the School.

### **SCHOOL SOFTWARE**

- Students "lease" the Microsoft operating system and Microsoft Office on an annual basis. When students leave the School other than on Year 12 Graduation, they are responsible for removing the "leased" software and replacing it with the original operating system. The Service Centre may be of assistance with this. If the software is not removed it will cease to work after a period of time. Students graduating at the end of Year 12 are entitled to receive a licensing code that will allow the Microsoft Operating System to continue working. This can be applied for towards the end of the year.

### **BACK-UP RESPONSIBILITIES**

- It is the individual's responsibility to back up their notebook data on a periodic basis. Backups should be at least once a week, preferably to an external device. If an individual's notebook computer fails, and he/she has not performed a backup, only the individual can be held responsible for the loss of any data.

The IT department is not responsible for backing up student notebook data and cannot be held accountable for any loss. Students should utilise their OneDrive storage space wherever possible to protect against hardware loss or failure.

## **MOBILE PHONES**

- It is accepted that carrying a mobile phone may add a degree of safety for students on their way to and from school. Students may therefore bring a phone with them to school. The following outlines the expectations for students.

### **Senior Years students:**

- Mobile phones must be locked in lockers from 8.40am until 3.35pm
- Phones are not to be used at recess, lunchtime, during classes, House mentoring or registration unless it is a specific requirement of the lesson and a teacher has granted permission for them to be brought to class on that specific occasion
- Permission must be sought before taking photos or videoing in any area of the School.
- Should any student not adhere to this policy, their phone will be collected by a teacher and placed in a locked cupboard at Zammit Centre Reception for them to collect at the end of that day
- In some special circumstances exceptions to this policy may be made. These exceptions will only be available if a mobile phone is essential for a student in managing a health condition or classroom learning. Teachers can grant a one-off classroom-based learning exception, but all other exceptions are managed by the Head of Senior Years
- In an emergency parents can contact their children through Zammit Centre Reception on 9788 7621.

### **Pre-Senior Year students**

- Mobile phones must be locked in lockers from 8.40am until 3.35pm
- Phones are not to be used at recess, lunchtime, during classes, mentoring, registration or PDP unless it is a specific requirement of the lesson and a teacher has granted permission for them to be brought to class on that specific occasion
- Permission must be sought before taking photos or videoing in any area of the School
- Should any student not adhere to this policy, their phone will be collected by a teacher and placed in a locked cupboard in the Head of Pre-Senior Year's office for them to collect at the end of that day. Repeated instances of phone confiscation may lead to further consequences
- In some special circumstances exceptions to this policy may be made and will be managed by the Head of Pre-Senior Year
- In an emergency parents can contact their children through the Pre-Senior office on 9788 7764 or through their child's mentor
- In Year 9 students may carry their phones during P2C, Pathways 4 Life and other excursions. Phones are strictly prohibited on camp

### **Middle Years students:**

- Year 5 and 6 students must hand their phone to their class teacher on arrival as they do not have 'lockable' lockers
- Year 7 and 8 students must have their phone locked in their locker from 8.40am until 3.35pm
- Phones are not to be used at recess, lunchtime, during classes, mentoring, registration or PDP unless it is a specific requirement of the lesson and a teacher has granted permission for them to be brought to class on that specific occasion

- Permission must be sought before taking photos or videoing in any area of the School
- Should any student not adhere to this policy, their phone will be collected by a teacher and placed in a locked cupboard in their Wellbeing Coordinator's office for them to collect at the end of that day. Repeated instances of phone confiscation may lead to further consequences
- In some special circumstances exceptions to this policy may be made and will be managed by the Head of Middle Years
- In an emergency parents can contact their children through the Middle Years reception on 9788 7748 or through their child's mentor

All students are responsible for maintaining their own mobile phone security and must ensure that the above guidelines are followed at all times. The School will not be held responsible for any lost or stolen phones.

### **IPODS AND MP3 PLAYERS**

- As a general rule iPods and MP3 players must not be brought to school at any time
- Permission may be granted for students to use iPods or MP3 players under specific teacher instruction during class or for teaching and learning excursions off campus.

### **BREACHES**

Any breaches of the above protocols will result in disabling of the student's account and the appropriate disciplinary action being taken.

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### Student Network/Internet User Agreement and Parent Permission Form

#### AGREEMENT

When I use digital technologies and the internet, I agree to be a safe, responsible and ethical user at all times, by:

- respecting others and communicating with them in a supportive manner; never writing or participating in online bullying (e.g. forwarding messages and supporting others in harmful, inappropriate or hurtful online behaviours)
- protecting my privacy; not giving out personal details, including my full name, telephone number, address, passwords and images
- protecting the privacy of others; never posting or forwarding their personal details or images without their consent
- never posting any images that include Peninsula Grammar's uniform, logo or any images that can be identified as Peninsula Grammar
- talking to a teacher or a trusted adult if I personally feel uncomfortable or unsafe online
- talking to a teacher or a trusted adult if I see others participating in unsafe, inappropriate or hurtful online behaviours
- carefully considering the content that I upload or post online; knowing that this is a personal reflection of who I am and what people think of me
- investigating the terms and conditions of use (e.g. age restrictions, parental consent requirements) and if my understanding is unclear seeking further explanation from a trusted adult
- confirming that I meet the stated terms and conditions and completing the required registration processes
- handling ICT devices with care and notifying a teacher of any damage or required attention
- abiding by copyright and intellectual property regulations; requesting permission to use images, text, audio and video and cite references where necessary
- not downloading unauthorised programs, including games
- not interfering with network systems and security, the data of another user or attempting to log into the network with a username or password of another student or person.

In addition, when I use my personal mobile devices (including my phone) I agree to be a safe, responsible and ethical user at all times, by:

- Keeping my phone locked in my locker during the day (Year 7-12)
- Handing my phone to my Mentor as I do not have 'lockable' lockers (Year 5 and 6)
- Respecting the privacy of others; only taking photos or recording sound or video when others are aware and formal consent has been provided as part of an approved lesson
- Respecting others and communicating with them in a supportive manner, including outside school hours and in social contexts by not making harassing phone calls/text messages or forwarding on messages

- Obtaining appropriate (written) consent from individuals who appear in images or sound and video recordings before forwarding them to other people or posting/uploading them to online spaces.

### **Acknowledgement**

This Acceptable Use Agreement applies to all digital technologies and environments, including (although not limited to):

- School-owned ICT devices (e.g. desktops, laptops, printers, scanners)
- mobile phones and student owned devices
- email and instant messaging
- internet, intranet
- social networking sites (e.g. Facebook, Instagram etc.)
- video and photo sharing websites (e.g. YouTube)
- blogs or micro-blogs (e.g. Twitter)
- forums, discussion boards and groups (e.g. Google groups)
- wikis (e.g. Wikipedia)
- vod and podcasts
- video conferences and web conferences.

This Acceptable Use Policy applies when digital technologies are being used at school, during school excursions, at camps and extra-curricular activities, and at home. To use networked resources, all students must sign and return this form to their Mentor with parental permission.

**Student Name:** \_\_\_\_\_ **Class:** \_\_\_\_\_

### **Student User Agreement:**

As a user of the Peninsula Grammar computer network, I hereby agree to comply with the statements and expectations outlined in the ICT Acceptable Use Policy document and to abide by all relevant laws and restrictions.

**Student Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

### **Parent/Guardian Permission:**

All students are provided with access to computer resources. In addition to accessing our computer network, as the parent or legal guardian, I grant permission for the above-named student to access the School's Network, Internet and e-mail system.

These permissions are granted for an indefinite period of time, unless otherwise requested. I understand that some materials on the Internet may be objectionable, but I accept responsibility for guidance of Internet use - setting and conveying standards for my daughter or son to follow when selecting, sharing or exploring information and media.

**Parent/Guardian Signature** \_\_\_\_\_ **Date:** \_\_\_\_\_