

# INFORMATION & COMMUNICATION TECHNOLOGY (ICT)

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LAUNCESTON  
CHRISTIAN  
SCHOOL

## THE HAZARD - INFORMATION AND COMMUNICATION TECHNOLOGY

Information and Communication Technologies (including access to internet, school network, e-mail and learning management system accounts) are provided to enrolled students of Launceston Christian School for educational, communication and research purposes. This Policy will help protect students, staff and the resources by clearly stating what is acceptable and what is not.

Information and Communication Technology (ICT) includes any electronic device or application used to communicate, create, disseminate, store or manage information such as text, images, audio or video. Examples include:

- Personal computers and laptops;
- Mobile devices such as mobile phones and other internet enabled devices;
- Applications such as email and the internet;
- Web-based tools such as social networking sites, chat rooms, blogs, podcasts and instant messaging systems;
- Imaging tools such as video, still or web cameras and related software;
- Audio tools such as audio recording devices, iPods, mp3 players and related software; and
- Fax, scanning and copying machines.

ICTs can create potentially hazardous situations in the event they are used inappropriately and/or illegally.

### STUDENT DEVICES (BYOD - BRING YOUR OWN DEVICE)

- Students in Years 7-12 must have their own device (such as a laptop or tablet) to support their learning.
- The device must be capable of matching the requirements for all core subjects. This includes access to and use of the school's online learning management system (Schoolbox). Please refer to the **BYOD Device Specification** guidelines before purchasing a device for School.
- The device must be able to be brought to school by the student on every school day and be solely the student's to use throughout the school day.
- The device must be fully charged at the start of the day.
- Students bring their own device for use at Launceston Christian School at their own risk. Parents and students should consider whether their device requires insurance and whether specific accidental loss and breakage insurance is appropriate for the device.

## **RULES FOR RESPONSIBLE ICT USE**

- On sign-in to Schoolbox, students are required to agree to abide by LCS's **Guidelines of Use and Privacy Policy** which specify details of inappropriate usage. No student may use school owned ICT equipment and devices unless they agree to these terms;
- The use of the school's ICT resources must at all times comply with State and Commonwealth laws;
- All student login details and passwords are to be kept confidential to prevent others accessing their accounts;
- School ICT resources must not be used to download, display, print, save or transmit material that others may find offensive, for example pornographic, violent, or racist material;
- If a student inadvertently accesses offensive or inappropriate material on a website or in an email he/she should leave the site immediately (click on the Home icon) or close the email, and notify a teacher;
- Use for personal financial gain, gambling or advertising is not permitted;
- Chain letters, anonymous or threatening messages, and other unsolicited mail must not be sent;
- Food and drink are not permitted into computer laboratories unless a supervising teacher permits you to do so;
- Social media and games must not be used in class without the express permission of the class teacher.

## **COPYRIGHT AND INTELLECTUAL PROPERTY**

Students must not make an unauthorised reproduction of material protected by copyright, or use audio-visual material without permission from the copyright owner. This includes material on the Internet and other digital media.

If students use words, images, ideas or information from other sources in your assignments, they must cite and reference those sources.

Computer software must be used in accordance with licence agreements. Permission must be obtained from ICT administration staff before downloading or installing any software on school computers.

## **ACCESS AND SECURITY**

Students must not attempt to gain unauthorised access to any information resources, systems or networks or interfere with another user's work. System files, system configurations, folders and other technical data must not be altered;

Students must not deliberately engage in any activity that may cause damage to the school's ICT resources, or to anyone else's computer equipment;

All user passwords should be appropriately complex and not shared with anyone;

BYOD's should have up to date security software installed;

Users should be careful when opening attachments from unknown sources (eg. Emails) - especially those ending in .exe, or with an unusual file ending, e.g. .vbe, .vbs, .jse, .wsh, .zip;

Students should log out of school devices properly at the end of each session

## **PRIVACY AND PERSONAL SAFETY**

- The privacy of other users must be respected at all times;
- Use of the Internet and email carries the risk of bringing you into contact with individuals who may be unfriendly, rude or exploitative. You should not reveal personal details about yourself or others, or arrange meetings, unless a teacher has given you permission;

Email, Social Media and the Internet in general are not necessarily secure, and messages can be forwarded without a student's knowledge. For this reason students should be very careful about communicating private and confidential information via ICT resources.

## **MONITORING AND MANAGEMENT**

- The school may exercise its right to monitor the use of the school's ICT resources;
- Breaches of the conditions of this agreement may result in access restrictions to ICT resources, and appropriate discipline consistent with school's **Behaviour Management Policy**. If students break the law, they may also be liable to prosecution.

## **RELATED POLICIES**

**Behaviour Management Policy**  
**Bullying Prevention and Intervention Policy**  
**Cyber Safety Policy**  
**Mobile Phones (Student Use Of) Policy**

# Launceston Christian School: Guidelines of Use and Privacy Policy

**As a student of Launceston Christian School**, I accept my responsibility to contribute to the School environment by being a positive member of the Launceston Christian School community.

To this end, I agree to :

- Keep the school grounds a clean and friendly environment for all and reimburse the school for any damage caused to property;
- Endorse and support the School's policy to respect the rights and responsibilities of all students and all members of the Launceston Christian School community;
- Take part in the Christian program of the school, which includes having a positive and supportive attitude in Bible Study and Chapel;
- Support and uphold the School's policy of a drug and alcohol free environment;
- **Abide by the School's policy set down for acceptable use of computers and Internet facilities (see below);**
- Adhere to the School's policies on uniform, dress and appearance.

I make this commitment, and will endeavour to fulfil it to the best of my ability as a member of the Launceston Christian School family. I understand that behaviour contravening these expectations will involve disciplinary action.

**As a Parent/Guardian**, I have read and support Launceston Christian School's Educational Creed, Behaviour Management Policy and associated rules and conditions. I understand the behaviour contravening any of the school's policies, rules and conditions may involve disciplinary action for my child. <http://www.lcs.tas.edu.au/parentsandstudents.php?id=32>. I will also **abide by the School's policy set down for acceptable use of computers and Internet facilities (see below)**.

**As a Staff Member**, I have read and support the Launceston Christian School Code of Conduct and in particular will **abide by the School's policy set down for acceptable use of computers and Internet facilities (see below)**.

## ICT Acceptable Use Policy

### Introduction

- Information and Communication Technologies (including access to internet, school network, e-mail and learning management system accounts) are provided to enrolled students of Launceston Christian School for educational, communication and research purposes. This Policy will help protect students, staff and the resources by clearly stating what is acceptable and what is not.
- Information and Communication Technologies (ICTs) include the use of computers, the school network, the Internet and email, digital/video cameras, media players, TVs, printers, scanners and any other digital technology.

### Student Devices (BYOD – Bring Your Own Device)

- Students in Years 7-12 must have their own device (such as a laptop or tablet) to support their learning.
- The device must be capable of matching the requirements for all core subjects. This includes access to and use of the school's online learning management system (Schoolbox). If parents wish to obtain guidelines for purchasing a device please contact the school office.
- The device must be able to be brought to school by the student on every school day and be solely the student's to use throughout the school day.
- The device must be fully charged at the start of the day.
- Students bring their own device for use at Launceston Christian School at their own risk. Parents and students should consider whether their device requires insurance and whether specific accidental loss and breakage insurance is appropriate for the device.

## Rules for Responsible ICT Use

- The use of the school's ICT resources must at all times comply with State and Commonwealth laws.
- School ICT resources must not be used to download, display, print, save or transmit material that others may find offensive, for example pornographic, violent, or racist material.
- If a student inadvertently access offensive or inappropriate material on a website or in an email he/she should leave the site immediately (click on the Home icon) or close the email, and **notify a teacher**.
- Use for personal financial gain, gambling or advertising is not permitted.
- Chain letters, anonymous or threatening messages, and other unsolicited mail must not be sent.
- Food and drink are not permitted into computer laboratories unless a supervising teacher permits you to do so.
- Access to social media and games are only permitted outside of class times unless directed by a teacher.

## Copyright and Intellectual Property

- Students must not make an unauthorised reproduction of material protected by copyright, or use audio-visual material without permission from the copyright owner. This includes material on the Internet and other digital media.
- If students use words, images, ideas or information from other sources in your assignments, they must cite and reference those sources.
- Computer software must be used in accordance with licence agreements. Permission must be obtained from ICT administration staff before downloading or installing any software on school computers.

## Access and Security

- Students must not attempt to gain unauthorised access to any information resources, systems or networks or interfere with another user's work. System files, system configurations, folders and other technical data must not be altered.
- Students must not deliberately engage in any activity that may cause damage to the school's ICT resources, or to anyone else's computer equipment.
- BYO Devices should have up-to-date security software installed. All users should be careful when opening files from unknown sources especially (eg email attachments) those ending in .exe, or with an unusual file ending, e.g. .vbe, .vbs, .jse, .wsh, .zip.
- Students should log out of school devices properly at the end of each session.
- All user passwords should be appropriately complex and be kept secure and secret.

## Privacy and Personal Safety

- The privacy of other users must be respected at all times.
- Use of the Internet and email carries the risk of bringing you into contact with individuals who may be unfriendly, rude or exploitative. You should not reveal personal details about yourself or others, or arrange meetings, unless a teacher has given you permission.
- Email, Social Media and the Internet in general are not necessarily secure, and messages can be forwarded without a student's knowledge. For this reason students should be very careful about communicating private and confidential information via ICT resources.

## Monitoring and Management

- The school may exercise its right to monitor the use of the school's ICT resources
- Breaches of the conditions of this agreement may result in access restrictions to ICT resources, and appropriate discipline consistent with the School's Behaviour Management Policy. If student breaks the law they may be liable to prosecution. **Note: Parents will be informed of all ICT Usage Policy infringements**