

# ***Lalor North Secondary College***

## ***ICT & Acceptable Use Policy***

*Valid until: January 2010*

***Lalor North Secondary College is committed to integrating the use of Information and Communication Technologies (ICT) into teaching and learning practices across all curriculum areas. An eLearning Plan has been developed with aims to ensure access to resources and appropriate Professional Development to support staff.***

*Endorsed:*  
School Council  
LAC

*\_\_\_\_/\_\_\_\_/2009*  
*20/04/2009*

# Lalor North Secondary College ICT Policy

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## **Staff Acceptable Use Policy**

### **Preamble**

- The purpose of provision of ICT equipment and services within Lalor North Secondary College is to conduct the business and functions of Lalor North Secondary College.
- The purpose of this agreement is to ensure that ICT equipment and services are properly and efficiently used, and that the College is protected from problems such as error, fraud, defamation, breach of copyright, unlawful discrimination, illegal activity, privacy violations and service interruptions.
- This agreement applies to all employees of Lalor North Secondary College who use Lalor North Secondary College ICT equipment and services, which includes but is not limited to all staff, contractors and casuals of Lalor North Secondary College.
- It is the responsibility of each employee of Lalor North Secondary College who uses Lalor North ICT equipment and services to abide by this agreement.
- ICT equipment and services must only be used for Lalor North Secondary College purposes, and be used like other business communications and comply with any codes of conduct which apply to the user.
- Employees of Lalor North Secondary College may use Lalor North Secondary College ICT equipment and services for personal use, provided the use is not excessive. Users may engage in limited personal use during working hours and must not engage in excessive personal use outside working hours.
- Non-compliance with this agreement may constitute a criminal offence, inappropriate behaviour, pose a threat to the security of Lalor North Secondary College, the privacy of students and staff and may expose the users of the system or other persons to legal liability, and will be regarded as a serious matter and appropriate action will be taken when a breach of the agreement is identified.
- Breaches of this agreement may result in disciplinary action including revoking or restricting any right to use ICT equipment and services, cautioning, or, in extreme circumstances, may lead to more serious disciplinary action.
- Lalor North Secondary College employees who intend to use Lalor North ICT equipment and services have to read, sign and date this agreement and submit it to the Administration Team or Principal before using the facilities.
- Signing this agreement is an acceptance that you have read, understood and agree to comply with the terms of the agreement.
- This agreement is in addition to Department of Education's "Acceptable Use Policy" which is available at:  
**[www.education.vic.gov.au/about/deptpolicies/acceptableuse.htm](http://www.education.vic.gov.au/about/deptpolicies/acceptableuse.htm)**

Signature: .....

Name (in print): .....Date: .....

Please read, sign and date this agreement and submit it to Administration

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## ***Staff ICT Use Agreement***

**As a user of Lalor North Secondary College ICT equipment and services, I shall:**

- recognise Lalor North Secondary College is the owner of all information and communication equipment and services
- use Lalor North Secondary College ICT equipment and services for College approved purposes only
- agree to College regulations on personal use of Lalor North Secondary College ICT equipment and services
- restrict large downloads and transmissions and storage of large files on College network to those required in the conduct of the business and teaching activities of the College
- refrain from accessing electronic files, email or other electronic communications of other users
- not relocate College ICT equipment without prior permission by the Principal or Network Administrator.
- take reasonable care that there is no damage or loss of any equipment on loan to me from Lalor North Secondary College
- recognise that Electronic Communications sent through or stored on Lalor North Secondary College's network will be treated as Lalor North Secondary College related and may be monitored or examined by the College Principal or her/his authorized delegates for operational, maintenance, compliance, auditing, security or investigative purposes
- support the rights of copyright owners
- not publish, send, access or distribute material in any manner contrary to law, including harassing, obscene, threatening, defamatory, racially vilifying, pornographic or unlawfully discriminatory material
- accept that my network user ID and password are for my personal use only and undertake to keep them secure and confidential
- not access the College network under the user ID and password of another person
- logout or lock the computer when I have to leave my computer unattended
- not send 'junk mail', for-profit messages, or chain letters using the College network
- treat electronic communications as official documents and apply appropriate etiquettes
- not install software on College computers unless authorised by the Principal or authorised representative of Lalor North Secondary College

## ***Staff Notebook Computers***

**As a recipient of a DEECD notebook computer, I shall:**

- recognise that the use of the notebook computer is in line with the Department of Education's "Acceptable Use Policy"
- bring the notebook computer to school every day for my use at school
- give other staff members priority access to other College computers where they have not been allocated a staff notebook computer
- report any damage to or loss of the notebook computer immediately to Administrator.
- save all official College documents onto appropriate staff areas of the College network backup regularly all data files on the notebook computer
- connect my notebook computer to the College network regularly to automatically update the virus detection software and windows security updates on the notebook computer
- share my computing skills with my colleagues and students
- maximise the use of ICT resources in teaching and learning in line with the College's eLearning Plan.

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## **Computer Rooms & Notebooks**

### **Loading Software**

The Network Administrator or authorized representative is the only person responsible for loading software on computers.

Requests for software must be made to the Network Administrator on the appropriate form located on the Intranet.

### **Faulty Equipment**

Staff must immediately report faulty equipment to the Network Administrator. This may be done by using the proforma available in the Staffroom, on the Intranet or in the IT office. Staff should encourage students to check equipment before use for damage and all staff must check equipment after use of damage.

### **Log on/Log off**

Ensure students log on with their own user name. Students must log off at the end of the class

### **Internet, Email & other Electronic Communications**

The Internet and Email is to be used for educational purposes only. Teachers must ensure that students do not breach the Student Acceptable Use Policy. Students who breach the Student Acceptable Use Policy will face the consequences as outlined in the agreement.

Students can purchase Internet and Print credit from the Office before school, at recess or lunchtime only

### **Extras & CRTs**

Classes are not to use computers or notebooks during extras or with CRTs unless there are clear and explicit instructions from the absent teacher. Computers are not to be used for recreational use when work is completed.

### **End of the Day**

Please ensure that all computers are switched off at the end of the day. This will extend the lifespan and improve the reliability of equipment.

## **Booking Computer Facilities**

### **How do I book the computers?**

1. Computer rooms and notebooks can be booked through the IT office or General Office (H1 notebooks)

2. You have a choice of the following facilities

| <b>Room</b> | <b>Number of computers</b> |
|-------------|----------------------------|
|-------------|----------------------------|

|     |    |
|-----|----|
| IT1 | 25 |
|-----|----|

|     |    |
|-----|----|
| IT2 | 25 |
|-----|----|

|    |    |
|----|----|
| A1 | 25 |
|----|----|

|    |    |
|----|----|
| C1 | 15 |
|----|----|

|         |               |
|---------|---------------|
| Library | 6 (notebooks) |
|---------|---------------|

|           |            |
|-----------|------------|
| IT office | (5 eeePCs) |
|-----------|------------|

|    |               |
|----|---------------|
| H1 | 9 (notebooks) |
|----|---------------|

(subject to changes and Timetable)

3. Select the required day, period and room

**NB: Before school and after school is available however students must be supervised at all times.**

4. Place the year level and your initials on the booking sheet

5. Staff may negotiate a room swap with anyone timetabled in a room with reasonable notice

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given. The Office must be informed of all room swaps (on the whiteboard).

### **I have booked a computer facility, what do I do now?**

1. The computer rooms should always be locked. If you don't have a key, obtain one from the facility from the General Office.
2. Is the software that you want to use available on all the computers? If not, see the Network Administrator about installing the software. Sufficient time must be given.
3. Have you utilised the program and planned accordingly?
4. Do you have other work for students to continue on with in the unlikely event that the Internet or Network is down?
5. Ensure students are supervised at all times and that they are using them appropriately.
6. Check for any damage prior to students using computers and after students have used computers.

### ***General Advice***

**There are various rules that need to be observed when using the computer rooms. Teachers must ensure that students at all levels do not disregard these rules.**

1. Computers are to be used for educational purposes only. Recreational use is not permitted.
2. NO food. NO drink and NO chewing gum near the computers or in the computer facilities
3. Students are not to enter a computer facility unless instructed by a teacher
4. Students should only print once. If their work has not printed they must seek teacher assistance.
5. Sufficient disk space will be allocated per student. Students are responsible for managing the contents of their own folder
6. Students are solely responsible for any data they have saved on the network. Lalor North Secondary College accepts no responsibility for lost or corrupted files.
7. The mouse, the monitor, the keyboard, the desktop or any other peripheral is not to be moved and placed elsewhere in the room, even if it is faulty.
8. Students are not to load or play games on the computers.
9. Students are to follow the Student Acceptable Use Policy.
10. Students are not to corrupt, change or delete files or applications on the computers.

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## ***Student Acceptable Use Policy – ICT & Mobile Devices***

### **When using the Internet, I agree to:**

- protect my privacy rights and those of other students by not giving out personal details including full names, telephone numbers, addresses and images
- use the Internet at school for educational purposes and use the equipment properly
- use social networking sites for educational purposes and only as directed by teachers
- not deliberately enter or remain in any site that has obscene language or offensive content (e.g. racist material or violent images)
- abide by copyright procedures when using content on websites (ask permission to use images, text, audio and video and cite references where necessary)
- think about how I use content posted on the Internet and not simply copy and paste information from websites
- not interfere with network security, the data of another user or attempt to log into the network with a user name or password of another student
- not reveal my password to anyone except the system administrator or classroom teachers
- not bring or download unauthorised programs, including games, to the school or run them on school computers
- talk to my teacher or another adult if:
  - I need help online
  - I feel that the welfare of other students at the school is being threatened by online activities
  - I come across sites which are not suitable for our school
  - someone writes something I don't like, or makes me and my friends feel uncomfortable or asks me to provide information that I know is private.

### **When I use my mobile phone, iPod or other mobile devices I agree to:**

- use it for learning purposes as directed by my teacher
- act responsibly and not use the device to find, create or send information that might be harmful, inappropriate or hurtful to me or anyone else.

### When using my mobile device as a camera/recording device I will:

- only take photos and record sound or video when it is part of a class or lesson
- seek permission from individuals involved **before** taking photos, recording sound or videoing them (including teachers)
- seek written permission from individuals involved **before** publishing or sending photos, recorded sound or video to anyone else or to any online space
- respect others when I talk to and work with them online and never write or participate in online bullying
- seek teacher permission before uploading any content to websites (e.g. blogs)

This Acceptable Use Policy for Mobile Devices also applies to students during school excursions, camps and extra-curricula activities.

### **There are various rules that need to be observed when using the computer rooms.**

- I will not load or play games on the computers.
- NO food. NO drink and NO chewing gum near the computers or in the computer facilities
- I will not enter a computer facility unless instructed by a teacher
- I will only print once. If my work has not printed I will seek teacher assistance.
- I am responsible for backing up and managing the contents of my own folder.
- I am solely responsibly for any data I have saved on the network. Lalor North Secondary College accepts no responsibility for lost or corrupted files.
- The mouse, the monitor, the keyboard, the desktop or any other peripheral is not to be moved and placed elsewhere in the room, even if it is faulty.
- I will use computers for educational purposes only. Recreational use is not permitted.
- I will not corrupt, change or delete files or applications on the computers.

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I acknowledge and agree to follow these rules. I understand that my access to the internet and mobile technology at school will be renegotiated if I do not act responsibly.

**I have read the Acceptable Use Policy carefully and understand the significance of the conditions and agree to abide by these conditions. I understand that any breach of these conditions will result in the Internet access privileges being suspended or revoked.**

**Student Name**

**Year Level**

**Student Signature**

**Parent Signature**

**Date**