ICT Acceptable Use Policy

Using a school owned device (SOD) or parent owned device (POD) at school comes with responsibilities. Adhering to these responsibilities helps contribute to a safe and productive learning environment.

Student Responsibilities
- Care and user maintenance of the device
- Use the device appropriately for educational purposes under the direction of their teachers
- Abide by laws governing the use of ICT within Western Australia and Australia

Student Responsibilities (Additional) – POD
When providing a parent owned device:
- Bring the device to school each school-day fully charged and ready for use

Guardian Responsibilities – POD
When providing a parent owned device:
- Ensure the device meets the school's minimum specification
- Ensure the device has appropriate security and anti-virus software installed.
  (Devices purchased from Stott Hoare have security and anti-virus software preinstalled.)
- Ensure the device has the school recommended minimum software applications installed.
  (The list of applications is available on the school website.)
  (Devices purchased from Stott Hoare have the minimum software preinstalled or provide links for the software to be installed at home.)
- Facilitate their child charging the device at home
- Check that their child brings the device to school
- Pursue warranty, repair, or insurance claims related to the device as necessary.
  (Where a device has been purchased from Stott Hoare, Stott Hoare are to be contacted directly by the owner of the device.)
- Monitor student access to the device at home

Network Access
The school will provide each student with a network account enabling school Wi-Fi and LAN access. While at school, both SOD and POD are not permitted to access any external network other than via the school Wi-Fi or LAN. The use of personal hot spots or mobile data are not permitted.

Students are only permitted to use their own network access credentials. Students are not permitted to divulge their network credentials to others. Students are not permitted to access material restricted by their account permissions.

Students are to use the internet in a safe and appropriate manner in line with Department of Education policy. Students are not permitted to access internet sites that contain illegal, offensive, pornographic, violent, or otherwise inappropriate material.

Students are not permitted to use the school internet to contact people, or post messages, outside of the school community unless curriculum related and for educational purposes. The use of Social Media at school is not permitted. Social Media sites include, but are not limited to: Facebook, Twitter, Instagram, TikTok, Snapchat, Discord and YouTube (YouTube videos may be viewed with teacher permission, leaving comments and posting videos without permission are not permitted).

Parents who want to communicate with their child while at school, must contact the school directly and not the child. In that way, parents reinforce the use of the school provided network for only educational purposes, and avoid distracting students from their classwork.

The bandwidth and data use of the provided school network must be respected. The use of streaming services or downloading for personal use is not permitted via the school network. This includes, but is not limited to: video streaming services, and torrent software.

Failure to abide by these conditions will invoke an appropriate behaviour management response.

Printing – POD
The school will provide facilities to submit electronic copies of work to teachers. Printing facilities from POD will not generally be available at school.

Charging - POD
The school is not equipped to provide mass recharging facilities for PODs. Charging of the device must occur at home. Devices must be brought to school fully charged each school-day.

Handling and Care - POD
The school recommends storing the POD in the student's school bag to avoid having multiple bags.

A protective water proof sleeve, or inbuilt bag compartment, should be considered to store the POD. Liquid should not be stored in the same bag section as the POD to minimise the risk of damage.

Security
Both SOD and POD must have suitable anti-virus and security software installed and activated.

Software - SOD
Students are only permitted to install software on a school owned device when given direct instruction from a staff member. When changing settings care must be taken to avoid impacting other students who may use the device.

Digital Recording
Students are not permitted to photograph, video and/or audio record other people at school without both the teacher's and subject's permission. This is also dependent on photographic and media permissions held by the school.

Students are not permitted to post or distribute recordings without explicit consent from both the teacher and the people recorded.

Consequences
Breaches of this agreement will be dealt with in accordance with the Managing Student Behaviour Policy.

Breaches may also result in the loss of network and internet access.

Breaches may also result in confiscation of a POD, and the prohibition of the use of a POD. Confiscated devices will be held by an Associate Principal and made available for collection at the school by the parent owner. The student responsible for such actions will not be permitted to use the device at school.