



**HIGHVIEW COLLEGE
GENERAL ICT POLICY**
Person Responsible – ICT Manager
(Reviewed in even years)

Introduction

The purpose of this document is to establish Highview College expectations in an online environment as a representative of this school. This policy covers all types of ICT resources.

ICT Resources Usage

All users are expected to take proper care of the laptop provided by the school. This means keeping it safe by using the protective sleeves provided and storing the charger appropriately. If your laptop is physically damaged or you lose your charger, you may have to pay a fee to have the damage repaired or parts replaced.

Your use of the Highview Internet and other ICT resources may be monitored. Downloads on the school network must be work-related and kept to a minimum. Repeated instances of high usage will be examined and there may be consequences if the usage is deemed inappropriate.

Maintaining ICT Security

You are expected to keep your passwords confidential at all times. Care should be taken to avoid getting malware or viruses on your computer by not opening illegitimate emails or downloading content from unknown websites. If you think your password has been compromised or you have harmful programs on your computer, please report it to the IT department immediately. You are responsible for backing up your personal data, either to the area on the College system designated for your use or on a personal memory device.

Social Media and Cyberbullying

Highview aims to provide a safe and inclusive environment for everyone and all forms of cyberbullying will be dealt with very seriously.

Cyber bullying includes actions such as spreading malicious rumours about a person or directly insulting them, sending cruel or harmful messages to people, disrespecting someone's privacy, posting pictures of people with derogatory comments, among other things. This applies to all forms of social media including Facebook, Twitter, Snapchat and Instagram.

Any reported instances of cyber bullying will be investigated and reported to the appropriate people, including parents/guardians and possibly police.

Responsible Use

As a safe and responsible users of the mobile device users will:

Log onto the mobile device only with their own user name and not allow anyone else to use the mobile device.

Use ICT resources carefully as they have full access to Highview ICT resources including email both within the College and externally. External home access will, of course, be dependent on internet connections at that location and, for students, parental agreement to allow access, and the College takes no responsibility for these provisions.

While using the mobile device will not have any involvement with any ICT material or activity which might put themselves or anyone else at risk (e.g. bullying, harassment, security of personal information, etc).

Use the mobile device at the times that are permitted during the school day and, for students, understand that it is the right of an individual teacher to govern when and how the mobile devices are used within their learning area. Also that the mobile device should not interfere with the learning of themselves or others.

Never access or attempt to access:

- inappropriate or objectionable material
- download, save or distribute such material by copying, storing, printing or showing it to other people
- share any inappropriate or objectionable material with others or explain to others methods of accessing such material
- Or make any attempt to get around (bypass) security, monitoring and filtering that is in place at the College

If inappropriate material is accidentally accessed, users will:

- not show others
- turn off the screen or minimise the window and report the incident immediately

Any misuse the mobile device will be dealt with in accordance with the Highview Code of Conduct. At the discretion of the year level co-ordinator, mobile devices that are misused may be re-imaged.

Never download any files such as music, videos, games or programs at school without permission. This ensures the College complies with the Copyright Amendment Act 2006. Anyone who infringes copyright may be personally liable under this law. At home for students it is the parents' reasonability to ensure that there no breaches to copyright law. This also applies to any privately owned ICT equipment /device brought to school or a school related

activity. Any images or material on such equipment or devices, must be appropriate to the College environment.

Where due cause is shown, the College reserves the right to confiscate any device that is on the College property whilst the user is on site. The school takes no responsibility for the safe keeping of privately owned ICT equipment brought to the school or a school related activity.

Must seek permission before giving out any personal information (including photos) online about myself or any other person. And must also get permission from any other person involved. Personal information includes name, address, email address, phone numbers, and graphics. Personal privacy is extremely important and any breach will be dealt in accordance with the Highview Code of Conduct.

Accepts that Highview College monitors all Internet, internal network traffic, email and material sent and received using the College's ICT network. Excessive use of internet downloads will be reported.

Responsibly use the administrator account access on their mobile device to install any applications or devices they legally own. Understanding that:

- Installing other applications can significantly reduce the performance of the mobile device.
- Highview College will not take any responsibility for personal applications, and will not guarantee that they will work on the mobile device or within the College network.
- One of the routine solutions for solving technical problems is to re-image the machine with the College's standard image, and the College takes no responsibility for the backup of applications or data and that the mobile device will be returned to the software state in which it was provided

Take responsible general care of the mobile device including:

- Charging the battery in preparation each day
- Backing up data to the College's servers or external device.
- Carry the mobile device in the supplied sleeve at all times, including as you move around the College, and to and from the school
- Ensuring the security and safety of the mobile device

Take the mobile device home with them every night and at weekends. Highview College takes no responsibility for mobile devices left at school

Report all damage to the ICT staff immediately. It is expected that technology will be respected and looked after as if it was personal property

Take all reasonable steps to prevent damage to the device. If the damage to the device is not covered by insurance, users may be required to pay for the repairs. All accidental damage may be subject to a **\$100** excess per claim with a maximum of one claim per calendar year. Repairs not covered by insurance or warranty are on a fee for service basis. If the device is damaged more than once in one calendar year, the user will be responsible to pay the repair cost.

Accept that the total cost of the Device Provisioning and Support fee for students is \$720 for Year 7, 8 & 9 and \$860 for Years 10, 11 & 12, which will be charged to each child's school fees across 12 payments.

If users wish to purchase the device at the end of three years, the \$80 buyout fee must be paid in full, and the device returned to the college IT Department for removal of school software.

If a user leaves Highview College during the three year support life of the mobile device they will be required to pay any owing balance of the Device Provisioning and Support fee.

Acceptance

It is a requirement of enrolment/employment that you abide by these ICT guidelines both inside and outside the school environment.

Policy designed by Daniel Smith – 2014
Updated by Daniel Smith – 2016
Updated by David Delves – 2018
Due for Review – March 2020