



Acceptable Use of ICT Policy

Purpose:	The purpose of this policy is to manage the appropriate use of information, communication and technology and social media services by students and employees at school.	
Scope:	Students and employees, including full-time, part-time, permanent, fixed-term and casual employees, as well as contractors, volunteers and people undertaking work experience or vocational placements.	
Status:	Approved	Supersedes: 30/05/2019
Authorised by:	Principal	Date of Authorisation: 20/05/2021
References:	<ul style="list-style-type: none">• Australian Education Regulations 2013 (Cth) s44(2)(d)• The Rainforest School Student Anti-Discrimination, Bullying & Harassment Policy• The Rainforest School Positive Behaviour Management Policy• The Rainforest School Privacy Policy	
Review Date:	Every 2 years	Next Review Date: May 2023
Policy Owner:	Principal	

Policy Statement

All students and employees at The Rainforest School have the right and responsibility to utilise ICT services as essential teaching, learning and business tools. The Rainforest School expects this technology to be utilised to its full capacity to provide the most valuable learning and teaching environment to the benefit of all. The Rainforest School also expects students and employees to demonstrate acceptable use via safe, lawful and ethical behaviour whenever using ICT services.

This Policy applies to the management of all types of ICT services, as defined in the “Definitions” section below. This Policy also applies on the school premises, as well as during school activities, such as excursions, camps and extra-curricular activities whenever The Rainforest School ICT services are utilised.

The Rainforest School reserves the right to restrict employee or student access to ICT services if access and usage requirements are not met or are breached. However, restricted access will not disrupt the provision of the educational program within the school. Employees and students should also note that breaches of this Policy may result in disciplinary action or criminal proceedings.

Definitions

- **ICT** – means information, communication and technology.
- **ICT services** – includes but is not limited to ICT networks, systems, facilities and devices, as defined below and includes those owned, leased or otherwise used by the school.
- **ICT facilities and devices** – includes but is not limited to computers (including desktops, laptops, netbooks, palm and handheld devices, PDAs, tablets, eBook readers and related devices such as monitors, keyboards and mice), telephones (including mobiles, iPhones and smart phones), removable media (such as USBs, DVDs, BluRays and CDs), radios or other
- high frequency communication devices (including microphones), television sets, digital or analogue players and records (including DVD, Blu-Ray and video), cameras, photocopiers, facsimile machines, printers (and other imaging equipment such as scanners), Smartboards, projectors and screens, teleconferencing devices.



- **ICT network and systems** – electronic networks, internet, email, web mail, social media, fee-based web services, software, servers.
- **Personal electronic devices** – includes all types of mobile and smart phones, laptops, tablets, cameras and video recorders, hand-held game devices, music devices, USBs, PDAs, eBook readers, other palm and handheld devices and other equipment, as determined by the school, and owned by students.

Responsibilities

School Responsibilities

The Rainforest School acknowledges its responsibility to:

- Develop and implement this Policy to ensure the full utilisation of ICT services and social media services as essential teaching, learning and business tools within acceptable use parameters;
- Communicate this Policy to students, parents and employees;
- Keep appropriate records, monitor and report on any issues related to inappropriate ICT services;
- Encourage students, parents and employees to contribute to a healthy school culture.

Employee Responsibilities

At The Rainforest School employees have a responsibility to:

- Uphold the school's Policy on this issue via their own safe, lawful and ethical use of ICT services and social media services;
- Provide guidance and model appropriate behaviour for use of ICT services in the classroom,
- Take reasonable steps to prevent and appropriately respond to any instances of inappropriate use by students of ICT services.

Student Responsibilities

At The Rainforest School students have a responsibility to:

- Uphold the School's Policy on this issue by ensuring the appropriate use of ICT services via safe, lawful and ethical behaviour;
- Report any breaches of this Policy to their teacher or the principal.

Implementation

All students and staff at our school will – at some stage – have access to the internet;

- We will help children to develop the skills necessary to filter, analyse, interpret and evaluate online content;
- The Principal will liaise with employees and technical support technicians to ensure all devices are running to a good standard with web filters at settings which are appropriate for the users' age levels;
- The School undertakes to ensure that information published on the Internet by children or the school meets legal requirements and standards of best practice within the community in relation to safety and decency;
- Student's access the internet will be supervised and moderated by a Teacher;
- All students shall be made aware of their responsibility for notifying their teacher of any inappropriate material so that access can be blocked;
- All employees shall be made aware of their responsibility to evaluate material and programs used in learning programs, prior to their use, to ensure they do not expose students to inappropriate content;



- The school's educational program will include regular lessons with strategies to enable children to keep themselves safe online, understand online etiquette and what to do if they experience cyberbullying;
- When it is necessary to identify students, only their first name will be used;
- The Rainforest School does not condone the use of violence for the purposes of entertainment in online material, games or social environments.

Students are able to gain access to the school's Internet system by using TRS laptop computers while being supervised by staff.

- Laptops can only be used when directed by a teacher and for a specific learning purpose.
- Laptops cannot be used before or after school or during designated breaks, unless approved by a teacher.
- Laptops cannot be used to access sites such as YouTube or Soundcloud, unless approved by a teacher.
- Laptops must never be used to access TikTok, kik, SnapChat, Tumblr and other apps/sites that pose a high risk of exposure to inappropriate content and interaction with strangers.

Students should be aware that when using TRS computers and Internet they are agreeing to the following:

- Only software purchased or approved by the school, and installed by the school, can be used on school equipment. It is illegal to copy copyrighted software contrary to the Licence Agreement. No software or data on the school computer system may be copied. Printing from CD-ROM or downloading and printing from the Internet is allowed for the purpose of school related study and research. Abuse or deliberate misuse of computer equipment will result in consequences as decided by the Principal.
- Deliberate attempts to seek or use material that is illegal or which would be regarded by reasonable persons, as offensive is not permitted. The school administration has the final say in deciding what is or is not offensive in the school context, but will be guided by Section 85ZE of the Commonwealth Crimes Act that states that a person shall not knowingly or recklessly: 'Use telecommunication services supplied by a carrier in such a way as would be regarded by reasonable persons, as being in all circumstances, offensive.' Use of the Internet in an offensive manner can result in criminal prosecution.
- Students should be aware that all Internet access will be logged.
- If students are found misusing their access to the Internet or email by, for example, sending chain letters or abusive letters or accessing offensive material there will be clear consequences, and access to the network will be denied for a period specified by the Principal.
- The school is particularly concerned that school's computers are not used for bullying or harassing another student. Students found using the school's system or any non-school electronic device, including mobile phones, for cyber bullying should expect severe consequences, up to and including exclusion from the school community.
- Students are expected to always respect the privacy and ownership of others' work. This includes not plagiarising information they find on the Internet and presenting it as their own work, or copying work of other students, with or without permission, which is held in students' computer files.



Version Control

Approval Details

Approval authority	Principal
Version Number	2
Date for next review	May 2023

Modification History

Version no.	Approval Date	Implementation Date	Details
2.	20/05/2021	21/05/2021	This version has amendments in the following sections: <ul style="list-style-type: none">• Employee Responsibilities• Student Responsibilities• Implementation