Student access to the department's ICT Facilities and BYOx Devices

The Smart Classrooms strategy underpins the growth and improvement in innovative programs and resources in schools for teachers and students. Essential tools for providing these innovative educational programs are the intranet, internet, email and network services (such as printers, display units and interactive whiteboards) that are available through the department's/school's ICT network. These technologies are vital for the contemporary educational program provided in schools.

At all times students, while using these ICT facilities and devices, will be required to act in line with the requirements of the Code of School Behaviour and any specific rules of their school. In addition students and their parents should:

- understand the responsibility and behaviour requirements (as outlined by the school) and is available by accessing the school's ICT network facilities
- ensure they have the skills to report and discontinue access to harmful information if presented via the internet or email

Be aware that:

- access to ICT facilities and devices provides valuable learning experiences for students and supports the school's teaching and learning programs
- ICT facilities and devices should be used appropriately as outlined in the Code of School Behaviour
- students who use a school's ICT facilities and devices in a manner that is not appropriate may be subject to disciplinary action by the school, which could include restricting network access
- despite internal departmental controls to manage content on the internet, illegal, dangerous or offensive information may be accessed or accidentally displayed
- Teachers will always exercise their duty of care, but avoiding or reducing access to harmful information also requires responsible use by the student.

Authorisation and controls

The principal reserves the right to restrict student access to the school's ICT facilities and devices if access and usage requirements are not met or are breached. However restricted access will not disrupt the provision of the student's educational program.

The Department of Education and Training monitors access to and usage of their ICT network. For example, email monitoring will occur to identify inappropriate use, protect system security and maintain system performance in determining compliance with state and departmental policy.

The department may conduct security audits and scans, and restrict or deny access to the department's ICT network by any personal BYOx device, if there is any suspicion that the integrity of the network might be at risk.

Uncontrolled copy. Refer to the Department of Education and Training Policy and Procedure Register at http://ppr.det.qld.gov.au to ensure you have the most current version of this document. - effective January 2017
Responsibilities for using the school's ICT facilities and BYOx devices

• Students are expected to demonstrate safe, lawful and ethical behaviour when using the school’s ICT network as outlined in the Responsible Behaviour Plan for Students.
• Students are to be aware of occupational health and safety issues when using computers and other learning devices.
• Parents/guardians are also responsible for ensuring students understand the school's ICT access and usage requirements, including the acceptable and unacceptable behaviour requirements.
• Parents/guardians are responsible for appropriate internet use by students outside the school environment when using a school owned or provided devices.
• The school will educate students regarding cyber bullying, safe internet and email practices, and health and safety regarding the physical use of ICT devices. Students have a responsibility to behave in line with these safe practices.
• Use of the school's ICT network is secured with a user name and password. The password must be difficult enough so as not to be guessed by other users and is to be kept private by the student and not divulged to other individuals (e.g. a student should not share their username and password with fellow students).
• Students cannot use another student or staff member's username or password to access the school network, including not trespassing in another person's files, home drive, email or accessing unauthorised network drives or systems.
• Additionally, students should not divulge personal information (e.g. name, parent's name, address, phone numbers), via the internet or email, to unknown entities or for reasons other than to fulfil the educational program requirements of the school.
• Students need to understand that copying of software, information, graphics or other data files may violate copyright laws without warning and be subject to prosecution from agencies to enforce such copyrights.

Students Responsibilities for using a BYOx device

• Prior to any BYOx device being used approval is sought from the school to ensure it reflects the department's security requirements.
• Students are responsible for the security, integrity, insurance and maintenance of their BYOx device.
• All files are to be scanned using appropriate virus software before being downloaded to the department's ICT network.
• Follow any advice provided on best security requirements e.g. password protection (see iSecurity site for details).
• Students and parents are to employ caution with the use of BYOX devices particularly as these devices can store significant numbers of files some of which may be unacceptable at school e.g. games and ‘exe’ files. An ‘exe’ file ends with the extension ‘.exe’ otherwise known as an executable file. When they are selected they can install programs which may start unwanted processes.
• Any inappropriate material or unlicensed software must be removed from BYOx devices before bringing the device to school and such material is not to be shared with other students.
• Inappropriate use will lead to the personal device being confiscated by school employees, with its collection/return to occur at the end of the school day where the BYOx device is not required for further investigation.

Acceptable/appropriate use/behaviour school's ICT facilities and BYOx devices by a student

It is acceptable for students while at school to:
• assign class work and assignments set by teachers
• develop appropriate literacy, communication and information skills
• authoring text, artwork, audio and visual material for publication on the intranet or internet for educational purposes as supervised and approved by the school
• conduct general research for school activities and projects
• communicate or collaborate with other students, teachers, parents or experts in relation to school work
• access online references such as dictionaries, encyclopaedias, etc.
• Research and learn through the department's eLearning environment
• be courteous, considerate and respectful of others when using a school ICT facilities and BYOx device
• switch off and place the device out of sight during classes, where these devices are not being used in a teacher directed activity to enhance learning.
Unacceptable/inappropriate use/behaviour school's ICT facilities and BYOx devices by a student

It is unacceptable for students while at school to:
• use the school ICT facilities and BYOx device in an unlawful manner
• download, distribute or publish offensive messages or pictures
• use of obscene, inflammatory, racist, discriminatory or derogatory language
• use language and/or threats of violence that may amount to bullying and/or harassment, or even stalking
• insult, harass or attack others or use obscene or abusive language
• deliberately waste printing and internet resources
• damage school computers & personal BYOx devices, printers or network equipment
• commit plagiarism or violate copyright laws
• ignore teacher directions for the use of social media, online email and internet chat
• send chain letters or spam email (junk mail)
• knowingly download viruses or any other programs capable of breaching the department's networks security
• use in-device cameras anywhere a normal camera would be considered inappropriate, such as in change rooms or toilets
• invade someone's privacy by recording personal conversations or daily activities and/or the further distribution (e.g. forwarding, texting, uploading, Bluetooth use etc.) of such material
• using (including those with Bluetooth functionality) to cheat during exams or assessments
• take into or use BYOx device at exams or during class assessment unless expressly permitted by school employees.
• using personal 3/4G
• use BYOx device for private use before or after school, or during recess and lunch breaks
• seek teacher's approval where they wish to use a BYOx device under special circumstances.
• No handling or using another student's BYOx device. Students will be held responsible for the wilful and deliberate misuse or inappropriate behaviour resulting in damage to another student's device.
• DOWNLOADING Software, Games, Music, Images and Files not relevant to study
• ACCESSING RESTRICTED AREAS OF SERVER - Copying, Deleting or moving of System Files on the Server
Student:
I understand that the school’s information and communication technology (ICT) facilities and devices provide me with access to a range of essential learning tools, including access to the internet. I understand that the internet can connect me to useful information stored on computers around the world. While I have access to the school’s ICT facilities and devices: I will use it only for educational purposes; I will not undertake or look for anything that is illegal, dangerous or offensive; and I will not reveal my password or allow anyone else to use my school account. Specifically in relation to internet usage, should any offensive pictures or information appear on my screen I will close the window and immediately inform my teacher quietly, or tell my parents/guardians if I am at home.
If I receive any inappropriate emails at school I will tell my teacher. If I receive any at home I will tell my parents/guardians.

When using email or the internet I will not:
• reveal names, home addresses or phone numbers – mine or that of any other person
• use the school’s ICT facilities and BYOx device (including the internet) to annoy or offend anyone else.

I understand that my online behaviours are capable of impacting on the good order and management of the school whether I am using the school’s ICT facilities and devices inside or outside of school hours.

I understand that if the school decides I have broken the rules for using its ICT facilities and devices, appropriate action may be taken as per the school’s Behaviour Management Policy, which may include loss of access to the network (including the internet) for a period of time.

Consequences for Inappropriate Use
Breaching these conditions will result in the following:
• First breach - Two weeks denial of access to ICT network and/or Internet
• Second breach - One month denial of access to ICT network and/or Internet
• Third breach - Denial of access to ICT network and/or Internet for the semester

Consequences for further breaches of this agreement will be at the discretion of the Principal and could result in permanent removal of computer access.

Parent or Guardian:
I understand that the school provides my child with access to the school’s information and communication technology (ICT) facilities and devices (including the internet) for valuable learning experiences. In regards to internet access, I understand that this will give my child access to information on computers from around the world; that the school cannot control what is on those computers; and that a small part of that information can be illegal, dangerous or offensive. I accept that, while teachers will always exercise their duty of care, protection against exposure to harmful information should depend upon responsible use by students/my child. Additionally, I will ensure that my child understands and adheres to the school's appropriate behaviour requirements and will not engage in inappropriate use of the school’s ICT facilities and devices. Furthermore I will advise the school if any inappropriate material is received by my student/child that may have come from the school or from other students. I understand that the school does not accept liability for any loss or damage suffered to personal BYOx devices as a result of using the department's facilities and devices. Further, no liability will be accepted by the school in the event of loss, theft or damage to any device unless it can be established that the loss, theft or damage resulted from the school's/department's negligence.

I believe ____________________________________________ (name of student) understands this responsibility, and I hereby give my permission for him/her to access and use the school’s ICT facilities and devices (including the internet) under the school rules. I understand where inappropriate online behaviours negatively affect the good order and management of the school; the school may commence disciplinary actions in line with this user agreement or the Behaviour Management Policy. This may include loss of access and usage of the school's ICT facilities and devices for some time.

I have read and understood this procedure/policy/statement/guideline and the Code of School Behaviour. I agree to abide by the above rules / the procedure/policy/statement/guideline.
______________________________ (Student name) ____________________________ (Student signature)

_________________________________________ (Parent/Guardian's signature) ____________________________ (Date)

The Department of Education and Training through its Information Management (IM) Procedure is collecting your personal information in accordance with the Education General Provisions Act 2006 in order to ensure:
• appropriate usage of the school network
• appropriate usage of personal mobile devices within the school network.
The information will only be accessed by authorised school employees to ensure compliance with its Information Management (IM) Procedure. Personal information collected on this form may also be disclosed to third parties where authorised or required by law. Your information will be stored securely. If you wish to access or correct any of the personal information on this form or discuss how it has been dealt with, please contact your child's school. If you have a concern or complaint about the way your personal information has been collected, used, stored or disclosed, please also contact your child's school.