Information Technology Policy
&
User Agreements Form

Parents/Caregivers and Students must read and submit via parent's/caregiver's email address

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1. Plympton International College : Information Technology Policy

To assist us in enhancing learning through the safe use of information and communication technologies (ICTs), we request the reading of this document and submission of the **Information Technology Policy & User Agreements Form.**

At Plympton International College we have a digital learning program where students from year 7 to 12 are expected to bring a fully charged device to college every day to support their learning.

Year 5 & 6 students

We also recommend that students in year 5 and 6 bring a device. iPad devices are acceptable in these year levels.

It is both Department for Education and college policy that all students and parents/caregivers must read and submit online via our website the following **Information Technology Policy & User Agreements Form** (using the parent's/caregiver's e-mail address) before being granted access to the College network or computer systems.

If a student is living independently of their parents/caregivers or is 18 years of age or more, there is no requirement to obtain the signature of a parent/caregiver. Principals will make these determinations.

Rationale for Laptops in years 7 to 12:

The aim is that the use of personal digital devices will :

- Support and enable successful independent learning.
- Allow for students to collaborate with peers and teachers using media rich technologies.
- Engage students in a personal and differentiated learning journey.
- Provide 'Anywhere, anytime' learning.
- Encourage critical thinking and problem-solving while enabling students to develop their creativity.
- The ability to work with a wide variety of accessories and plug-ins.
- To access resources, complete assignments, personal organisation, researching information, producing documents and assessment pieces, analysing data, participating in surveys, producing videos, reading e-books, creating blogs, taking notes and attending scheduled events.

Digital Citizenship:

A focus of this initiative is digital citizenship, which is the responsible use of technology. Students will continue to learn digital skills, ethics, etiquette, and online safety. These are important aspects of participating in today's world.

Safe and Secure:

To maintain a safe and secure learning environment, a monitored filtered Internet connection is provided for students. When connected to the college's network, all data transmissions sent and received are monitored and logged by the Department of Education. This includes, but is not limited to, Internet history and email transmissions. Students are **not** permitted to use a personal broadband connection such as a 3G/4G phone network, or data. The use of a VPN (Virtual Private Network) is **not** permitted while using the college wifi network. These should be switched off upon arrival at the college. Students found to be inappropriately using or providing access to a mobile network will be addressed through the college's Student Management Policy.

Responsibility:

Students are solely responsible for their device. They must bring it fully charged to college. Similar to other personally owned items, Plympton International College is not liable for loss, damage, misuse, or theft of devices. Families are responsible for device repairs under warranty or through insurance policies. Accidental Damage Protection (ADP) insurance should be a priority when purchasing devices as devices do get broken. Purchasing a protective sleeve/carry case is recommended to help to protect the laptop from accidental damage like drops. It is expected that students will use a hard cover and keep their laptop in their school bag, which is designed to hold a laptop, when moving around the college. Students must not leave their devices at college and should take them home every day. Students should clearly label their device for identification purposes. Labels should not be easily removable.

Technical Support:

Resources will be provided to help students connect their device to the college network. Your child must be familiar with how to use their device. Teachers will incorporate the use of your child's device into learning. However, they will not provide technical support.

Device Requirements:
From 2023 Plympton International College will move away from the current BYOD program.

Students in years **7 – 12** are expected to bring their own fully charged laptop to school that meets the recommended requirements for laptop devices.

The College has aligned with HP to provide a laptop purchase program for families to buy devices for students who are **new** to the College, starting in **Year 7** in 2023, or for any students who wish to purchase a device through the HP program.

Year 5 & 6 students
We also recommend that students in year 5 and 6 bring a device. iPad devices are acceptable in these year levels.

Note that Apple MAC books and Chromebooks are **not recommended** due to issues connecting to the College networks and little support can be offered by on-site ICT staff.

The College's image, software, and settings, will be applied to the student devices and will be delivered directly to the school and then made available once the image and setup has been applied.

Governing Council has endorsed this program to ensure consistency across the College for both students and staff using the same devices.

The benefits of this move include:

- an easy and cost-effective way to purchase devices to save families time shopping around for a suitable laptop
- a uniformed device that will allow easy troubleshooting as everyone is using the same device
- quality devices to support the use of technologies across the College
- having a locked down device that is managed by PIC ICT staff

Insurance provisions
As part of the new laptop program, we highly recommend purchasing the Accidental Damage Protection (ADP). At time of purchase, you will be asked to register your interest in ADP and an email will arrive four days after the purchase date. These HP devices contain a touch screen that if broken can cost up to three quarters of the device's original cost to repair with parts and labour.

For any inquiries relating to laptop requirements or technical specifications can be addressed via the ICT help desk in the resource centre, contacted via the front office 8297 0488 or forwarded to the ICT department e-mail: **dl.0907.ictadmin@schools.sa.edu.au**

Mobile devices (Electronic Devices, Mobile Phones & Smart Watches):
We live in a very exciting time of innovation in technology. We acknowledge mobile and smart devices are an important communication tool between families and students. Policies are in place to ensure appropriate use of these devices and helping students to navigate the digital world.

There is a 'no mobile phone or other such device' policy during lesson time. All devices must be switched off during lessons and will only be used during lesson time when directed by their teacher for educational purposes.

Phones should be kept in lockers and may only be used during break times by secondary college students only. Any external communication needs to happen via the front office to ensure the safety of all students and limited interruption to learning.

Students may not use their mobile devices to make contact with their parents/care givers to organise to be collected from college. If unwell or injured students are required to report to their classroom or home group teacher who will then make contact with office personnel. Parents/care givers will be contacted regarding their child/children's illness or injury and to arrange for the child/children to be collected.

The college does not accept responsibility for lost or damaged student mobile devices.

For full Primary & Secondary Mobile Device Policies, see college website:
https://www.plymptoncollege.sa.edu.au/about-us/policies/mobile-phone-policy/

We thank families for their support of these policies to ensure the safe and responsible use of technology while at the college.

2. User Agreements Form

Part 1: Cyber-Safety User Agreement

Cyber-Safety at Plympton International College

Please read these pages carefully to check that you understand your responsibilities under this agreement.

The measures to ensure the cyber-safety of Plympton International College are based on our core values: responsibility, respect, innovation and excellence. To assist us in enhancing learning through the safe use of information and communication technologies (ICTs), we request this document be read and submitted online using your (caregiver's) e-mail address.

It is Department for Education and college policy that all students and their parents/caregivers submit the Information Technology Policy & User Agreements ***before*** using devices at the College**.** All students must have submitted this form in order be able to use the college ICT equipment, wireless network and their own personal devices.

Rigorous cyber-safety practices are in place, which include Cyber-Safety User Agreements for staff and students, who have been involved in the development of the agreement.

The computer network, Internet access facilities, computers and other ICT equipment/devices bring great benefits to the teaching and learning programs at Plympton International College and to the effective operation of the college. The ICT equipment is for educational purposes appropriate to this environment.

The overall goal of Plympton International College is to create and maintain a cyber-safety culture that is in keeping with our values and with legislative and professional obligations. The User Agreement includes information about obligations, responsibilities, and the nature of possible consequences associated with cyber-safety breaches that undermine the safety of the college environment.

Material sent and received using the network may be monitored and filtering and/or monitoring software may be used to restrict access to certain sites and data, including e-mail. Where a student is suspected of an electronic crime, this will be reported to the South Australia Police. Where a personal electronic device such as a mobile phone is used to capture images of a crime, such as an assault, the device will be confiscated and handed to the police.

While every reasonable effort is made by college and DfE administrators to prevent children's exposure to inappropriate content when using the department's online services, it is not possible to completely eliminate the risk of such exposure. In particular, DfE cannot filter Internet content accessed by your child from home, from other locations away from college or on mobile devices owned by your child. DfE recommends the use of appropriate Internet filtering software.

More information about Internet filtering can be found on the websites of the Australian Communications and Media Authority at http://www.acma.gov.au , NetAlert at http://www.netalert.gov.au , the Kids Helpline at http://www.kidshelp.com.au and Bullying No Way at http://www.bullyingnoway.com.au

Important terms:

'Cyber-safety' refers to the safe use of the Internet and ICT equipment/devices, including mobile phones.

'Cyber bullying' is bullying which uses e-technology as a means of victimising others. It is the use of an Internet service or mobile technologies - such as e-mail, chat room discussion groups, instant messaging, webpages or SMS (text messaging) - with the intention of harming another person.

'College ICT' refers to the college's computer network, Internet access facilities, computers, and other ICT equipment/devices as outlined below.

'ICT equipment/devices' includes computers (such as desktops, laptops), storage devices (such as USB and flash memory devices, CDs, DVDs), cameras (such as video and digital cameras and webcams), all types of mobile phones, gaming consoles, video and audio players/receivers (such as portable CD and DVD players), digital watches and any other, similar, technologies.

'Inappropriate material' means material that deals with matters such as sex, cruelty or violence in a manner that is likely to be injurious to children or incompatible with a school or preschool environment.

'E-crime' occurs when computers or other electronic communication equipment/devices (eg Internet, mobile phones) are used to commit an offence, are targeted in an offence, or act as storage devices in an offence.

Parents/caregivers play a critical role in developing knowledge, understanding and ethics around their child's safety and safe practices regardless of the time of day. Being cyber-safe is no exception and we invite you to discuss with your child the following strategies to help us stay safe when using ICT at college and after formal college hours.

1. I will not use college ICT equipment until my parents/caregivers and I have read and submitted my User Agreement Form.

2. I will use the computers and other ICT equipment only for my learning.

3. I will go online or use the Internet at college only when a teacher gives permission and an adult is present.

4. If I am unsure whether I am allowed to do something involving ICT, I will ask the teacher first.

5. If I have my own username, I will log on only with that username. I will not allow anyone else to use my username.

6. I will keep my password private.

7. I will use the Internet, e-mail, mobile phone or any ICT equipment only for positive purposes, not to be mean, rude or offensive, or to bully, harass, or in any way harm anyone else, or the college itself, even if it is meant as a joke.

8. While at college, I will:

- attempt to search for things online, attempt to access, download, save and distribute only age appropriate and relevant material. This would exclude anything that is rude or violent or uses unacceptable language such as swearing.
- report any attempt to get around, or bypass, security, monitoring and filtering that is in place at the college.

9. If I find anything that upsets me, is mean or rude, or that I know is not acceptable at our college, I will:

- not show others
- turn off the screen or minimise the window
- report the incident to a teacher immediately.

10. The college cyber-safety strategies apply to any ICTs brought to college.

11. To ensure my compliance with copyright laws, I will download or copy any files such as music, videos, games or programs only with the permission of a teacher or the owner of the original material. If I infringe the Copyright Act 1968, I may be personally liable under this law. This includes downloading files such as music, videos, games and programs.

12. I will ask my teacher's permission before I put any personal information online. Personal identifying information includes any of the following:

- my full name
- my address
- my e-mail address
- my phone numbers
- photos of me and/or people close to me.

13. I will respect all college ICT equipment and will treat all ICT equipment/devices with care. This includes:

- not intentionally disrupting the smooth running of any college ICT systems
- not attempting to hack or gain unauthorised access to any system
- following all college cyber-safety strategies, and not joining in if other students choose to be irresponsible with ICT
- reporting any breakages/damage to a staff member.

14. If I do not follow cyber-safety practices the college may inform my parents/caregivers. In serious cases, the college may take disciplinary action against me. My family may be charged for repair costs. If illegal material or activities are involved or e-crime is suspected, it may be necessary for the college to inform the police and hold securely personal items for potential examination by police. Such actions may occur even if the incident occurs off-site and/or out of college hours.

15. Computer games, music etc must not be brought from home and used on college computers.

16. While at the college or a college related activity, I will inform the teacher of any involvement with any ICT material or activity that might put me or anyone else at risk (e.g., bullying or harassing)

17. The college may monitor and audit its computer network, Internet access facilities, computers and other college ICT equipment/devices or commission an independent forensic audit. Auditing of the above items may include any stored content, and all aspects of their use, including e-mail.

18. Respect others' rights to privacy and do not take photos, film or audio records of other people without their knowledge or permission.

19. Mobile Data Networks (3G/4G/5G,etc) Not Permitted. Mobile networks can provide students with an unfiltered network within the college grounds. Parents/caregivers and students are to ensure these are disabled before arrival on site, as the college cannot take responsibility for content accessed through mobile networks. Students found to be inappropriately using or providing access to a mobile network will be addressed through the college's Student Management Policy.

20. Virtual Private Networks Not Permitted. The use of a VPN (Virtual Private Network) is not permitted while using the college wifi network. Students found to be inappropriately using or providing access to a mobile network will be addressed through the college's Student Management Policy.

Students of DfE ICT facilities must in addition to the Information Technology Policy & User Agreements, agree to the additional following terms and conditions for Office 365 ProPlus:

1. The Office 365 Service, including Office 365 Pro Plus is only to be used in relation to delivering curriculum objectives, and will **not** be used to store sensitive or personal information.
2. Personal computer operating systems and applications to be regularly updated.
3. Personal computers and mobile devices to run, and regularly update anti-virus/anti-malware.
4. Important information should be backed up on OneDrive and an External Storage Devices (USB Drive, etc).
5. Sensitive information should not be stored or used in conjunction with the Office 365 Service.
6. Users of the Office 365 Service are responsible for the information/data in their Office 365 account, including OneDrive, OneNote and email.
7. Students will need to back up their personal computer including all information / data prior to downloading and installing Office 365 Pro Plus.

I understand that Plympton International College will:

- Do its best to enhance learning through the safe use of ICT. This includes working to restrict access to inappropriate, illegal or harmful material on the Internet or on ICT equipment/devices at college or at college-related activities
- Work with children and their families to encourage and develop an understanding of the importance of cyber-safety through education designed to complement and support the Use Agreement initiative. This includes providing children with strategies to keep themselves safe in a connected online world
- Respond to any breaches in an appropriate manner
- Welcome enquiries at any time from parents/caregivers/legal guardians or children about cyber-safety issues.

My responsibilities include:

- Supporting the college's cyber-safety program by emphasising to my child the need to follow the cyber-safety strategies
- Contacting the principal or nominee to discuss any questions I may have about cyber-safety and/or this User Agreement.
- Discussing the information about cyber-safety with my child and explaining why it is important

Part 2 : Student I.T. User Agreement

Students must read this Student I.T. User Agreement in the company of a parent or caregiver unless otherwise directed by the principal.

I agree that I will abide by the College's I.T. device policy and that:

✓ I will use the department's Wi-Fi network for learning.

✓ I understand that I must **not** use a VPN (Virtual Private Network) when using the college wifi network, or any personal mobile network (phone data, personal wireless) to connect to the internet while at the college.

✓ I will use my device during college activities at the direction of the teacher.

✓ I will not attach any college-owned equipment to my mobile device without the permission of the college.

✓ I will use my own portal/internet login details and will never share them with others.

✓ I will stay safe by not giving my personal information to strangers.

✓ I will not hack or bypass any hardware and software security implemented by the department (DfE) or the college.

✓ I will not use my own device to knowingly search for, link to, access or send anything that is:

- offensive
- inappropriate
- threatening
- abusive or
- defamatory
- considered to be bullying.

✓ I will report inappropriate behaviour and inappropriate material to my teacher.

✓ I understand that my activity on the internet is monitored and recorded and that these records may be used in investigations, court proceedings or for other legal reasons.

✓ I understand software installations should be done at home and I am responsible for ensuring the operating system and all software on the device is legally and appropriately licensed.

✓ I acknowledge that the college cannot be held responsible for any damage to, or theft of my device.

✓ I understand and have read the limitations of the manufacturer's warranty on my device, both in duration and in coverage.

✓ I will use this device for educational & college related purposes only.

✓ In the event that I require the use of a college laptop due to my own device not being available, I am aware that signing and returning this form constitutes a commitment to pay in the case of damage or loss due to my negligence (as determined by the Principal). I will replace or pay the full cost of replacement of the damaged or lost equipment with equipment of equal value and functionality subject to the approval of college administration. College policies relating to the recovery of debts will apply.

Part 3: Video Conferencing: Student Agreement & Parental Consent

This agreement contains information outlining responsible use of video conferencing at Plympton International College.

Where necessary regular classes will occur via interactive video conferencing (i.e., virtual "face-to-face" lessons) in lieu of, or in addition to, "in-class" lessons. Video conferencing (VC) is a real-time interactive audio and visual technology that enables Teachers to provide instruction remotely. The VC system the college uses is Webex (www.webex.com), and Microsoft Teams, both meeting standards of encryption and privacy protection as deemed appropriate by the Department for Education South Australia.

Students are expected to show respect to all members of the college community in person and online – ensuring all college rules are followed at all times.

Students must behave in an ethical manner at all times when interacting and using video conferencing tools for learning. In addition, it is expected that students will follow the college values when conducting themselves and interacting online.

It is an expectation that students are to be in college uniform and follow all instructions of their teachers. This includes responsible behaviour during online class time.

The college will respond to any breaches of the behaviour codes described herein as per the college's existing behaviour management processes.

Students should have an understanding of and abide by the ***Digital Technology Policy and User Agreement*** (Available at: https://www.plymptoncollege.sa.edu.au/uploads/files/PIC_Student_CyberSafety_User_Agreement.August.2019.pdf).

Online sessions will be recorded where possible and uploaded for the class members to access at any time.

- I understand that using video conferencing is intended for educational purposes.
- I understand that every reasonable precaution has been taken by the college to provide for online safety.

Information Technology Policy & User Agreements Form

I have read and understood this Information Technology Policy & User Agreement and I am aware of the College's initiatives to maintain a cyber-safe learning environment.

Name of student.....

Group/Class .....

Signature of student ……Date……..

Name of parent/caregiver/legal guardian.....

Signature of parent/caregiver/legal guardian.....Date.....

Please note: This agreement will remain in force as long as your child is enrolled at this college. If it becomes necessary to add or amend any information or rule, you will be advised in writing.

PLEASE RETURN THIS SECTION TO THE COLLEGE AND KEEP A COPY FOR YOUR OWN REFERENCE.