



Avonside Girls' High School

Use of ICT Policy

The term 'ICT' used in this document, includes but is not limited to; computers (such as desktops, laptops, tablets, PDAs), storage devices (such as USB and flash memory devices, CDs, DVDs, floppy disks, iPods, MP3 players), cameras (such as video, digital, webcams), all types of mobile phones, gaming consoles, video and audio players/receivers (such as portable CD and DVD players), and any other, similar, technologies as they come into use.

This policy applies to all users of ICT at Avonside Girls' High School or connected to its network.

Goals

To enable the use of ICT within a safe physical and emotional environment.

To ensure that all users of ICT are respectful of self, of others, and of intellectual property.

Guidelines

1. The school's computer network, internet access facilities, computers and other school ICT equipment/devices are for educational purposes appropriate to the school environment. Staff may also use school ICT for professional development and personal use which is both reasonable and appropriate to the school environment. This applies whether the ICT equipment is owned or leased either partially or wholly by the school, and used on *or* off the school site.
2. The use of any privately-owned/leased ICT equipment/devices on the school site, or at any school-related activity must be appropriate to the school environment. This includes any images or material present/stored on privately-owned/leased ICT equipment/devices brought onto the school site, or to any school-related activity.
3. All members of the school community will have a personal password which must be kept confidential.
4. Staff have professional responsibility for the safety and wellbeing of students using the school's computer network, internet access facilities, computers and other school ICT equipment/ devices on the school site or at any school-related activity.
5. The users of school ICT equipment and devices must comply with the Copyright Act 1994 and any licensing agreements relating to original work. Users who infringe copyright may be personally liable under the provisions of the Copyright Act 1994.
6. The principles of confidentiality and privacy extend to accessing or disclosing information about staff, or students and their families, stored on the school network or any ICT device. (Privacy Act, 1993)
7. The school reserves the right to conduct an internal audit of its computer network, internet access facilities, computers and other school ICT equipment/devices. If deemed necessary, this audit will include any stored content, and all aspects of its use, including email.
8. All users are expected to limit wastage of computer resources or bandwidth. This includes avoiding unnecessary printing, unnecessary internet access, uploads or downloads.

I have read the school policy for use of ICT and agree to support it.

Parent/Caregiver:

Date:

Using ICT at Avonside – Student Agreement

1. I understand that the computer network is to enhance learning, and agree to use it for that reason.
2. I will be responsible for any ICT equipment which I bring to school, including my cellphone.
3. I will keep my password confidential by not sharing it with anyone.
4. I will try to be a good digital citizen: to show respect for myself, others, and intellectual property, and to be concerned for the safety of myself, others and intellectual property.
5. I agree to my network activity and any stored material being checked.
6. I will not eat or drink in any computer room.
7. I will try to limit any wastage which includes unnecessary printing, internet access uploads and downloads.

Student Signature:

Student Name: Date: