



Title: IT Acceptable Use Policy and Procedures for Students

Audience: Students, Parents, Staff

Summary: Rights and responsibilities of Students using the School's IT Equipment and Internet

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Distribution: Web / Internal/ Email

CONFIDENTIAL:

Username:

Password:

IT Acceptable Use Policy and Procedures

Please also refer to the TAS [Anti-Bullying Policy](#).

This Policy informs parents and students of our school's expectations when students are using devices and services. Students whose actions contradict this policy will be subject to the school's Discipline Policies.

POLICY STATEMENT

The use of computers, IT equipment, email, and the internet at The Armidale School (TAS) is provided to students in order to support their education and provide students with educational opportunities.

Acceptable use of Technology at TAS is guided by the following principles:

- Students must exercise good judgement and behave sensibly and respectfully when using Information and Communication Technologies (ICT), whether they are using school owned or student owned device.
- It is never acceptable to use digital devices to harass, bully or humiliate others or access inappropriate or explicit material. The School's Anti-Bullying Policy applies to social media, email, and all online communications.
- Student's online activity will be closely monitored and reported using "Cyberhound" software.
- Students are responsible for all online activity that occurs using their password.

The school reserves the right to capture, store and review all **online activity and content created or accessed via school provided services**. Such material is the property of the school.

CYBERHOUND

The School has installed "CyberHound" software, which tracks all activity on social media, the internet and applications. Students must be aware that their internet access through the School's network (including e-mails and social media use) is monitored.

Student safety is the highest priority at TAS. CyberHound identifies patterns of behaviour that indicates risks to students using evidence-based triggers from email, internet search activity, web browsing, chat and common social media platforms. Once a risk is identified, a small group of senior staff members are notified of the potential risk via a reporting/ alert system.

Similarly, if students are found to be accessing unlawful, inappropriate or explicit websites, engaging in online bullying or harassment or using inappropriate language, a report will be sent to a small group of senior staff.

Students should note that their online activity will not be disclosed to other staff or students unless required for legal, pastoral care/ wellbeing or disciplinary purposes.

RESPONSIBILITIES OF STUDENTS

Students have the following responsibilities:

- To care for their laptop and protect it from any malicious damage
- To bring the laptop to school each day for use in the classroom with the battery charged and digital files effectively managed.
- To replace or repair any damaged, lost or stolen laptop, charger or bag at their own cost.
- To return the school owned laptop and any inclusions such as power cords and case) in good order when they leave school.
- ensure that communication through Internet and email services is courteous and respectful at all times
- To keep their passwords confidential
- To inform the IT Department if they suspect they have received a computer virus or spam
- To inform their homeroom teacher or advisor if they receive communication that is inappropriate or makes them feel uncomfortable

Students will not, or will not attempt to:

- Engage in any illegal activities, including copyright violation, file sharing, torrenting and illegally downloading music or movies/ TV shows
- Allow others to use their passwords or personal accounts
- Have food or drink near their computer
- Disable settings for virus protection, spam and internet filtering that have been applied by the school and not attempt to evade them through use of proxy sites
- Deliberately use the digital identity of another person to send messages to others or for any other purposes
- Disclose personal information about another person (including name, address, photos, phone numbers)

When using ICT to communicate or publish digital content students will **never** include;

- unacceptable or unlawful material or remarks, including offensive, abusive or discriminatory comments.
- threatening, bullying or harassing material or make unreasonable demands.
- sexually explicit or sexually suggestive material or correspondence.
- or defamatory information about a person or organisation.

STUDENT AGREEMENT

I have read and discussed this IT Acceptable Use Policy and Procedures for Students, and

I agree to uphold these rules.

Signed _____ Date _____

Name of Student _____

Year _____