



Primary Only	Secondary Only	Combined Policy
<i>Both Campuses</i>	<i>Taylor's Hill Only</i>	Mernda only
Policy Type: Behavioural		

RATIONALE

The purpose of this agreement is to ensure that all use of Gilson College Information, Communications and Technology (ICT) resources are legal, ethical and consistent with the aims, values and objectives of the college and the responsibilities implied to the staff and students in its care. Gilson College is an institution charged with the safety and education of children; as a Christian institution its policies strive to provide the highest achievable ethical and moral standards. The college also has occupational health and safety obligations to employees and students, which must comply with State and Federal employment, anti-discrimination and sexual harassment laws. It is thus of paramount importance that the Gilson College ICT resources are used appropriately and professionally at all times.

IMPLEMENTATION

The following documentation needs to be read and signed by both the parent/guardian and the student before participating in the network at Gilson College.

This agreement is binding on ALL ICT resources utilised within the environments of Gilson College.

All ICT resources purchased on behalf of parents by Gilson College, remain the property of the College until payment has been received and ownership has been transferred in writing via this agreement as well as all receipts for payment.

General usage:

- Students must adhere at all times to the Gilson College – Mernda Acceptable Use Agreement(AUA) that operates under the requirements of the Acceptable Use Policy. The AUA is signed at Registration annually. This includes use of self-purchased ICT resources within the school environments
- Students will be required to bring their ICT resources to school fully charged every day. Battery management is the responsibility of each student, who should ensure that sufficient battery life is available for the anticipated usage each day. Students should not expect to have access to power points for recharging throughout the day
- Students must carry their ICT resources, including self-purchased ICT resources, in an approved protective case at all times. The basic carry case provided with the ICT resources purchased through the school affords some level of protection against drops, knocks and minor liquid spills. Parents may wish to provide their child with a more robust protective case
- Only applications that are available via Self Service should be installed on the ICT resources. All applications, games, music, movies and software on the ICT resources must be legitimate and legally licensed, complying with the Guidelines for Classification of Films and Computer Games. The school cannot permit students to use illegal software or applications. Unauthorised copying of software, applications or information

- belonging to others is prohibited and will be deleted from the student's ICT resources/s.
- Parents are expected to monitor the use and installation of any non-school required applications that are loaded on to the ICT resources at home, to ensure that any private applications are age appropriate. Students are encouraged to use social networking tools during school contact hours **when instructed** by the duty educator.
- Deliberate attempts to avoid the school's restrictions of access to sites deemed inappropriate is forbidden and will be dealt with under the school's discipline policy and procedures. **Under no circumstances are ICT resources to be 'jailbroken' or use virtual private networks (VPN).**
- **The set up, configuration and profiles of the ICT resources/s are not to be changed.** Students may install (where applicable) home printer drivers and configure the ICT resources for access to home networks or home Internet Service Providers after consultation with the Information Technology Team. However, it is the responsibility of the student to ensure that the ICT resources/s remain in a state ready to be connected to the school network
- ICT resources that are hacked will be reset without notice. Reformatting of the ICT resources will be undertaken when deemed necessary by Gilson College – Mernda teachers, leaders or Information Technology Team. Reformatting will cause all applications and files on the ICT resources to be erased and the ICT resources will be returned to its original state
- The school will not repair ICT resources. Parents are advised to add school or personally purchased ICT resources to home contents insurance policy
- ICT resources will be secured in student desks or tubs in a locked classroom (Yr. 4–6) or in student's locked book lockers (Yr. 7–11) whenever they are not in the student's direct possession. ICT resources should not be left unattended in bags and classrooms. Students will not be permitted to use their ICT resources during recess and lunchtime unless under the direct supervision of a school staff member for an educational purpose
- Students are encouraged to store private or sensitive information and transfer personal photos, music and non-school apps to another location, such as iCloud, Google Drive or other ICT resources. Schoolwork is not to be deleted without teacher permission
- Students are responsible for backing up personal data on a regular basis as well as integrity of the data on their ICT resources
- The student is responsible for the appropriateness and scanning of all files and data stored on the ICT resources, including all data contained within cookies, caches and temporary Internet storage areas
- **Students MAY take photos or videos of other students or staff with their express permission.** Students must not have unauthorised material, such as photos or video, in their possession or upload unauthorised material to any website, social media site, network or private or public storage area intended to defame an individual, organisation, association, company and business. Students may not pass unauthorised material to other people
- Misuse of the ICT resources and breaches of the AUP may result in apps being deleted, email messages, electronic documents and records may be retrieved from back-up systems and organisations and/or the equipment being confiscated. Parents will be required to attend the school to collect the ICT resources

Transport to and from school:

- ICT resources must be carried in a school bag at all times
- ICT resources **must always be carried in its case.** This minimises the chance of damage
- As the student travels to and from school, they should avoid putting their school bag on the ground

At home the following is recommended for care of your ICT resources:

- The ICT resources should be kept away from the eating area, food and drink. Students are advised to refrain from eating food or drinking when using the ICT resources at home
- The ICT resources should be kept away from hot or cold surfaces
- The power cord should be used whenever possible to avoid the battery being run down
- The ICT resources should be charged overnight to ensure a full battery for school use the next day
- The ICT resources should be stored flat
- Solvents should not to be used to clean the ICT resources
- The ICT resource is for the sole use of the student named in the agreement

Loss/Damage/Theft of iPad ICT resources:

- With the knowledge and permission of the classroom teacher, students must report immediately to the Gilson College – Mernda IT team any malfunctions of ICT resources/ s. A technician will determine if the fault is in the ICT resources hardware, software or the school’s support infrastructure e.g. the wireless network
- If the fault is found to be in the ICT resources hardware, parents, (as the student’s representative) will be responsible for repair of the fault
- To ensure the 12-month warranty is not voided, it is recommended that broken screens be replaced with genuine Apple parts. NOTE: Replacing screens with non-Apple parts voids the warranty. If this occurs and a ICT resources is found to be unrepairable, parents will be asked to purchase another ICT resources at their own expense

We acknowledge that we have read, and agree to abide by the guidelines outlined above.

Parent / Guardian Name

Signature

Date _____

Student Name:

Signature

Date _____

This policy was shared with staff on

This policy was ratified by the College Council on

This policy was updated on June 28, 2017

This policy is to be reviewed by June, 2018