



**YOS Independent School**  
Lawnton and Riverview Campuses  
(Queensland Non-State Independent School)

<b>ACCEPTABLE USE OF ICT POLICY FOR STUDENTS</b>		<b>CODE: ICT2020</b>
<b>Scope of Application:</b>	YOS Independent School students and staff	
<b>Filing Instructions:</b>	F:drive - <a href="#">F:\Programs\Independent Schools\Master School Folder\Current Policies and Procedures\Finalised Policies and Procedures</a>	
<b>Related policies:</b>	<ul style="list-style-type: none"> <li>• <a href="#">The Salvation Army Digital Communications and Social Media Policy</a></li> <li>• <a href="#">The Salvation Army Privacy Act Compliance Policy</a></li> <li>• <a href="#">The Salvation Army Information Security Policy</a></li> <li>• <a href="#">YOS Independent School Acceptable Use of Personal Electronic Device Policy</a></li> <li>• <a href="#">YOS Independent School Student Bullying Policy and Procedure</a></li> <li>• <a href="#">YOS Independent School Positive Behaviour Policy</a></li> <li>• <a href="#">YOS Independent School Restorative Justice Framework</a></li> <li>• <a href="#">YOS Independent School Privacy Policy</a></li> <li>• <a href="#">YOS Independent School Copyright Policy</a></li> </ul>	
<b>Forms</b>	<a href="#">Student Internet and Email Agreement</a>	

**Change record / revision history:**

Version	Prepared/ reviewed by	Date reviewed	Current Version	Approved by	Authorised by	Review date
1.1	Helen Boardman	18/12/2018	No	Darren McGhee	Thomas Austin	December 2020
1.2	Helen Boardman	Amendments: 24/4/2020	No			December 2020
1.3	Helen Boardman	8/12/2020	No	Rish Lefterys	Rish Lefterys	Sept 2021
1.4	Helen Boardman	15/09/2021	Yes	Shontell Dougherty	Rish Lefterys	December 2022



## **Purpose**

The purpose of this policy is to manage the appropriate use of information, communication and technology (ICT) services by students at school.

Please note that school staff also need to refer to and comply with The Salvation Army's [Digital Communications and Social Media Policy](#) as part of this school policy.

## **Policy Statement**

All students at YOS Independent School have the right and responsibility to utilise ICT services as essential teaching, learning and business tools. YOS Independent Schools expects this technology to be utilised to its full capacity to provide the most valuable learning and teaching environment to the benefit of all. YOS Independent School also expects students to demonstrate acceptable use via safe, lawful and ethical behaviour whenever using ICT services.

This Policy applies to the management of all types of ICT services, as defined in the "Definitions" section below. This Policy also applies on the school premises, as well as during school activities, such as excursions, camps and extra-curricular activities whenever YOS Independent School's ICT services are utilised.

YOS Independent School reserves the right to restrict employee or student access to ICT services if access and usage requirements are not met or are breached. However, restricted access will not disrupt the provision of the educational program within the school. Employees and students should also note that breaches of these policies may result in disciplinary action or criminal proceedings.

## **Unacceptable and Acceptable ICT Activities**

YOS Independent School's use of ICT services imposes certain responsibilities and obligations on all Users. Acceptable use must be legal and ethical. Acceptable use demonstrates respect for intellectual property, ownership of information, network system security mechanisms, and individuals' rights to privacy and freedom from intimidation, harassment and unwarranted annoyance.

Acceptable activities reflect the purpose, goals, and mission of The Salvation Army while complying with each User's work duties and responsibilities. Personal use of The Salvation Army's Internet and email is allowed, provided such use is reasonable in duration, does not raise costs for The Salvation Army and complies with TSA's Digital Communications and Social Media policy



## Unacceptable Activities

The following list, though not exhaustive, provides examples of unacceptable uses:

1. engaging in any illegal activity
2. sending harassing, abusive, malicious, sexually explicit or threatening information, including jokes or cartoons
3. using Internet or email resources for personal financial gain, advertisements, solicitations or promotions unrelated to The Salvation Army's activities
4. using the Internet or email to send messages expressing controversial potentially offensive and/or defamatory comments regarding, but not limited to, religion, politics and social policies
5. clicking links in unsolicited emails from unknown senders
6. filling out electronic forms contained in emails that ask for personal information
7. opening email attachments from unknown sources or that are unrelated to The Salvation Army's activities
8. downloading music, software or other intellectual property of another in violation of software licenses, copyright and trademark laws; and downloading or using any software not approved for use by The Salvation Army
9. damaging ICT services, including disabling settings for virus protection, spam and filtering
10. knowingly downloading viruses or any other program capable of breaching the school's network security
11. altering any information or data without authorisation
12. sharing usernames and passwords with others, or selecting obvious or easily "crackable" passwords
13. using another employee's or student's username or password
14. students are not allowed to change passwords on Salvation Army hardware
15. sharing their own or other' (including other student's and employees') personal information (e.g. names, addresses, phone numbers, photos, credit card details) without permission via the internet or email to unknown entities or for reasons other than to fulfil the educational program requirements of the school.
16. attempting to inappropriately access the school's ICT services outside of the user's authorised role and needs
17. attempting to obscure the origin of any message or downloaded material under an assumed internet address or otherwise disguising the user's identity
18. connecting a private mobile device to internet without prior approval
19. for students, using unsupervised internet chat
20. students are not to access social media applications during class time
21. staff and students are not permitted to become Facebook friends on personal accounts
22. students are not to partake in any form of online gaming while in attendance at school campuses
23. YOS Independent School's IT equipment is not allowed to be removed from campus site, unless prior approval has been given from management or remote learning is necessary due to lockdowns



## Acceptable activities for students

1. Respect and uphold the law
2. Be courteous and follow accepted standards of etiquette
3. Protect others' privacy and confidentiality
4. Reflect responsible use of internet and email resources
5. Use information technology resources efficiently and productively
6. Use for educational purposes as supervised and approved by the school
7. Undertaking assigned class work and assessments
8. Authoring text, artwork, audio and visual material
9. Conducting research
10. Communicating or collaborating with other students, teachers, Parent/Carers or experts
11. Accessing online references such as dictionaries, encyclopaedias and so on
12. Research and learning through the school's e-learning environment
13. Developing appropriate literacy, numeracy, communication and information skills
14. Seeking approval from the teacher when appropriate
15. Students are to respect all hardware owned by The Salvation Army and use it in a safe and responsible manner
16. Students are to adhere to accepted practices regarding acknowledgment of sources through, reference list/bibliography and ensure plagiarism does not occur
17. Students are only to use USBs provided by school campuses and are only to be used in school computers

## Definitions

- **ICT** – means information, communication and technology
- **ICT services** – includes but is not limited to ICT networks, systems, facilities and devices, as defined below and includes those owned, leased or otherwise used by the school
- **ICT facilities and devices** – includes but is not limited to computers (including desktops, laptops, netbooks, palm and handheld devices, PDAs, ~~—~~tablets, eBook readers and related devices such as monitors, keyboards and mice), telephones (including mobiles, iPhones and smart phones), removable media (such as USBs, DVDs, BluRays and CDs), radios or other high frequency communication devices (including microphones), television sets, digital or analogue players and records (including DVD, Blu-Ray and video), cameras, photocopiers, facsimile machines, printers (and other imaging equipment such as scanners), Smartboards, projectors and screens, teleconferencing devices
- **ICT network and systems** – electronic networks, internet, email, web mail, social media, fee-based web services, software, servers
- **Personal electronic devices** – includes all types of mobile and smart phones, laptops, tablets, cameras and video recorders, hand-held game devices, music devices, USBs, PDAs, eBook readers, other palm and handheld devices and other equipment, as determined by the school, and owned by students

## **Responsibilities**

### *School Responsibilities*

YOS Independent School acknowledges its responsibility to:

- Develop and implement this policy to ensure the full utilisation of ICT services as essential teaching, learning and business tools within acceptable use parameters
- Communicate this policy to students, parent/carers and employees via the school internet site
- Keep appropriate staff and student records, that monitor and report on any issues related to inappropriate ICT services
- Encourage students, parent/carers and employees to contribute to a healthy school culture

### *Employee Responsibilities*

YOS Independent Schools employees have a responsibility to:

- Uphold this school policy and TSA's Digital Communications and Social Media policy
- Provide guidance and model appropriate behaviour for use of ICT services in the classroom
- Take reasonable steps to prevent and appropriately respond to any instances of inappropriate use by students of ICT services
- Teachers are to check internet history if deemed necessary regarding inappropriate activities

### *Student Responsibilities*

YOS Independent School students have a responsibility to:

- Uphold the school's Policy on this issue by ensuring the appropriate use of ICT services via safe, lawful and ethical behaviour
- Sign and adhere to the [Student Internet and Email Agreement](#)
- Report any breaches of this Policy to their teacher, youth worker or Principal
- On commencement of enrolment, sign for your laptop and head phones that they are issued with
- Laptops are to be turned off and neatly packed away in the PC Loc (PCLOC) at the end of the day
- On leaving the school, students to wipe laptops and headphones with disinfectant wipes and return to the classroom teacher for resigning back to the school

## **Email Communication**

At times communication between YOS Independent School staff and students/parents/carers will be required to be undertaken via email:

YOS Independent School staff are to:

- Ensure that the communication maintains a professional standard
- Adheres to the [YOS Independent School Privacy Policy](#)
- Use the approved email account for correspondence
- Copy Principal and or School Leadership Team into correspondence if necessary
- Ensure that an appropriate signature block has been set up on staff email accounts

## Implementation

On enrolment at YOS Independent School, students will be required to read and sign a [Student Internet and Email Agreement](#). This outlines the student's responsibilities and obligations in accordance with this policy. Students, as part of the curriculum, will also be involved in broadening their ICT skills.

Signs may be placed in the classroom which outline student responsibilities and acceptable ICT use. Student and school community members will have access to further training in the areas of cybersafety, social media use via classroom activities, incursions and links to resources in our school newsletters.

If the student does not abide by the set out responsibilities and acceptable activities, action may be required, based on the [Restorative Justice Framework](#) and [Positive Behaviour Policy](#).

This Policy will be part of the employee/volunteer orientation process and revisited on review dates stated above every two years.

YOS Independent School will encourage students/parents/carers and staff to contribute to a healthy school culture and ensure that it is a healthy and respectful learning environment by reminding students of their code of conduct, through curriculum and by using Restorative Justice Practices.

## Compliance and Monitoring

YOS Independent School will report loss and damage of Salvation Army property through TSA Incident reporting via [Salvos Central Service Now](#). YOS Independent School will collate and monitor reports of inappropriate use of ICT services through records relating to incidents and follow up conducted; including Incident Reports and Behavioural Management Plans. Any associate case notes will be uploaded to SAMIS. YOS Independent School will report strategies implemented to decrease inappropriate use and increase ICT knowledge to its community through the Annual General Report.

