



# HORIZONS COLLEGE – POLICY & PROCEDURE

## ACCEPTABLE USE OF ICT POLICY

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**Purpose:** The purpose of this policy is to manage the appropriate use of information, communication and technology services by students and employees at College.

**Scope:** Students and employees, including full-time, part-time, permanent, fixed-term and casual employees, as well as contractors, volunteers and people undertaking work experience or vocational placements.

- References:**
- Horizons College Acceptable Use of Personal Electronic Devices Policy
  - Horizons College Student Bullying Policy
  - Horizons College Workplace Bullying Policy
  - Horizons College Student Code of Conduct
  - Horizons College Staff Code of Conduct
  - Horizons College Positive Behaviour Management Policy
  - Horizons College Privacy Policy
  - Horizons College Copyright Policy

<b>Policy Name:</b>	Acceptable Use of ICT Policy	Version 202105_01	
<b>Policy Type:</b>	School Operations		
<b>Supersedes:</b>	Acceptable Use of ICT Policy - Version 202006_01		
<b>Authorised by:</b>	Principal	<b>Date of Authorisation:</b>	May 2021
<b>Review Date:</b>	Every 2 Years	<b>Next Review Date:</b>	May 2023
<b>Policy Owner:</b>	Principal		

Note: Policy types marked with asterisks as follows are:

\* published on school website

\*\* only mandatory for schools incorporated through the *Corporations Act 2001* (Cth)



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### Policy

All students and employees at Horizons College have the right and responsibility to utilise ICT services as essential teaching, learning and business tools. Horizons College expects this technology to be utilised to its full capacity to provide the most valuable learning and teaching environment to the benefit of all. Horizons College also expects students and employees 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 Horizons College ICT services are utilised.

Horizons College 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 this Policy may result in disciplinary action or criminal proceedings.

### Definitions

ICT	Information, Communication and Technology
ICT Services	Includes, but is not limited to, ICT networks, systems, facilities, devices, leased or owned by the College, as detailed below
ICT Facilities and Devices	Includes, but is not limited to computers (laptops and desktops); mobile phones; televisions; projectors; printers; fax machines; scanners; cameras).
ICT Network and Systems	Electronic networks; internet; email; webmail; social media; web services; software; servers
Personal Electronic Devices	Includes all types of mobile and smart phones; laptops; tablets; cameras; video recorders; music and gaming devices; USB’s; PDA’s; E-book readers and any other portable devices

### Responsibilities

#### School Responsibilities

Horizons College acknowledges its responsibility to:

- develop and implement this Policy to ensure full utilisation of ICT services as essential teaching, learning and business tools within acceptable use parameters
- communicate this Policy to students, parents and employees
- keep appropriate records, monitor and report on any issues related to inappropriate ICT services
- encourage students, parents and employees to contribute to a healthy school culture

#### Employee Responsibilities

At Horizons College, employees have a responsibility to:

- uphold the school’s Policy on this issue via their own safe, lawful and ethical use of ICT services
- provide guidance and model appropriate behaviour for use of ICT services in the classroom,



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- take reasonable steps to prevent and appropriately respond to any instances of inappropriate use by students of ICT services.

### **Student Responsibilities**

At Horizons College, students have a responsibility to:

- uphold the school's Policy on this issue by ensuring the appropriate use of ICT services via safe, unlawful and ethical behaviour
- report any breaches of this Policy to their teacher or Principal.

### Acceptable use of ICT Services for employees

Employees at Horizon's College are permitted to make limited use of ICT services for personal purposes. This refers to activities that are conducted for purposes other than accomplishing authorised activity.

Personal use of ICT services for staff should:

- Be infrequent and brief
- Not interfere with normal activities or impede the employee's ability to do their job
- Not breach any law, regulation, standard or code of ethics
- Occur during off-duty hours whenever possible
- Not be for private commercial purposes or otherwise for the purpose of generating private income for the employee or another individual

### Acceptable use of ICT Services for students

Students at Horizon's College are permitted to use ICT Services for the following purposes only:

- Undertaking assigned class work and assessments
- Authoring text, artwork, audio and visual material for assessment
- Conducting research for assessment or class tasks
- Accessing online references such as dictionaries, encyclopaedias etc.
- Accessing google classroom for class activities

### Non acceptable use of ICT Services for students and employees

Employees and students are required to:

- Not intentionally search for, or access, anything that is illegal, unsafe, unethical or offensive, or that contains obscene or abusive language
- If any material is accidentally accessed that is illegal, unsafe, unethical or offensive, or that contains obscene or abusive language, immediately clear from the screen and notify a Teacher (if you are a student) or the Principal (if you are a staff member) right away
- Not reveal personal details (e.g. home addresses or phone numbers) or personal details of others, online
- Not use the internet or email to offend any other person
- Not download music, movie files or games
- Not participate in any chain emails or spam, and notify a Teacher (students) or the Principal (staff) immediately if you receive any chain emails or spam
- Not bring CDs, DVDs, disks or any other digital media into the computer rooms



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- Not download any software, music, movies, sound files or games onto College owned equipment
- Not move or interfere with computer equipment
- Not alter any information or data
- Not disable any settings for virus protection, spam management and filtering
- Not knowingly download any viruses or other programs which may compromise the College’s computer security
- Not access web mail servers, chat rooms or message sites using the College computers
- Not share usernames and passwords with others or use passwords that might easily be guessed
- Not attempt to access content or services that are not relevant or authorised for student use
- Not enter game sites or play games unless for educational purposes, and only if approved by a Teacher (students) or the Principal (staff)
- Report hardware or software problems or damage to a Teacher (students) or your Principal (staff) immediately
- Not attempt to obscure the origin of any emails by using a false identity
- Not connect to any personal electronic device without the permission of a Teacher (students) or the Principal (staff)
- Not commit plagiarism or violate copyright laws
- Safely store laptops in a protective travel bag (provided by the College). In situations where the laptop has to be temporarily stored in an employee/parent/caregiver/student’s car, it must be locked in the boot and out of view. Laptops should be kept in sight of the employee/student on all occasions when they are being used off-site.

### Implementation

The College will ensure that all new students, staff, volunteers, and any other users of College ICT services, are properly inducted on this policy.

Staff and Students will receive regular and appropriate training in the acceptable use of ICT services.

### Compliance and Monitoring

The College’s Board and Management Team will promote compliance with this policy and will lead by example.

Appropriate records and logs will be maintained to monitor the use of ICT services.

Any breaches of this Policy will be dealt with immediately and appropriate disciplinary procedures will be followed.