Information Communication Technology Policy

- ICT is to be used for learning and other educational activities conducted by the school.

- You are to bring your device to school every day in good working order, charged and inside its case/cover.

- School owned devices are to be returned to the Benowa SHS IT for repair or replacement as soon as possible after an incident or fault. The cost to rectify damage is the responsibility of the student and parent/carer. Privately owned devices are to be repaired or replaced as soon as possible when broken, faulty or lost.

- Students are to set up and maintain appropriate security and privacy settings. Devices are to be set up with a screen security lock or passcode and students must lock their device when not in use.

- The Education Department provides internet filtering to restrict access to inappropriate material. When devices are used at home, parents are advised to monitor student online activity.

- Keep antivirus software up to date and scan your home computer and external drives regularly.

- Intentionally damaging or disabling, malicious acts, vandalism and tampering with any ICT will not be tolerated and you may be liable for full replacement, repair and reinstatement costs.

- No stickers are to be applied to school owned devices. Do not draw, write on or deface devices or cases/covers. Devices must be kept clean and away from food and drink.

- A "no touch" policy is in force. You are to use only the device issued to you or your own BYO device that has been authorized to connect to our systems. You are not to use, share or interfere with any other student's device nor allow others to use or share your device(s).

- Do not share account access information such as usernames, passwords, PINs or passcodes with others except staff at the IT Service Centre. If you forget your password, have it reset by your teacher or the Benowa SHS IT. Do not use, access or attempt to access accounts, usernames, passwords, files or email that are not yours.

- Don't use your school email address to sign up to mailing lists or websites such as Instagram, Facebook or online shopping. Create a Gmail or other free account for this. Keep your school email for education use only.

- Don't commit plagiarism or violate copyright. You may only install and use software, apps and other content if you hold a valid licence for the software, app or content.

- Do not record, photograph or film anyone else, whether video and/or audio, without the express permission of your teacher and that person.

- Do not create, participate in or circulate anything that hacks or may hack the network or user accounts nor bypass security or filtering nor create or attempt to create or load viruses or malware onto ICT.

- Do not use hot spot technology, tethering devices, 3G/4G access and the like while within the school property. Such devices, if used in this way, can be confiscated. All internet access must be via school provided WiFi, LAN or 3G services on school laptops. Disable all other data network access services before coming to school.

- Do not jailbreak or interfere with, delete or bypass authorised operating systems, settings or configurations, including mobile device management and WiFi profiles installed by the school.

- Things you do on your device while at school may be accessed and monitored by authorised staff to determine your compliance with this agreement and to assist with the orderly management of school ICT services.

- A "fair use" limit is in place for systems such as internet access & printing. Streaming media (movies, audio, playlists, etc.) is not permitted at school. Avoid downloading large content items from the internet while at school. Content includes such things as updates, music, videos, mixed media, apps and audio.

- Students are given a printing credit of 400 greyscale pages per year and are expected to maintain a positive print credit for school related printing. Extra print credit can be purchased at the payments window.

- Do not reveal names, personal details or images of yourself or anyone else, online or in electronic communication unless it is safe and you are authorised to do so. Parents and students are encouraged to visit the government eSafety site at https://www.esafety.gov.au/ and discuss online safety and privacy with their student.

- Ensure that there is adequate free storage available on devices for classroom use. Social networking apps are not to be used while at school and only appropriate pictures and videos are to be stored on the device.

- Start the school day with a fully charged battery. Recharge as part of your daily homework routine.

- It is the responsibility of the student to make regular backups of all data on the device. Make this a weekly routine.

- Students are provided with an official school email address. This should be set up on their device and checked daily.

- Electronic messaging, communications and file transfer may be used for educational purposes under the direction of your teacher. At all times messaging, communications and file transfer must be respectful and appropriate.

- Breaching this agreement may result in restrictions on your device or account and any other appropriate measure as determined by the Principal.

- Normal school procedures will be followed with regard to misconduct of any student that involves damage to, or the complete loss of, another student's device. Students and their parents will be held responsible for any wilful or deliberate act that leads to damaging another student's device. In any dispute regarding the cause of damage, the Principal will be the final arbiter.

- In the event of ongoing breaches of this agreement, the school will review the student's level of participation in the school technology program.