



HEATLEY SECONDARY COLLEGE

ICT RESPONSIBLE USE AGREEMENT - 2024

PURPOSE STATEMENT

- This policy covers the use of College owned hardware, peripherals and software, internet and email use, the publishing of images as well as personal mobile devices used by students.
- Schools are constantly exploring new and innovative ways to incorporate safe and secure ICT use into the educational program.
- This policy needs to be read in conjunction with the Student Code of Conduct.

AUTHORISATION AND CONTROLS

The Principal reserves the right to restrict student access to the College's ICT services, facilities and devices if access and usage requirements are not met or are breached. The Department of Education monitors access to and use of its network, including email and internet usage in determining compliance with state and departmental policy.

RESPONSIBILITIES FOR USING THE SCHOOL'S ICT FACILITIES AND DEVICES

- Students are expected to demonstrate safe, lawful and ethical behaviour when using the College's ICT network.
- Parents/Carers are responsible for ensuring students understand acceptable and unacceptable behaviour requirements of the College's ICT access and usage including appropriate internet use by students outside the school environment when using a school-owned or school-provided mobile device.
- The College will educate students regarding cyber bullying, safe internet and email practices, and health and safety regarding the physical use of ICT devices. Students have a responsibility to adopt these safe practices.
- Use of the College's ICT network is secured with a user name and password. The password must be kept private by the student and not divulged to other individuals (e.g. a student should not share their username and password with fellow students).
- Additionally, students should not divulge personal information (e.g. name, parent's name, address, phone numbers), via the internet or email, to unknown entities or for reasons other than to fulfil the educational program requirements of the College.
- Students need to understand that copying software, information, graphics or other data files may violate copyright laws without warning and be subject to prosecution from enforcement agencies.

RESPONSIBILITIES FOR USING A PERSONAL LAPTOP ON THE DEPARTMENT'S NETWORK

- Students may use a personally-owned laptop on the Department's Network.
- There is a separate form for this and needs to be completed both by the student and parent.

UNACCEPTABLE/INAPPROPRIATE USE/BEHAVIOUR BY A STUDENT

It is unacceptable for students while at school to:

- use a mobile device in an unlawful manner
- download, distribute or publish offensive messages or pictures
- use obscene, abusive, inflammatory, racist, discriminatory or derogatory language or comments to bully, intimidate, harass, stalk or threaten others
- deliberately waste printing and internet resources
- damage computers, printers or network equipment
- commit plagiarism or violate copyright laws
- share their own or others' personal information and/or images which could result in risk to themselves or another person's safety
- knowingly download viruses or any other programs capable of breaching the department's network security
- use in-device cameras inappropriately, such as in change rooms/toilets or to record inappropriate behaviours
- invade someone's privacy by recording personal conversations or daily activities and/or the further distribution (e.g. forwarding, texting, uploading, Bluetooth use etc.) of such material
- use the mobile device (including those with Bluetooth functionality) to cheat during exams or assessments.

STUDENT USE OF MOBILE DEVICES

All Queensland state school students must keep their mobile phones switched off and 'away for the day' during school hours. Notifications on wearable devices, such as smartwatches, must be switched off so that phone calls, messages and other notifications cannot be sent or received during school hours.

'Away for the day' supports Heatley SC to maintain a strong focus on educational achievement, and student wellbeing and engagement by:

- providing optimal learning and teaching environments
- encouraging increased face-to-face social interactions between students
- promoting the health and wellbeing of students through increased social interaction and physical activity
- reducing the potential for students to be exposed to the negative impacts of the digital world, resulting from unsafe or inappropriate technology use.



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MOBILE DEVICE PROCEDURE

1. Mobile devices must be switched off at the first bell at 8.55am and placed in school bags. They must remain off and be 'Away for the Day' in school bags until the bell rings at 3pm to finish the school day. Medical exemptions may be applied with supporting documentation from a Medical Practitioner.
2. If a student has a mobile device in their possession staff will confiscate the device.
3. The device will then be placed in a zip lock bag with a confiscation slip labelled with students name, Year level and Den class.
4. Staff confiscating the device will deliver the device to the Administration Block Student Counter for student collection at 3pm.
5. Confiscated devices will be stored in the Administration Block with student details recorded in the Mobile Device Confiscation register.
6. Students will sign the register upon collection of their device.
7. Student refusal to hand over the phone will result in a referral to Administration Block to see a Deputy Principal for defiance.
8. A SMS will be sent to parents informing of mobile device breach and subsequent confiscation.
9. Parents will be contacted via phone when a mobile device is confiscated for the second (2nd) time.
10. If confiscated for a third(3rd) time parents/carers will be required to collect the device in person from the College Administration Block.

MOBILE DEVICE AND PAYWAVE RESTRICTIONS

Mobile devices cannot be used to payWave for purchases at the College canteen. The 'Away for the Day' procedure applies at all times from 8.55am – 3.00pm and students will require a physical debit/credit card in order to access payWave at the canteen.



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Student Declaration:

I understand that the College's information and communication technology (ICT) services, facilities and devices provide me with access to a range of essential learning tools, including access to the internet. I understand that the internet can connect me to useful information around the world.

While I have access to the College's ICT services, facilities and devices: I will use it only for educational purposes; I will not undertake or look for anything that is illegal, dangerous or offensive; and I will not reveal my password or allow anyone else to use my College account.

I understand that I cannot use my personal mobile device at any time between 8.55am – 3.00pm and the device will be confiscated if I do not abide by the Department of Education "Away for the Day" Policy.

Specifically in relation to internet usage, should any offensive information appear on my screen I will close the window and immediately inform my teacher quietly, or tell my parents/carers if I am at home. If I receive any inappropriate emails at school I will tell my teacher. If I receive any at home I will tell my parents/carers.

When using email or the internet I will not:

- reveal names, home addresses or phone numbers – mine or that of any other person
- use the College's ICT service, facilities and devices (including the internet) to annoy or offend anyone else.

I understand that my online behaviour is capable of impacting on the good order and management of the College whether I am using ICT devices (College or personal) inside or outside of school hours. I understand that if the College decides I have broken the rules for using its ICT services, facilities and devices, appropriate action may be taken, which may include loss of access to the network (including the internet) for a period of time.

I have read and understood this policy and I agree to abide by it.

Student's Name _____ Year _____

Signature _____ Date _____

Parent/Carer Declaration:

I understand that the College provides my child with access to the College's information and communication technology (ICT) services, facilities and devices (including the internet) for valuable learning experiences. In regards to internet access, I understand that this will give my child access to information from around the world; that the College cannot control what is available online; and that a small part of that information can be illegal, dangerous or offensive.

I accept that, while teachers will always exercise their duty of care, protection against exposure to harmful information should depend upon responsible use by my child. Additionally, I will ensure that my child understands and adheres to the College's appropriate behaviour requirements and will not engage in inappropriate use of the College's ICT services, facilities and devices. Furthermore I will advise the College if any inappropriate material is received by my child that may have come from the College or from other students.

I understand that the College is not responsible for safeguarding information stored by my child on a departmentally-owned student computer or mobile device. I understand that the College may remotely access the departmentally-owned student computer or mobile device for management purposes.

I understand that the College does not accept liability for any loss or damage suffered to personal mobile devices as a result of using the department's services, facilities and devices. Further, no liability will be accepted by the College in the event of loss, theft or damage to any mobile device unless it can be established that the loss, theft or damage resulted from the College's negligence.

I believe _____ (name of student) understands this responsibility, and I hereby give my permission for him/her to access and use the College's ICT services, facilities and devices (including the internet) under the College rules. I understand where inappropriate online behaviours negatively affect the good order and management of the College, the College may commence disciplinary actions in line with this user agreement. This may include loss of access and usage of the College's ICT services, facilities and devices for some time.

I have read and understood this policy and agree to abide by it.

Parent/Carer's Name _____

Signature _____ Date _____

The Department of Education through its [Information privacy and right to information](#) procedure is collecting your personal information in accordance with the [Education \(General Provisions\) Act 2006 \(Qld\)](#) in order to ensure:

- appropriate usage of the College network
- appropriate usage of personal mobile devices within the College network.

The information will only be accessed by authorised College employees to ensure compliance with its [Information privacy and right to information](#) procedure. Personal information collected on this form may also be disclosed to third parties where authorised or required by law. Your information will be stored securely. If you wish to access or correct any of the personal information on this form or discuss how it has been dealt with, please contact your child's school. If you have a concern or complaint about the way your personal information has been collected, used, stored or disclosed, please also contact your child's school.