



Student's ICT Services Policy

Purpose:	The purpose of this policy is to manage the appropriate use of information, communication and technology services by students at school.	
Scope:	Any student using any AIIC ICT device	
Status:	Approved	
Authorised by:	The Principal	Date of Authorisation: 7 Mar 2016
Review Date:	Annually	Next Review Date: 24 Jan 2019
Policy Owner:	IT Department	

All students at AIIC have the right and responsibility to utilise ICT services as essential learning tools. AIIC expects this technology to be utilised to its full capacity to provide the most valuable learning and environment to the benefit of all. AIIC 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 school premises, as well as during school activities, such as excursions, camps and extra-curricular activities whenever AIIC ICT services are utilised.

AIIC reserves the right to restrict 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. Students should also note that breaches of this Policy may result in disciplinary action or criminal proceeding.

Policy Statement

This Policy applies to the management of any and all types of electronic devices.

This Policy also applies on school premises, as well as during school activities, such as excursions, camps and extra-curricular activities.

At AIIC “acceptable use” of electronic devices includes the following:

- One laptop will be assigned to one senior student for the year
- Students will borrow out their own laptop at the beginning of each day, and must return the laptop to the laptop cabinet at the end of each day
- Students must take care of their laptop at all times
- Students may not exchange laptops, or use another student’s laptop
- Students must not share their login credentials with another student. If you suspect your credentials have been compromised, contact the IT Department immediately
- Student laptops (Year 7-10) must remain onsite at all times



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- Students are not permitted to take their laptops out of class without consent from their teachers; except, to walk between their classes
- Students must scan any portable storage device with an antivirus software before use on any AIIC machine
- Any form of portable storage (i.e. USB stick, SD card, portable hard drive, etc.), must have a capacity of 4GB or less. 4GB has been deemed to be more than enough storage space for a student. Storage devices with a capacity greater than 4GB will be confiscated immediately and will be returned at the discretion of admin staff
- In the event of a lost or stolen laptop, the school administration will determine the course of action to be taken. This may involve the student paying a portion of, or all of the replacement cost
- Students must inspect their laptops for damage at the end of each day before returning it
- Any damage or faults discovered in the inspection must be reported immediately to the IT Department
- Students may be asked to pay a portion of any repair costs should the damages and or faults be a result of student negligence
- Students are at no time permitted to load software on any AIIC machine, without the explicit permission from the IT department
- Students will not try to change or install/uninstall any existing programs on the computer
- Students will not try to change any computer settings
- Students will not search any banned or adult content, or try to access any form of banned content
- Students are not permitted to bring, or play computer games at school
- Students are at no times permitted on a staff or admin account unless under the supervision of a staff member
- Students must not use electronic devices with a camera in any place where a camera would normally be considered inappropriate. This includes in change rooms and toilets or any situation which may cause embarrassment or discomfort to others.
- Students must not invade the privacy of other students or employees of the school by recording (either via photo, video or voice recording) personal conversations or activities without express permission. Any recordings must not be distributed (for example, posting it on a website) without express permission. Any such recording or distribution must be done after consent of the relevant person(s) has been expressly and directly gained
- Students must not use an electronic device to bully or cyberbully other students or school employees. Any such behaviour will be subject to action under the AIIC Policy and to potential police investigation. Please note; cyber bullying is not only against school policy, but is also outlawed by the “*Commonwealth Criminal Code ACT 1995*”
- Students are reminded that it is a criminal offence to use an electronic device to menace, harass or offend another person and that calls, text messages and emails can be traced.



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- Students should store electronic devices safely and securely. AIIC accepts no responsibility for lost, stolen or damaged electronic devices whilst on school premises, at a school activity, or whilst travelling to and from school.
- Any breaches of this Policy must be reported by students to a teacher or staff member

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, Blu-ray 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

AIIC 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
- 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



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Student Responsibilities

At AIIC 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
- Report any breaches of this Policy to either a teacher, staff member, or Principal

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