



RINGWOOD SECONDARY COLLEGE

RESPONSIBLE USE OF ICT POLICY FOR STUDENTS 2021

Information and Communications Technology (ICT) resources (including but not limited to computers, laptops, networks, online resources, systems, software, printers and attached peripherals):

- Are provided to be used for School-related work (including curricular, co-curricular and pastoral activities) in order to make the learning process efficient and contemporary;
- Shall not be used in any way that may reflect poorly on the College, its students or staff. For example, you may not use the resources to publish offensive material or to harass or bully others;
- Are only accessible once the student has authenticated access to a mapped IP address by entering their unique system identifier and a password known only to them;
- Are monitored and their usage recorded so that usage patterns can be understood and investigations can be carried where inappropriate use is suspected.

Use of these resources implies an acceptance that the resources will be used responsibly and with full regard to all College policies and expectations.

If you are in doubt about whether a particular usage of the information technology resources is appropriate, you should seek guidance from a teaching staff member.

Inappropriate usage of information technology resources will not be tolerated and will be dealt with through the College's normal disciplinary processes.

All ICT devices used at the College, regardless of ownership, can be subjected to physical and content inspections at any time.

Data

You are responsible for work stored on your device and should take all steps to prevent its loss. Loss of data is not an acceptable excuse for non-submission of an assessment task.

Ideally, data should not be stored on laptops and there are many options for cloud storage that provide a level of protection against data loss. Ringwood Secondary College provides students with OneDrive for this purpose.

If you do store data on your laptop, you should regularly back it up to an external drive, or other cloud-based storage. Your OneDrive cloud storage will also store data that will be available during a time of data loss.

Security

Your student password must remain strictly private in order to protect your account from being used by others for inappropriate purposes. Should your password become known or is suspected of being known, to others, facilities to change a password are available on college computers, or by approaching IT Services, Library or teaching staff.

You must not at any time attempt to access other computer systems, accounts or unauthorised network drives or files or to access other people's devices without their permission and without them present. Students are not permitted to attempt to elevate privileges on a school device to gain elevated access.

If devices contain Malware, Spyware, Viruses, Trojans, Keyloggers, or other types of code that will cause issues to a person's system or data that circumvents the college systems or security, or pose a security risk on the college network, the device will be reset to the college's default settings.

When ceasing to be a student of the college, any school-licensed software must be removed from devices on which it is installed. The devices must be reset to factory default which removes them from the college's management system and removes all files and software. DIY devices must remove all school supplied software.

Use of Email (and collaboration platforms)

Email and collaboration platforms such as Compass and MS Teams are attractive forms of communication as it is easy and immediate. They do however have some drawbacks. Ringwood Secondary College provides all students with a personal email account and tools for collaboration. You are expected to conform to the College's behaviour policies when sending and receiving email and communicating with others. When using these forms of communication, you should be aware of the following:

- While reasonable care is taken, the College cannot guarantee the confidentiality of on-line communication by users of the College's network;
- Emails are traceable;
- Emails cannot always be recalled;
- If used carelessly, emails or attachments to emails can cause offence and in extreme cases may lead to litigation;
- The tone of written communication can be misinterpreted by the receiver;
- Email correspondence is no different to paper documents and can be requested by parents or other part

When communicating with others you should consider the following tips:

- Always use appropriate language. Check your spelling and grammar before sending;
- Never send an email or other communication in anger;
- Make sure the recipient/s are your intended audience. It can be very embarrassing when the wrong person receives an email.
- Delete the addresses of other recipients when forwarding an email;
- Use the Blind Carbon Copy ("BCC") line if you wish to avoid recipients reading each other's email address;
- Use the Carbon Copy ("CC") line to copy in recipients that just need to be "kept in the loop" and do not need to act on your email.
- Never write anything in an email or chat that you wouldn't say to someone in person;
- Use "Reply All" sparingly - only use it when you know that all recipients of the email have an interest in your response;

When receiving email you should:

- Not open or forward attachments that are from an unknown source;
- Immediately delete emails that are from a person you do not know or whose email address is suspicious;
- Immediately delete any email for which you are not the intended recipient;

Use of the Internet

Ringwood Secondary College's network and internet access is a shared resource. Please use it responsibly with other community members in mind. Internet access on campus is monitored and filtered. Unless explicit permission is granted by a teacher, the College's network and internet connection MAY NOT be used for:

- Downloading or transferring illegal file types or subscribing to inappropriate email lists;
- Downloading or transferring games;
- Commercial or profit making exercises;
- Wasting network resources through excessive internet downloads;
- Spamming or sending bulk emails, including electronic chain mail;
- Any other illegal activities or activities in breach of the College's behaviour rules and policies;

Use of Social Media

You may not use social networking sites at school unless directed by a teacher.

Blogs and social networking sites are by nature public domain and anyone can read comments, including the College, a prospective employer or a person seeking information about someone's personality, political or religious views.

You should ensure that you adopt privacy settings that restrict the information available to others on social networks.

You are not permitted to seek friendships with teachers via social networking pages and must not join a teacher's page.

Content Filtering

Ringwood Secondary College does not provide content filtering software for installation on devices.

The College employs technology to filter out inappropriate material from being viewed or downloaded via the College's internet connection. Regardless of where in use, students must exercise care over the resources they access, and should report any material they believe is inappropriate but not filtered out.

The College reserves the right to determine which content is appropriate to be accessible to all users of the school network.

You must not attempt to bypass the College's content filtering system.

Etiquette and Practices

You must respect and protect the intellectual property of others by:

- Following copyright laws (not making illegal copies of music, games, software or movies);
- Citing sources when using others' work (i.e. not plagiarising);

You must respect the privacy of others by:

- Not recording, photographing or filming any students or school personnel without the express permission of the individual/s concerned and the supervising teacher;
- Not disclosing private and personal details such as home address or phone number in a public forum such as chat rooms, bulletin boards or social media;

You must act considerately of others. Users of Ringwood Secondary College's ICT resources **MUST NOT**:

- View, store or display indecent and/or offensive messages or pictures;
- Use profane, abusive, impolite or sexually explicit language to communicate;
- Place inappropriate content on social networking sites;
- Bully, harass or discriminate against other students, staff or other members of the College community