Technology Acceptable Usage Policy

# Rationale

This policy is in line with the *Online Communication Services Acceptable Usage for School Students Policy* of the DEC. The policy applies to the use of all technology and the Internet at Wyong High School, including privately owned devices as part of the BYOD program at school.

# Implementation

Wyong High School provides students with technology use in a variety of ways including accessing the Internet, e-mail exchange for educational purposes and storage and exchange of educational information. On enrolment, permission is sought from parents for students to use technology at school. Once permission is given, it is assumed for the duration of enrolment at the school. The school reserves the right to control the choice of technology at the school and to monitor its use.

# Acceptable Usage

Students will:

* Use technology in a responsible, ethical and legal manner.
* Use technology in the classroom, including their privately owned device, for educational purposes only.
* Only use Email, SMS, watching alternate content, camera use, recording, playing games and downloading music if it is part of an authorised lesson and with the permission of the students and teacher.

# Access and Security

Students will:

* Not disable settings for virus protection, spam and filtering that have been applied as a departmental standard.
* Ensure that communication through internet and online communication services is related to learning.
* Keep their passwords secure and confidential and change them when prompted, or when known by another user.
* Be aware of issues related to privacy of yourself and others
* Never allow others to use their personal e-learning account and log off a school computer at the end of each session to ensure that nobody else can use their e-learning account.
* Promptly tell their supervising teacher if they suspect they have received a computer virus or spam (i.e. unsolicited email) or if they receive a message that is inappropriate or makes them feel uncomfortable.
* Seek advice if another user seeks excessive personal information, asks to be telephoned, offers gifts by email or wants to meet a student.
* Never knowingly initiate or forward emails or other messages containing a message that was sent to them in confidence, a computer virus or attachment that is capable of damaging recipients’ computers, chain letters and hoax emails, spam, e.g. unsolicited advertising material.
* Never use technology to seek out, send or publish unacceptable or unlawful material or remarks, including offensive, abusive or discriminatory comments, threatening, bullying or harassing another person or making excessive or unreasonable demands upon another person, sexually explicit or sexually suggestive material or correspondence, false or defamatory information about a person or organisation.
* Ensure that internet and online communication services are used for genuine curriculum and educational activities. Use of unauthorised programs and intentionally downloading unauthorised software, graphics or music that is not associated with learning, is not permitted.
* Never damage or disable computers, computer systems or networks of the NSW Department of Education and Communities.
* Never intentionally damage own or other students device or equipment.
* Ensure that services are not used for unauthorised commercial activities, political lobbying, online gambling or any unlawful purpose.
* Be aware that all use of internet and online communication services can be audited and traced to the e-learning accounts of specific users.

# Privacy and Confidentiality

Students will:

* Never publish or disclose the email address of a staff member or student without that person's explicit permission.
* Not reveal personal information including names, addresses, photographs, credit card details and telephone numbers of themselves or others.
* Ensure privacy and confidentiality is maintained by not disclosing or using any information in a way that is contrary to any individual’s interests.

# Intellectual Property and Copyright

Students will:

* Never plagiarise information and will observe appropriate copyright clearance, including acknowledging the author or source of any information used.
* Ensure that permission is gained before electronically publishing users’ works or drawings. Always acknowledge the creator or author of any material published.
* Ensure any material published on the internet or intranet has the approval of the principal or their delegate and has appropriate copyright clearance.

# Misuse and Breaches of Acceptable Usage

Students will be aware that:

* They are held responsible for their actions while using technology, the internet and online communication services.
* They are held responsible for any breaches caused by them allowing any other person to use their e-learning account or their device to access internet and online communication services.
* The misuse of internet and online communication services may result in disciplinary action which includes, but is not limited to, the withdrawal of access to services.
* The misuse of technology, including their device, may result in withdrawal of the device, communication with parents, conditions imposed on future use and report to the DEC or police if appropriate.

# Anti-bullying

* Cyberbullying is an intentional, repeated behaviour by an individual or group to cause distress or undue pressure to others using technology. Cyberbullying includes all communications that seek to threaten, humiliate, intimidate, control or put down another person or persons. It may include recording or photographing students or teachers without permission. Cyberbullying is not permitted at any time. Cyberbullying is part of the school’s anti-bullying policy and must be reported immediately. Incidents of cyberbullying outside school should be reported to the police.

# Teacher email contact

* Teachers are not required to respond to student or parent emails. However, teachers may choose to give permission to students to email them and may choose to respond out of hours.
* Students must not expect a response if they email teachers with inquiries about school work.