



Policy Statement

At GRC Peakhurst Campus, students are afforded every opportunity to excel in a safe and conducive 21st century learning environment where we strive to cater for individual learning needs, in preparation for students' future endeavours.

We acknowledge that in order to achieve this outcome and further extend student experiences and increase student engagement, members of staff may choose to incorporate the use of Information and Communication Technology (ICT) to supplement and enhance the delivery of the curriculum.

To support this endeavour, the NSW Department of Education (DoE) has provided students with e-mail and Internet services to facilitate their educational and administrative needs, and expects that all ICT resources and services are used in a responsible manner. This policy reinforces the Department of Education policy regarding **school owned devices** and extends this policy to **student provided devices** ('Bring Your Own Devices' or BYOD) by providing guidelines and expectations to students, parents/carers and staff for the responsible usage of ICT, within and beyond the school context.

The information provided in this policy is current at the time of printing, however, we recognise that there are constant advances and changes in the use of technology and, therefore, recommend students and parents/carers to seek advice and clarification from the school as soon as possible when engaging with new or unfamiliar technology.

This policy also details practices that promote the safe usage of ICT resources and services by students for educational purposes and when using their personal devices for communicating with members of the wider school community. In addition, this policy outlines expectations surrounding the responsible use of all ICT utilities, such as applications, as well as providing recommendations on technical specifications for personal devices to ensure that the devices function on the DoE's network.

These school expectations are outlined in detail below.

1. Key Principles, Expectations and Guidelines

- 1.1 The term 'device' in this policy refers to any digital tool that a member of staff deems appropriate in achieving educational outcomes, including any school or student owned smart phone, tablet or laptop computer.
- 1.2 Students will **only** be permitted to bring a maximum of **two** portable devices on any given day. Accessories such as keyboards, mice and styluses are also permitted in addition to their two chosen devices, however, headphones may only be used with the explicit permission of a member of staff. All accessories must be self-powered, as students will not have the facility to connect to an external power source.
- 1.3 Student owned portable devices are only permitted to be connected to the school Wi-Fi network, with the exception of smart phones.



- 1.4 It is every student's responsibility to ensure that they remember to connect their device to the Wi-Fi network provided, as and when required. As Internet access through the Wi-Fi network is provided at no cost, students are responsible for monitoring their own data usage, as the school will not be held liable for students exceeding their personal data limits.
- 1.5 The use of ICT and personal devices at school will be governed by the NSW Department of Education policy on ICT as well as this policy and the GRC Peakhurst Campus ICT User Agreement and Consent Form signed by students and their parents/carers.
- 1.6 Students who voluntarily bring their own devices to school do so at their own risk. GRC Peakhurst Campus will not accept any liability for the theft, damage or loss of any student's device.
- 1.7 Students are responsible for the care and maintenance of their devices, including data protection, and are expected to come to school with their device fully charged and leave their chargers at home.
- 1.8 Students and their parents/carers must complete and return a signed copy of the attached GRC Peakhurst Campus ICT User Agreement and Consent Form prior to using any school ICT resources and services or student owned devices.
- 1.9 Where the school has reasonable grounds to suspect that a device has been used to compromise the network (i.e. undermine, hack or bypass any hardware and software security mechanisms) or may contain data which breaches this ICT Policy, the school may confiscate the device for the purpose of confirming the existence of the material or threat. School disciplinary action may follow, however, depending on the nature of the material involved, further action may be taken including referral to the police.

2. Acceptable Use of ICT Resources and Services

2.1 Students are **not** permitted to:

- Use the NSW Department of Education's network services to seek out, access, store or send any material of an offensive, obscene, abusive or of a pornographic, threatening or defamatory nature is strictly prohibited. Any pre-existing material of such nature on a student's personal device must be removed prior to bringing the device to school. Such use and/or content will result in legal and/or disciplinary action, which may include permanent removal of ICT privileges. Devices will be checked initially to ensure that the device complies with these requirements and random checks may be carried out at the school's discretion.
- Create, transmit, retransmit or participate in the circulation of any content that attempts to undermine, hack or bypass any hardware and software security mechanisms that have been implemented by the NSW Department of Education, its Information Technology Directorate or GRC Peakhurst Campus.
- Copy, transmit or retransmit any material that is protected by copyright, without prior permission from the copyright owner.



- Take photos, capture videos or record audio of any individual/group (staff or students), event or classwork, unless instructed to do so by a member of staff. Any media created under the school's domain remains the property of GRC Peakhurst Campus and can only be used under the express permission and guidance of the Principal. Uploading of any school owned material to any social media platform is strictly prohibited.
- 2.2 When using ICT to communicate with others and/or publish digital content, students, parents/carers and staff will **never** include:
- Unacceptable or unlawful material or remarks, including offensive, abusive or discriminatory comments.
 - Threatening, bullying or harassing material or make unreasonable demands.
 - Sexually explicit or sexually suggestive material or correspondence.
 - False or defamatory information about a person or organisation.
 - Our school name, crest, logo or motto without the written permission of the Principal.
- 2.3 The Principal retains the right to deem what is, and what is not, appropriate use of ICT at GRC Peakhurst Campus, including personal devices, within the bounds of NSW privacy and other legislation, other than what is outlined in this agreement.
- 2.4 Since all ICT resources, services and devices are intended as learning tools, there will be consequences (outlined below) for any practices that breach this policy.

3. Consequences

- 3.1 Students whose actions contradict this ICT policy will be subject to the GRC Peakhurst Campus' Welfare and Discipline and Anti-Bullying and Harassment policies and may be subject to the NSW Department of Education's Suspension policy. This may include the withdrawal of access to services and loss of all ICT privileges.
- 3.2 Where the incident involves the use of personal portable devices, the device will be temporarily confiscated and given to the Deputy Principal or Principal to store the device securely and to conduct further investigations.
- 3.3 If investigations reveal that a criminal action has taken place, the matter will be referred to the NSW Police or other relevant agency (e.g. Family and Community Services) at the discretion of the school or NSW Department of Education.
- 3.4 Students found using their portable device without permission, will also have their device temporarily confiscated and given to the Deputy Principal or Principal to store the device securely.



- 3.5 Students found to be using a school owned or personal portable device inappropriately, including bullying and harassment on social media and accessing inappropriate websites, will have sanctions imposed and parents/carers will be contacted. The school will investigate matters on a case by case basis and issue consequences commensurate of the incident. This may also involve reporting matters to the police, depending on the severity of the actions by the student.
- 3.6 Students who continue to breach this policy and fail to abide by the values and expectations of the school or persistently fail to follow staff instructions, will be given a warning of suspension, leading to possible suspension.

4. Liability

- 4.1 Where damage has occurred to school ICT resources, existing school processes for damage to property apply.
- 4.2 As students bring their own personal devices onto the school site at their own risk, in the event of loss of their own device or accidental or malicious damage or theft of other students' devices, the **school will not be held liable**.
- 4.3 Students are permitted to use portable devices under direction of a member of staff, however, this will be on a voluntary basis and at their own expense. Regardless of portable device access, the school's ICT resources will remain available to all students. No student will be disadvantaged from accessing the curriculum if they choose not to bring a personal device.
- 4.4 Parents/carers need to ensure that:
- Their child's devices are covered by an appropriate warranty and that they understand the warranty's limitations.
 - They have considered the potential benefit of an extended warranty option.
 - The child's devices are covered by appropriate insurance/s.

5. Technical Support

- 5.1 All students will participate in a mandatory comprehensive information session to outline school expectations surrounding GRC Peakhurst Campus' ICT Policy guidelines and implementation, and its place within the school, including the protocols for handling these devices.
- 5.2 There will be no technical support provided for portable devices beyond wireless connectivity. Students will be responsible for remembering the procedures required to connect their chosen device to the school Wi-Fi and should ensure they are comfortable using their device during the school day, particularly in relation to screen size.



6. Department of Education Technology Standards

- 6.1 Prior to purchasing or using an already purchased device, parents/carers and students must ensure they familiarise themselves with necessary technology standards (outlined overleaf) to minimise issues surrounding wireless connectivity.
- 6.2 The following specifications are required for devices to function effectively within the school and are summarised in the table which follows:

Hardware and Software Specifications					
Platform Device Specifications	Laptop e.g. Acer, Lenovo	Mac e.g. MacBook Air	iOS e.g. iPhone, iPod, iPad	Android e.g. Samsung Galaxy	Windows e.g. Surface Pro
Networking	802.11 n/ac 5 GHz	802.11 n/ac 5 GHz	802.11 n/ac 5 GHz	802.11 n/ac 5 GHz	802.11 n/ac 5 GHz
RAM	4GB	4GB	4GB	4GB	4GB
Battery Life (hours)	5 +	5+	5+	5+	5+

- 6.3 As the DoE's wireless network will only operate on the 5 GHz 802.11n or 802.11ac protocol, devices which are not compatible with the 5 GHz standard (e.g. 802.11 a/b/g 2.4 GHz), will **not** be able to connect to the Wi-Fi. Some 802.11n devices only support 2.4 GHz (e.g. iPhone 4/4S) and will not be able to connect to the Wi-Fi. As a general rule, devices from 2010 onwards meet these specifications and should be able to successfully connect to the Wi-Fi network. Devices released after 2014 are likely to have a 802.11ac network card and should run significantly faster than 802.11n devices.
- 6.4 A 5 GHz Wireless LAN Adaptor may be connected to any incompatible 2.4 GHz-only device, however, individual device installation specifications will need to be checked to verify suitability.
- 6.5 The battery life of the device should be capable of lasting 5 hours (minimum) of constant use without charge.
- 6.6 Device hardware specifications must meet the minimum requirements and use currently supported Operating Systems as per platform specifications.
- 6.7 A minimum of 4 GB RAM is recommended to run applications (e.g. Adobe Photoshop) which require higher data transfer rates and place a greater demand on the computer's processor.



1. Parent/Carer Responsibilities

- 1.1 GRC Peakhurst Campus has an extensive phone and messaging system that provides prompt and clear communication between parents and school in the event of an emergency. Parents/carers are advised to contact the school by phoning the office and **not contact their child via their portable device during the school day.**
- 1.2 Students who have an urgent need to contact parents/carers or other family members must do so via the office staff or a member of the school executive.
- 1.3 Parents/carers need to ensure that their contact details remain up-to-date and that the school is promptly notified of any changes.
- 1.4 Parents/carers need to ensure that they have read and discussed this ICT Policy with their child/ren and sign, date and return the User Agreement and Consent Form for each child enrolled at GRC Peakhurst Campus.

2. Student Responsibilities

Students and their families who use or borrow a school owned ICT device have the following responsibilities and are required to:

- 2.1 Sign for the device with the Head Teacher of the issuing faculty.
- 2.2 Only use the device for its intended purpose as instructed by a member of staff.
- 2.3 Care for the device to the best of their ability whilst in their possession.
- 2.4 Keep the device secure and protect it from any malicious damage.
- 2.5 Bring the device to school each day in readiness for use in the classroom, which includes having the battery charged and digital files effectively managed.

Students who opt to bring and use a personal device have the following responsibilities:

- 2.6 Portable devices are to be switched off upon entry to the school grounds and secured by the student. The device may not be used at any time throughout the school day, including recess and lunch, **until a member of staff directs the students to use the device** to enhance, support or engage them during their lesson. This also includes in the playground, toilets, outside of school, during all sporting activities, excursions and school evacuations. Students may, however, opt to use their device to complete homework and assignments in the Library or at the Homework Centre, provided there is direct teacher supervision.
- 2.7 Students are solely responsible for the care and maintenance of their devices. This includes, but is not limited to, the following:
 - Ensuring the device is safe and secure during travel to and from school and throughout the school day.



- Ensuring their device is housed in a protective case and/or padded sleeve.
- Managing the battery life and regular charging of their device.
- Labelling their device for identification purposes.
- Maintaining up-to-date system, application and utility software (anti-virus software) on their device.
- Taking insurance coverage of their own device to protect any accidental/malicious damage, theft or loss.

2.8 Students are responsible for ensuring that the content on their device complies with the standards outlined in the section above on Acceptable Use of ICT Resources and Services. Applications for educational purposes are encouraged, including scientific calculators*, however, may only be used under the explicit instruction and supervision of a member of staff.

* Please note that only Board-approved scientific calculators will be permitted for use in examinations.

2.9 When using student personal devices and services, it is expected that students **will**:

- Only connect to the Internet via the school Wi-Fi facilities.
- Ensure that communication through Department of Education Internet and email services is related to learning.
- Keep passwords confidential, current and private.
- Log off at the end of each session to ensure that nobody else can use their account.
- Promptly inform a member of staff 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 from a member of staff if another user seeks excessive personal information, asks to be telephoned, offers gifts by email or wants to meet a student.
- Keep personal information including names, addresses, photographs, credit card details and telephone numbers, of themselves or others, private.
- Use appropriate privacy controls for all Internet and app based activities i.e. location settings.
- Ensure that school services are not used for unauthorised commercial activities, political lobbying, online gambling or any unlawful purpose.

2.10 When using school or student owned devices students will **not**, nor will they **attempt** to:

- Disable settings for virus protection, spam and Internet filtering that have been applied by the school or attempt to evade them through use of proxy sites.
- Disable or alter system installed applications or bypass network settings for any purpose.



- Allow others to use their personal accounts or use other students' accounts.
- Deliberately use the digital identity of another person to send messages to others. This includes fraudulently presenting themselves as another person.
- Enter 'chat' or 'social networking' Internet sites without the permission of a member of staff.
- Download unauthorised software, graphics or music that are not associated with the learning activity as directed by a member of staff.
- Damage, disable or alter computers, computer system settings or networks or distribute damaging files or viruses.
- Disclose personal information about another person (including name, address, photos, phone numbers).
- Distribute or use information which is copyrighted without proper permission.
- Take photos or video of members of the school community without their consent.

3. Staff Responsibilities

Staff at GRC Peakhurst Campus:

- 3.1 Will verify that students and their parents/carers have returned, signed and dated the ICT User Agreement and Consent forms (overleaf) prior to permitting students to utilise school or student owned devices.
- 3.2 Will ensure that they are aware of parental/carer consent given for student images to be captured/published in a digital format, prior to planning any activities involving ICT.
- 3.3 Will secure a device where there is reasonable belief that there:
 - Has been or may have been a breach of the school rules or policy.
 - May be a threat of harm to others or system security.
- 3.4 Are required to report any suspicious activity to the Principal, who reserves the right to capture, store and review all online activity and content created or accessed via school provided services. Such material will remain the property of the school and the Department of Education.

Student & Parent/Carer Action Required

The following double-sided page of this policy contains a:

- **User Agreement**
for Students and Parents/Carers to sign, date and return.
- **Consent Form**
for Parents/Carers to tick options, sign, date and return.





GRC Peakhurst Campus ICT User Agreement and Consent Form

This double-sided page is to be signed, dated and returned to your Roll Call teacher by **16/02/2018**

Student Name: _____ Year Group: _____

This ICT User Agreement and Consent form must be agreed to, **in full**, and signed before students will be permitted to access school ICT resources or bring a portable device to school and connect it to the school's Wi-Fi network.

Students and parents/carers must read and discuss this ICT Policy carefully prior to signing the User Agreement and Consent form. Any queries or concerns should be raised with the school executive to ensure that clarification is obtained prior to the ICT User Agreement and Consent Form being signed, dated and submitted.

Student User Agreement

I, _____, of Roll Class _____ :

Student Name (Please Print)

Roll Class

- Have read and discussed GRC Peakhurst Campus' ICT Policy (Version 16/1) with my parent/carer.
- Understand the school's expectations outlined in the policy surrounding:
 - Key principles, expectations and guidelines
 - Acceptable usage of ICT resources and services, including school and personal devices.
 - Consequences for breaching this ICT Policy
 - Liability in the event of loss, damage or theft.
 - Responsibilities as a student when using both school and personal ICT resources, services and devices.
- Agree to adhere to the guidelines and expectations outlined in the policy with relation to the use of digital devices and services both at school and, where relevant, outside of school.
- Accept the consequences, including having my device confiscated, should I breach any section of this agreement, in part or in full.
- Have been advised of technical specifications and compatible device models which are suitable for connectivity to the Department of Education Wi-Fi.
- Accept responsibility for the effective use and maintenance of my personal portable device and understand that no technical support will be provided beyond wireless connectivity.
- Understand that all ICT usage is strictly under the direction and supervision of a member of staff.
- Understand that the school is not liable for lost, maliciously damaged or stolen personal devices.

Signature: _____ Date: _____

Student Signature

DD/MM/YYYY



Parent/Carer Agreement

I/We, _____:

Parent/Carer Name (Please Print)

- Have read and discussed GRC Peakhurst Campus' ICT Policy (Version 16/1) policy with my/our child.
- Agree to adhere to the guidelines and expectations outlined in the policy with relation to the use of digital devices and services both at school and, where relevant, outside of school.
- Understand that a breach of this policy will incur consequences in accordance GRC Peakhurst Campus' Welfare and Discipline and Anti-Bullying and Harassment policies and may be subject to the NSW Department of Education's Suspension policy.
- Will be responsible for replacing or repairing a school owned device that may be damaged, lost or stolen.
- Will be responsible for replacing or repairing my/our child's personal device that may be damaged, lost or stolen.
- Are aware of the consequences imposed when found in breach of this policy and understand that this may result in the loss of ICT (including BYOD) privileges whilst at school.

Parent/Carer Consent

I/We understand that staff may incorporate the use of online tools and websites into their lessons to provide students with the opportunity to participate in e-learning across all curriculum areas, including the ICT general capabilities, in the Australian Curriculum.

I/We give permission for my/our child to (tick all that apply):

- Utilise school ICT resources.
- Bring a maximum of two portable devices to school.
- Access the Internet and use a variety of websites for researching information relating to class work.
- Communicate and collaborate with third parties, including those within the school, and organisations outside of the school, as directed by a member of staff.

Please note:

Consent for photos and/or videos of student and/or student work to be taken and/or published, have previously been provided on your child's enrolment form. Should circumstances change, the School Principal needs to be notified in writing.

Signature: _____

Date: _____

Parent/Carer Signature

DD/MM/YYYY