



Student ICT Policy

Dunsborough Christian College

ABN 96 105 961 135

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Preamble

The use of digital resources at Dunsborough Christian College is a privilege that carries with it responsibilities. This policy is designed to ensure that students use these resources in a manner that is ethical, legal, and respectful of the rights of others. By adhering to these guidelines, students will contribute to a positive and secure learning environment.

The following policy outlines the standards for acceptable use of college computers, online services, email, social media, and chat groups. It is intended to protect students, staff, and the integrity of our technological infrastructure. Any violations of this policy may result in disciplinary action and, in severe cases, legal consequences.

Purpose

This Assessment and Reporting Policy aims to ensure that Dunsborough Christian College complies with the Western Australian Curriculum and Assessment Outline requirements for student assessment and reporting, and provides a framework for consistent, valid, and reliable assessment practices to support student learning, growth, and achievement.

Scope

This policy applies to all students of Dunsborough Christian College.

Definitions

School Computers: Any desktop, laptop, tablet, or other computing devices provided by the college for student use.

Online Services Account: An account provided by the college to access email, cloud storage, educational software, and other online resources.

Social Media: Platforms and applications that enable users to create and share content or participate in social networking, including but not limited to Facebook, Twitter, Instagram, and TikTok.

Email Service: The college-provided email system for sending and receiving electronic messages.

Chat Groups: Online forums or platforms where users can communicate in real-time, including instant messaging services, group chats, and discussion boards.

Personal Information: Data that can identify an individual, such as names, addresses, telephone numbers, and photographs.

Misuse of Online Services: Any activity that violates this policy, including unauthorized access, sharing of inappropriate content, cyberbullying, and illegal activities.

Context

In the digital age, the use of computers and online services is integral to the educational experience. At Dunsborough Christian College, we are committed to providing a safe, respectful, and productive environment for our students. The responsible use of technology is essential to achieving this goal. This policy outlines the expectations and responsibilities for students using the college's computer systems, online services, and related technologies.

College Computer and Online Services Usage Policy

The school provides access to iPads and laptops in classrooms in line with curriculum requirements for various classroom learning and assessments. While students may be allocated a device for their use at school, the device remains the property of the school and are not sent home.

To maintain cybersafe practices and student well-being, any student interaction with school devices and internet access through their school credentials at any time (such as emails, Teams, Canvas and Learner.Link) must comply the Computer and Online Services Usage Policy.

With exception of a Kindle (book reading only device) or where students require a personal device for medical reasons, students are not permitted to bring any device (ipad, laptop, mobile phone, or smartwatch) to school. Any non-school device found in a student's possession during school hours will be placed in the office for parent collection at the end of the school day. If parents or students need to contact each other during the school day, please make contact via the school office.

Computer Usage

- College computers may be used only with permission from a teacher.
- All instructions from teachers must be followed when using college computers.
- Students must not let anyone else know their passwords.
- Students must not allow others to use their online services account unless they have explicit permission from a teacher.
- Accessing other people's online services accounts is strictly prohibited.
- Students are responsible for any activity that occurs using their online services account.

Online Services Security

- Students must inform a teacher immediately if they suspect someone is accessing their online services account.
- The college and the Department of Education reserve the right to monitor all emails sent or received using the college's email service.
- Any email sent or work intended for publication must be polite, carefully written, and well-presented.

Internet and Email Usage

- Material from internet sites or other sources may only be used with proper permission.
- When using material found on the internet in their work, students must cite the source.
- If a student encounters information on the computer that makes them feel uncomfortable, they must inform a teacher immediately.
- Personal information, including names, addresses, credit card details, photographs, and telephone numbers of oneself or others, must not be revealed.
- Any email sent or work intended for publication must be polite, carefully written, and well-presented.
- Students are not to engage in any email interactions without the teacher's permission.

Social Media and Chat Groups

- Use of external social media, non-college approved apps and chat forums are prohibited.
- Students are not to engage in any online communication without the teacher's permission.
- Inappropriate, offensive, or harmful content or behaviour is strictly prohibited on all online platforms.

Cyberbullying and Harassment

- Cyberbullying, harassment, or any form of online intimidation is strictly prohibited. Any such behaviour must be reported to a teacher immediately.

Equipment and Network Integrity

- Students must not damage or disable computers, computer systems, or computer networks of the college or its affiliated organisations.
- Changing computer settings or removing any identification stickers is prohibited.

Responsibilities and Consequences

- Students will be held responsible for their actions while using online services and for any breaches caused by allowing another person to use their online services account.
- Misuse of online services may result in the withdrawal of access and other consequences as outlined in the college's policy.
- Legal liability may be incurred for offenses committed using online services.
- Students are explicitly informed of ICT protocol and expectations
- Disciplinary actions for breaching the policy, and related policies, will be determined by the Principal in accordance with the college's behaviour policy.

Privacy and Confidentiality

- Students must respect the privacy and confidentiality of others. Unauthorized access to private information, including intercepting or disclosing electronic communications, is prohibited.

Review and Updates

This policy will be reviewed and updated regularly to ensure it remains relevant and effective. Students will be informed of any changes and are expected to comply with the updated policy.