ICT SERVICES POLICY:
STUDENTS

PURPOSE

The purpose of this policy is to manage the appropriate use of information, communication and technology services by students at the College

SCOPE

This policy applies to the Australian International Islamic College students, on all campuses

RESPONSIBILITY
ICT Department

POINT OF CONTACT
ICT Services

Approved By: College Board	**Status:** Approved
Contact: Principal	**Reviewed** | Bi-annually
Date Approved: May 2020	**Next Review Due:** April 2022

This policy may be updated or revised from time to time. The College will not notify you each time the Policy is changed.

PREFACE

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.

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 smart watches, 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

ACCEPTABLE USE

- One laptop will be assigned to each 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
- Primary student laptops must remain onsite at all times
- 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 ICT 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.
- 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

SCHOOL DEVICES

- Teachers are provided with a laptop from AIIC. The laptop remains the property of AIIC.
- Teacher laptops may be subject to a software security check.
- Any items loaned to teachers from the IT department must be cared for at all times by the borrowing teacher.
- Items borrowed from the ICT department must be returned to the department on the due date stated.
- Teachers can only borrow IT equipment from the IT room, not from another teacher.
- School laptops are for student use only
- In the event of IT equipment being lost, or stolen from the teacher, the school administration will determine the course of action to be taken. This may involve the teacher paying a portion, or all of the replacement cost
- Staff have a responsibility to report faults or damage as soon as is practical.

PERSONAL DEVICES

- Any personal device brought to school must have security software installed before connecting to AIIC's network
- Every reasonable effort must be made to ensure that any sensitive school information on any personal device is kept securely
- Installed security software on any personal device must be up to date at all times whilst on AIIC's network
- The ICT department reserves the right to perform security checks on any devices connected to the AIIC's network without prior warning, if it is suspected of interfering with the network
- Any personal device found to be interfering with the network will be immediately booted from the network
- Any previously booted device must pass a security check by the IT department before being allowed network access again
- AIIC accepts no responsibility for the loss of theft of personal devices

SOFTWARE

- Teachers must have the express permission of the ICT department before installing any new programs on any AIIC machine
- Teachers are not permitted to download new software without the consent of the ICT department
- Teachers may not change any computer settings that require administration access
- If a teacher would like a particular site unblocked by the internet filter, they must send an email to the IT department with the exact site link. The site will be reviewed and unblocked, if it is deemed educational

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

Student Responsibilities

AIIC expects that students take 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