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CALVARY  
CHRISTIAN  
COLLEGE

# ICT MANUAL ACCEPTABLE USE POLICY 2014

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## Purpose of Documents and Relationship with ICT Policies

The purpose of these documents is to outline the-

- ICT Manual Acceptable Use Policy (AUP)
- 1-1 User Agreement

### Intent

The intent of the Calvary Christian College's ICT Policies is to set out expectations and responsibilities on all users so that the College can provide safe, reliable and efficient ICT infrastructure, systems and processes to facilitate our core business as an educational institution and especially student learning in line with our Christian values.

## 1. Acceptable Use Policy (AUP)

### 1.1 Mandatory User Agreement

Access to the College's ICT network, resources or facilities is granted by clicking on the "OK" acknowledgement which explains *"By logging onto the Calvary Christian College Network, you are agreeing to our 'Acceptable Use Policy' which includes monitoring, accessing and reviewing all computer use."* Students and Parents also sign the User Agreement which includes the Acceptable Use Policy.

### 1.2 Breaches of User Agreement & Acceptable Use Policy

Adherence to the guidelines will help ensure a positive, supportive and productive learning environment for all students. Students should adhere to the directions of teachers at all times. Upon request, it is the student's responsibility to demonstrate compliance with the AUP. A breach of the agreement or AUP is regarded as a student behavior matter and will be handled in accordance with the College's Constructive Discipline Policy and may involve Year Level Coordinators and Heads of School as necessary. ICT Support staff will provide relevant advice where required.

Depending on the seriousness of a particular breach of the user agreement, an appropriate response will be made by the College and may include: a discussion with the student, informing parents/legal guardian, restriction, suspension or loss of student access to school ICT network, resources or facilities, taking disciplinary action, recovery of any incurred costs; legal action including informing the police (if deemed necessary); remove a laptop and other equipment from student's possession (as listed in the inclusions); and/ or cancel this agreement.

### 1.3 Standard Operating Environment (SOE)

All student PCs/Tablets/Laptops must conform to and operate the College's SOE and software suite. Installation of Linux, Ubuntu, Unix or other operating systems or P2P file sharing applications are NOT permitted. The SOE, software suite and file permissions of Z (home) drive or Student Resources (shared) drive must not be modified by students. Student access to BIOS is prohibited. The attempted or actual removal of monitoring systems such as Netsupport or Netbox Blue is considered a serious breach of AUP. Re-installation of the SOE or College software suite due to incompatibility, reduced performance or malfunction due to unauthorized software or personal games or music may incur a service fee.

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## 1.4 Content

Any software, games or material on student computers must comply with the College's Media Classification Policy (Nov 2009) and must be age-appropriate as per the government classification for movies and games. The College reserves the right to delete any inappropriate material upon discovery, repair or upgrade without notice. Excessive usage will be monitored and restrictions may be enforced

## 1.5 Responsibilities regarding access of inappropriate or illegal material

When using the College's ICT equipment, Tablets or Laptops, on-site or at any school-related activity, users must not:

- initiate access to inappropriate or illegal material
- save or distribute such material by copying, storing, emailing or printing.

In the event of accidental access of such material, users should:

- not show others
- close or minimise the window
- report the incident to a teacher immediately

## 1.6 Facilities

Students must not be in the computer rooms/labs without the permission of a teacher and must act responsibly showing respect for the equipment. No food or drink is to be brought into rooms/labs with computers.

Students should not tamper with the ICT systems (including associated software, hardware, and desktop settings) in any way and equipment must not be swapped around (e.g. changing of keyboards, mice.)

## 1.7 Copyright

Students must adhere to the laws concerning copyright, other intellectual property rights and licensing agreements. All software, music, games, images and material on a student's PC/Tablet/Laptop must not be in violation of copyright laws, hence downloading, storing, playing or sharing illegal or pirated material is prohibited. The College reserves the right to delete any illegal material upon discovery, repair or upgrade without notice.

## 1.8 Software

Students may only download or install software on PC's/Tablets/Laptops, consistent with content guidelines described above if approved by ICT Staff. The College reserves the right to delete installed software due to inappropriate content or system compatibility issues without notice. Non-standard software will not be backed up or restored with any repair, reinstallations or SOE upgrades.

## 1.9 Computer Games, Music & Media Files

Students are permitted to store music and other media in their C drive for personal use. These files must be stored in a folder called "PRIVATE". Important Note: PRIVATE files stored on C drive will NOT be backed up or saved during any repair or upgrade and it is the responsibility of users to do this. If a student's Z drive exceeds 1 GIG the College reserves the right to remove any NON SCHOOL WORK files without notice. (Exceptions to this total storage size can be granted). Students need to be aware that all student files are deleted at the end of the academic year.

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Games or music cannot be played in class. Students found playing any games during class time will have all games on their PC/Tablet/Laptop deleted and be reported to their appropriate Head of School.

Network games are only allowed to be played on the College network with the approval of ICT Staff. Games and media files are also more likely to cause software incompatibilities and hardware malfunction than other programs and hence a reinstallation service fee may apply.

Script or executable files (e.g. bat, exe, vbs) are not to be stored on students Z drive unless specifically required as part of ICT school work.

### 1.10 Peripherals

USBs, CDs etc must not be taken from or brought into computer rooms without approval of the teacher in charge. These devices must be used solely for the purpose of storage. ICT Support is not responsible for data stored on these devices.

### 1.11 Internet

Students must not seek to find any information that could harm, embarrass or offend. If students should accidentally come across sensitive or offensive information they must exit that screen immediately. Retrieval, viewing or posting of any material that is sexually explicit, obscene, violent or offensive via the College's network is prohibited.

Students must not divulge home addresses, telephone numbers, EFTPOS or Credit Card Numbers. Students must not attempt to invade the privacy of others, send anonymous messages or messages with obscene language. Students should not have access to Web-based Mail or Chat Groups during school hours unless approved by teacher. Excessive usage will be monitored and restrictions may be enforced.

### 1.12 Internet filtering (subject to change without notice)

The College uses Netbox Blue\* to restrict and monitor the use of the internet on College computers using the College's parameters. Most sites are categorized according to educational criteria and then allowed or blocked. Please be aware that some categories such as; Entertainment and Videos, Social Networking, Web-based Email and Chat and Instant messaging are blocked during school hours and open after school hours and during school holidays periods. A full list of categories is available on our website. Although the College employs additional measures to manage this process on campus, this is NOT a guarantee of full internet safety. (Please see Cyber-safety below)

### 1.13 Email

Students and staff are welcome to use the College's email account for school purposes. Email may not be used in lesson times without the direct consent of the teacher. All email must accord with the College guidelines of appropriate content and conduct, this includes ensuring that no electronic communication could cause offence to others or harass or harm them, put the owner of the user account at potential risk, or in any other way be inappropriate in the school environment (refer to College's Bullying Policy). Excessive usage will be monitored and restrictions may be enforced.

### 1.14 Password security

**Confidentiality of passwords.** It is important to keep passwords confidential and not share them with anyone. It is recommended that students frequently change their passwords.

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**Access by another person.** Users should not allow another person access to any equipment/device logged in under their own user account, unless with special permission from the ICT Staff. Any inappropriate or illegal use of the computer facilities and other school ICT equipment/devices can be traced by means of this login. It is unacceptable to seek access to restricted areas of the network or to try to gain another person's password or personal information. Students should not copy, move, rename or delete any folders other than those in their own personal directory.

### 1.15 Printing

Students will ask teacher for permission prior to printing of any documents. Quotas on print quantities will apply and any excess printing beyond these quotas will attract a charge.

### 1.16 Not acceptable on Campus

The following actions are not acceptable while the student is on campus or attending an official school function-

- connection to internet via the use of 3G, internal modems or mobile phones
- connection to the internet via the use of proxies
- use of 3rd party utilities such as anonymizer
- the use of Chat clients, LAN games etc

### 1.17 Monitoring by the College

The College has the right to monitor, access, and review all computer use. This includes personal email sent and received on the school's computers and/or network facilities, either during or outside school hours. The College will employ several electronic access monitoring systems which have the capability to record Internet use, including the user details, time, date, sites visited, length of time viewed, and from which computer or device. The College will deploy filtering and/or monitoring software where appropriate to restrict access to certain sites and data, including email. The College will clearly indicate that it is monitoring computer use during the logon process.

### 1.18 Ergonomics

Calvary recommends students adopt the following practices;

- Place your tablet/laptop on a desk, table or other sturdy location rather than working on your lap, ground or other position. This allows for the tablet/laptop to be setup in a better ergonomic configuration and also separates the heat, power and wireless transmitters away from your body.
- When using your tablet/laptop in traditional 'notebook' mode or using your tablet/laptop for extended periods, position the display so that the top of the screen is just below eye level. This will ensure better neck posture and reduce muscular concerns. Adjust the height of your chair to achieve this, or use something to raise the height of your tablet/laptop if needed (phone book, laptop stand, etc).
- The screen should be approximately one arm's length from the user. The display should be directly in front of the user and centred to face you.
- When using the keyboard, you should position it to minimise bending the wrists and maintain an elbow bend at less than 90 degrees.
- When at home, an optional external mouse, keyboard and laptop stand can be used to achieve better ergonomic setups.

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### 1.19 Cyber Safety

Calvary Christian College is committed to the cyber-safety of our staff and students and to creating and maintaining a cyber-safety culture which is in keeping with the values of the school, and legislative and professional obligations. Please see our website for further detailed information.

### 1.20 Examinations

Laptops will not be used in examinations unless it is specifically prescribed within the conditions of the examination.

### 1.21 ICT Support

The ICT Support team provides support and assistance to the College's staff and students. The following table outlines the scope of assistance that is able to be provided to students and parents/guardians using the 1-1 Programme -

<b>ICT IS <u>ABLE</u> TO SUPPORT YOU WITH-</b>	<b>ICT IS <u>UNABLE</u> TO SUPPORT YOU WITH-</b>
<ul style="list-style-type: none"><li>• Laptop Hardware Issues</li><li>• College Software Issues</li><li>• College Network Connectivity and Access</li><li>• Connecting to the Internet through CCC Network</li><li>• Internet filtering through your laptop at home</li><li>• Connecting to College peripherals (e.g. cameras)</li><li>• College Back-up of Z drive</li></ul>	<ul style="list-style-type: none"><li>• Connecting to the Internet at home</li><li>• Connecting to non-College printers and other peripherals eg cameras</li><li>• Back-up of personal and/or family files</li></ul>

Contact details for the ICT Support team are –

- Phone – 3287 6222
- e-mail - [webassist@calvarycc.qld.edu.au](mailto:webassist@calvarycc.qld.edu.au)

## 2.0 Off-campus or at 'home' Guidelines

### 2.1 Note to Parents to be diligent

In line with the College's philosophy that education is a joint responsibility between the school and parents, using ICT devices off-campus/at 'home' can present some new challenges. Whilst some of these can be partly overcome through the use of filtering procedures and applications, nothing will replace the monitoring, supervision and communication between parents and students. For this reason, Calvary encourages parents to be actively involved in the understanding and implementation of using ICT devices in the home environment.

Wherever possible, Calvary will provide assistance to parents in alerting them to potential threats and assisting them in maintaining vigilance.

Some suggestions to help in the process of maintaining responsible use at 'home' include-

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- Reinforce the College’s prescribed “Acceptable Use Policy” at ‘home’.
  - Establish guidelines for at ‘home’ use.
  - Do not handover total control of the laptop to the student.
  - Use the filtering software provided and check regularly for any alerts it provides.
  - Monitor by regularly checking the internet history of the user and looking at saved files.
  - Ask questions and be involved.

## **2.2 Off-Campus or at ‘home’ guidelines for connecting to Internet**

PLEASE NOTE- Establishing the actual connection between the College laptop and your ISP is a parental responsibility and not the responsibility of the College.

The College ICT Support team is not authorized or able to assist with this issue.

## **2.3 Off-Campus or at ‘home’ guidelines for using Internet Filtering**

The College has installed Netbox Blue mobile filtering\* to assist in helping to provide filtering at home. This product is designed to work in conjunction with Netbox Blue filtering on campus. No other filtering should be loaded onto the laptop.

Netbox Blue mobile filtering will help parents restrict and monitor the use of the internet on the College laptop using the College’s parameters. This is NOT a guarantee of full internet safety at home and parents need to take other appropriate measures. Parents will need to be responsible to help manage this process at home. Please contact ICT Support for help with this issue. Please be aware that after school hours and during school holiday periods the filtering criteria is less strict.

(\*=subject to change without notice)

## **2.4 Off-Campus or at ‘home’ guidelines for connecting Printers**

Parents may choose to add “home printers” to a College laptop if they desire and most printers should work effectively. To do this you need to use the CD provided by the manufacturer or go to their website and follow their instructions to install the printer.

The College ICT Support team is not authorized or able to assist with this issue.

## **2.5 Off-Campus or at ‘home’ guidelines for Personal File management and backups**

A student’s college files must be stored and saved in their Z drive. This will ensure that they are backed up. Any other personal or family files should be saved under *Documents (on C Drive)*. Students and parents/ guardians need to be responsible for managing this process. Please note in the event of any issues requiring the reimaging of the laptop, files outside of students Z drive will NOT be saved or backed up.

The College ICT Support team is not authorized or able to assist with this issue.

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## Calvary Christian College - ICT Vision Statement

# iLearn 2020

*As a 21st century Christian learning community, Calvary Christian Colleges recognises and embraces the importance of new technologies, communication and collaboration in providing modern learning experiences which are God-centred, use appropriate digital technologies and are authentic and relevant to our students.*



**DISCLAIMER:** Whilst every effort has been made to ensure the currency, accuracy and completeness of the information contained in this document it is acknowledged that-

- Details contained herein may change without notice; and
- Unforeseen circumstances may cause changes in policies, conditions and practices