



YANCHEP

SECONDARY COLLEGE

Inspire. Achieve. Succeed

Preparing young people to be active and productive adults

ICT Use Policy



Policy for student use of Information Technology

This policy relates to all computer use and access to workstations, laptops and other student supplied electronic devices at Yanchep Secondary College.

Policy Statement

The Department of Education (the Department) provides online services to students in public schools for learning-related activities and strives to protect students from exposure to inappropriate online material and activities.

Acceptable use Policy

All Departmental online services including Portal, email, online document storage, Intranet and Internet access, must be used responsibly and in accordance with Departmental policies.

By accessing any Departmental online services you give your full agreement and commitment to comply with all Departmental policies. You also give consent to logging, monitoring, auditing and disclosure of your use of these services.

Inappropriate use of these services can result in disciplinary action that may include suspension of access to online services, dismissal or termination of contract. You can view the policies relating to the appropriate use of these services at the [Our Policies website](#). [Students Online Policy](#) | [Telecommunications Use Policy](#) | [Parents/responsible persons - Appropriate Use](#)

Use of Student Personal Devices

Devices not purchased by the school and/or maintained by the school eg personal computer, smart phone, wireless PDA etc. are not supported by ICT staff, unless there are exceptional circumstances and approved by the appropriate Associate Principal and Learning Support Coordinator.

Connect

Connect is a Department of Education online program designed to provide teachers, students and parents with secure access to a collaborative online learning environment. It is an optional communication channel and the Department of Education does not undertake to provide all student-related information via Connect.

Terms of connect use

Connect exists so that WA public teachers, students and parents engage and communicate with each other in a stimulating and interactive virtual space.

The appropriate use of Connect is dictated by existing Department Policies and Guidelines, including:

Student Online Policy;
Telecommunications Use Policy;
Copyright for Schools; and
Code of Conduct

By continuing to use Connect you are indicating that you have read and will comply with the terms of use as outlined in these Policies. This means you will not:

- Post offensive, indecent or inflammatory content;
- Use Connect for any purpose other than non-commercial educational purposes;
- Impinge on others' safety or privacy;
- Upload or share content or materials without permission of the author/s;
- Share or use the Department's online resources for purposes other than the education of students.

The information shared in Connect is not necessarily representative of the Department of Education, nor does the Department provide any assurance as to its accuracy. Furthermore, at its discretion, the Department may remove any materials it deems inappropriate.

The Department reserves the right to change these Terms of Use at any time.

Information And Communication Technology Acceptable Use Agreement

The expectations at Yanchep Secondary College are set out below to keep students, staff and the network safe. All students and staff are therefore expected to follow and maintain the protocols that are in place. If anyone is suspicious of any of the protocols being breached, then it is their responsibility to report this to the Network and eLearning Coordinator, Leading Teacher or Principal immediately. When reading and signing this agreement, you understand that it applies to all devices that access the Yanchep Secondary College Network.

- All Students are expected to sign that they have read and understood the agreement.
- All students are expected to use ICT respectfully and responsibly.

The completed agreement should be authorized by your Parent (Caregiver).

Breaches of this agreement will result in restriction of Network and Internet access, possibly including removal of all access. There may be other consequences for inappropriate actions and behaviour. Network facilities and Internet access are provided to help you with your learning.

By signing the agreement on the attached page, I agree that:

- I am responsible enough to access relevant sites, information, and graphics suitable for students at Yanchep Secondary College (YSC). I will show my responsibility by not accessing: pornography, promotion of drug abuse, violence, racial discrimination; and pirated software.
- I can be trusted not download or bring downloaded material from such sites to YSC in any form, electronic or hardcopy.
- I know that it is my responsibility not to; download, store, transfer or display inappropriate or illegal material on a device used at YSC.
- I will observe all protocols required by YSC regarding computer viruses and will not knowingly place a virus or other malware onto a college device.
- I can be trusted not use college ICT devices for personal or private activity without permission from a member of staff.
- I am mature and trustworthy enough not to cause damage to or interfere with computer hardware, software or system performance of college devices.
- I can be trusted not to connect any device to the wired network without approval.
- I understand that it's my responsibility not to participate in any online activity that: compromises the performance of the network, speed of the network or security of the network.
- I can be trusted not to obtain, use or access information about usernames or passwords for other users of the college network.
- I can be trusted not to access secure or restricted areas of the network, or the personal data files of others.
- I can be relied upon not to use the college's name, devices, network or accounts provided by the college, to obtain goods or services that have not been authorised by the IT manager and or Principal.
- I am mature and trustworthy enough to not behave online in a way that brings the college into disrepute or that offends others. I can be trusted not to post inappropriate, offensive, threatening material or messages.
- I can be trusted not to create or access a personal hotspot or external network to look at or download information.
- I understand that it is my responsibility not to have a SIM card inserted into any device that accesses the college network.
- I understand WA Education Policy on Mobile Phones bans students from using mobile phones from the time they enter school grounds to the conclusion of the school day. This includes smart watches and listening accessories, such as headphones and earbuds.

<http://det.wa.edu.au/policies/detcms/policy-planning-and-accountability/policies-framework/policies/students-online-in-public-schools-policy.en?cat-id=3457121>

Information and Communication Technology Acceptable Use Agreement

By signing below you are confirming that you have read and understood the expectations of Information and Communication Technology at Yanchep Secondary College and that you will act in accordance with these expectations.

I understand and agree to abide by the expectations outlined in this document.

Student Name:	
Student Signature:	Date:
Parent Name:	
Parent signature:	Date: