

# FSAC Ltd

## Student Management Policy

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# TSAC Student Acceptable Use of ICT Procedure 1.1

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2015

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1. **Policy**

Student Management Policy

2. **PROCEDURE STATEMENT**

**The Colleges are committed to the protection of the essential interests of the Colleges without inhibiting the use of the information and communication technology environment, which is intended for the benefit of students, staff and the Colleges in general.**

The purpose of this procedure is to enable students to work confidently in the information infrastructure whilst safeguarding the integrity of; computers, networks, data, and associated licensing arrangements, owned or controlled by the Colleges.

It also provides guidance to the College community on complying with the Colleges' requirements and relevant legislation; specifies practices that mitigate against unauthorised or inappropriate use; and contains information about the organisation's responsibilities and how problems will be managed.

**2.1 Scope**

This procedure applies to all students who use the organisations computing equipment and services.

**2.2 Principles**

The provision of information technology and communication systems by the Colleges is to improve and enhance learning and teaching, and conduct of the business and functions of the organisation. It is essential that use of this valuable resource be managed to ensure that it is used in an appropriate manner.

The process by which the College seeks to manage student use of information technology and communication systems is through the development and implementation of this Procedure. The Procedure must be followed whenever using information and communication systems.

This Procedure governs the use of organisation information technology and communication systems and includes but is not limited to:

- Publishing and browsing on the Internet (including Intranet and Extranet)
- Downloading or accessing files from the Internet or other electronic sources
- Email
- Electronic bulletins/notice boards
- Electronic discussion/news groups
- File transfer
- File storage
- File sharing
- Video conferencing
- Streaming media
- Instant messaging

<b>2.3 Affiliated Authorities</b>	<ul style="list-style-type: none"> <li>• Online discussion groups and ‘chat’ facilities</li> <li>• Subscriptions to list servers, mailing lists or other like services</li> <li>• Copying, saving or distributing files</li> <li>• Viewing material electronically</li> <li>• Printing material.</li> </ul> <ul style="list-style-type: none"> <li>• <i>Copyright Act (1968) (Commonwealth)</i></li> <li>• <i>Trade Marks Act (1955) (Commonwealth)</i></li> <li>• <i>Trade Practices Act (1974) (Commonwealth)</i></li> <li>• <i>Spam Act (2003) (Commonwealth)</i></li> <li>• <i>Anti-discrimination legislation</i></li> </ul>
<b>3. ACCOUNTABILITIES</b>	<ul style="list-style-type: none"> <li>• <a href="#">The Board</a></li> <li>• <a href="#">Head of College</a></li> <li>• <a href="#">Manager HR &amp; Compliance</a></li> <li>• <a href="#">Manager Information &amp; Communication Technology</a></li> <li>• <a href="#">Staff</a></li> <li>• <a href="#">Students</a></li> </ul>
<b>4. DEFINITIONS</b>	<p>Refer to the Glossary for specific definitions.</p> <ul style="list-style-type: none"> <li>• <a href="#">Acceptable Use</a></li> <li>• <a href="#">Authorised User</a></li> <li>• <a href="#">Information and Communications Resources</a></li> <li>• <a href="#">Security Measures</a></li> <li>• <a href="#">Spam</a></li> <li>• <a href="#">Personal Communication Devices</a></li> <li>• <a href="#">Technologies</a></li> </ul>
<b>5. PROCEDURE</b>	<p>All students have a responsibility to ensure that their use of the Colleges’ information and communication resources is appropriate and does not jeopardise integrity, security or service levels, or harm the reputation of the College.</p> <p>This sets out the detailed steps required to meet the procedure and procedure objective.</p>
	<h3>5.1 Student ICT Resources</h3> <p>The Springfield Anglican College network is provided for students to promote educational excellence. All students are given access to the computer network with an individual account and Internet access.</p> <p>Access to the College network, including the Internet is an integral part of student learning at The Springfield Anglican College. Serious consideration will be given to any abuse or misuse of the TSAC computer network, and penalties will be applied as outlined in this document and the student diary.</p> <p>This Agreement is provided to ensure the appropriate and efficient use of the ICT facilities provided by the College and to ensure the safety of students in line with the College’s Child Protection Procedure.</p>

## 5.2 Student Use of the Internet at School

Student access to the Internet is provided for academic use only. Students are not to use the Colleges Internet access to deliberately view or distribute images and or movies which are of an adult or illegal nature.

Students are not to access the Internet via any device other than the school network, access to the Internet from a private wired or wireless Internet connection not approved by the College while at school is prohibited.

## 5.3 Student Use of the Internet Outside of School in relation to The Springfield Anglican College

Students must not use the Internet in any way as a means of defaming the College or any members of The Springfield Anglican College community. Students who engage in this type of activity will incur penalties as prescribed by the Head of College, and may have action taken against them by a third party (e.g. For breach of Anti-Discrimination or Defamation laws). These activities include:

- creating unofficial school websites
- uploading any material to servers, for example youTube, that makes reference to The Springfield Anglican College or by direct reference or inference the wearing of the school uniform and the College Logo
- including any sort of reference to The Springfield Anglican College in a website, whether it be in the title of the website, the content of the website, or the wearing of the school uniform in any photographs included in the website
- using the College logo on any website without the express permission of the Head of College
- placing material on a website that contravenes the The Springfield Anglican College Student Behaviour Procedure
- using email, chat or any other digitally enabled means of communication as a means of bullying
- using email, chat or any other digitally enabled means of communication as a means of defaming any member of the The Springfield Anglican College community.

Electronic student teacher communication is NOT to occur via any other channels other than College email or College Learning Management System. Current social web based services such as FaceBook, Bebo and MySpace, or similar are NOT approved for electronic student teacher communication.

## 5.4 Student Use of the Internet Outside of School

It is not possible for the College to monitor student use of the Internet outside of school but the following guidelines are recommended to improve student safety while online.

- It is recommended that at all times children should be actively monitored while accessing the Internet

- It is recommended that the use of laptop and desktop computers should be in an area where active adult supervision can be provided
- It is not advisable for Internet access to be provided in a child's bedroom
- It is recommended that under no circumstances should any personal information be given to any person via the Internet
- It is recommended that parents, carers and guardians make themselves aware of the dangers of unsupervised access to the Internet by attending to information provided by the College, actively undertaking independent research and viewing/accessing material provided by relevant Federal and State Government bodies.

## 5.5 Student communication with College staff via computer networks

Student/teacher communication via email is accepted by the College as an important form of communication. Student/teacher communication via computer networks must be conducted in a manner that adheres to the College Acceptable Use Procedure.

Electronic student teacher communication is NOT to occur via any other channels other than College email or College Learning Management System. Current social web based services such as FaceBook, Bebo and MySpace, or similar are NOT approved for electronic student teacher communication

When communicating electronically students should only contact their teacher via the College email service or the College Learning Management System.

## 5.6 Student communication with College staff via computer networks

In providing an ever increasing range of ICT resources for student use inside our classrooms, it is a clear expectation of the College that students use these resources effectively.

It is acceptable for students to use the school computers and network for:	It is unacceptable for students to:
<ul style="list-style-type: none"> <li>✓ Assigned class work and assignments set by teachers</li> <li>✓ Developing literacy, writing, communication and information skills.</li> <li>✓ Authoring text, artwork, audio and visual material for publication on the Intranet or teacher approved Internet site.</li> <li>✓ Conducting research for school activities and projects.</li> <li>✓ Access to articles in newspapers magazines, indexes or CD-ROMs.</li> <li>✓ Access to online references such as dictionaries, encyclopaedias or LOTE language resources.</li> </ul>	<ul style="list-style-type: none"> <li>✗ Download, distribute or publish offensive messages, pictures or movies.</li> <li>✗ Use obscene or abusive language to harass, insult or attack others.</li> <li>✗ Give away personal information or contact details over the Internet.</li> <li>✗ Deliberately waste printing and Internet resources.</li> <li>✗ Damage computers, printers or the network equipment.</li> <li>✗ Use another person's account or password or trespass in their files, home drive or e-mail.</li> <li>✗ Violate copyright laws, which includes plagiarism (pretend</li> </ul>

<ul style="list-style-type: none"> <li>✓ Joining in approved cultural and social activities.</li> <li>✓ Accessing college approved learning management systems for classroom information, resources, activities and assessment.</li> </ul>	<p>someone else's work is your own), downloading and storing music.</p> <ul style="list-style-type: none"> <li>* Use Internet or network chat programs – including any variation of MSN.</li> <li>* Use online e-mail services after the roll out of student email. (e.g. hotmail, gmail).</li> <li>* Install programs of any sort – including .bat files.</li> <li>* Change file or folder permissions.</li> <li>* Copy and/or install any program considered inappropriate by the IT staff onto the network.</li> <li>* Access web based proxy servers to circumvent the College's firewall.</li> <li>* Monitor, modify and or redirect college network data traffic.</li> <li>* Connect unapproved devices to the college network</li> <li>* Play unauthorised games during school time</li> </ul>
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## 5.7 Standard response for student breaches of the Acceptable Use Procedure

These are a guideline only and will be applied on a case-by-case basis.

There are four (4) levels of severity:

Level	Example Behaviours	Outcome
1	Use of the Internet contravening the Acceptable Use Procedure (AUP). E.g. Downloading: music, offensive images, videos, games, programs. Running of: games, programs, Saving entire web sites	All breaches of the Acceptable use procedure will be dealt with as a behavioural management issue. Breaches will be documented and stored on the Schools student administration system by a member of staff approved by the Head of Student Services.
2	Continued use of the Internet contravening the AUP <i>and/or</i> Use of the Intranet contravening the AUP Eg. Sending messages, excessive printing	
3	Continuation of contravention of the AUP <i>and/or</i> the use of another student's username/password with their permission	
4	Continuation of contravention of the AUP <i>and/or</i> 'Hacking'**	

\*\* hacking:

- The unauthorised use (or attempted use) of another student's/staff's username/password.
- Any actions that may result in a decrease of overall server/network performance.
- Any changing of computer/server/network settings

### 6. 2.0 Student Mobile Device Usage Procedure

## 5.8 Student use of College owned mobile devices on the college network

This section applies to **all mobile device(eg tablet/mobile phone/laptop) users.**

Students who use any College Mobile Devices are to adhere strictly to the Student Acceptable Use Procedure section 5.0 of this document.

In the case of damage of a College owned mobile device the student should immediately report the matter to the Student Services Office.

In relation to the College owned mobile device trolleys, the staff member that has booked therolley is responsible for ensuring all devices are counted in an out of the trolley.

## **5.9 Student use of own mobile device on the college network**

In certain circumstances students may be granted permission to use non-approved mobile devices at the College. These students who have been identified by the Diverse Learning Needs Department as requiring a particular type of non-approved laptop to address a specific learning need.

The authority for granting permission to use non approved laptops rests with the Head of College. Students wishing to use a non-approved device on a regular basis, at College should apply to the Head of College or Head of E-Learning.

The responsibility for the security of a student's personal mobile device rests with the user/owner of the item NOT the college.

The College takes no responsibility for any actions either direct or implied that are the result of the use of a non-approved mobile device.

The College retains the right to withdraw permission for the use of non-approved mobile device by students or any other persons operating within the College at any time.

## **7. PROCEDURE ADMINISTRATION**

In accordance with procedure development and review protocol this procedure will be recorded as an authorised procedure approved by the Heads of College, at its meeting of the date shown on the front of this procedure document.

The procedure will be reviewed twelve months from the date of the approval shown herein.

Notwithstanding the scheduled review, should any circumstance change materially before the 12 month review period, the procedure will be immediately reviewed in order to maintain appropriate accuracy, relevance and authority.