



## Cobram Anglican Grammar School

*A school of The Anglican Schools Commission (Inc.)*

# Information Technology (IT) Policy

2023

Cobram Anglican Grammar School supports the rights of all members of the school community to be provided with, and engage in, a safe inclusive and supportive learning environment. This extends to the use of digital tools and online communities and is underpinned by our expectation of safe and responsible behaviour of all members of the school community.

### **Cobram Anglican Grammar School Digital Profile statement:**

Cobram AGS will;

- educate students to be safe and responsible users of digital technologies.
- endeavour to raise students' awareness of issues such as online privacy, intellectual property and copyright.
- supervise and support students when using digital technologies within the classroom and establish clear protocols and procedures when working in online spaces.
- provide a filtered internet service but acknowledges that full protection from inappropriate content can never be guaranteed.
- respond to issues or incidents that have the potential to impact on the wellbeing of our students.
- acknowledge that some online activities are illegal and may require reporting to the appropriate authority.
- support parents/guardians to understand safe and responsible use of digital technologies, potential issues and the strategies that they can implement to support their child at home; further information is available from relevant agencies and Cybersmart.



Department of Education - [Bullying and Cyberbullying](#)



eSafety Commissioner - [eSafety's Parent Guide](#)



eSafety Commissioner - [Online Safety Book](#)

## Student Declaration

When I use digital technologies and the internet at school I agree to be a safe, responsible and ethical user at all times.

I agree to:

- respecting others and communicating with them in a supportive manner; never writing or participating in online bullying (e.g. forwarding messages and supporting others in harmful, inappropriate or hurtful online behaviours).
- protecting my privacy; not giving out personal details, including my full name, telephone number, address, passwords and images.
- protecting the privacy of others; never posting or forwarding their personal details or images without consent.
- talking to a teacher or a trusted adult if I personally feel uncomfortable or unsafe online.
- talking to a teacher or a trusted adult if I see others participating in unsafe, inappropriate or hurtful online behaviours.
- carefully considering the content that I upload or post online; knowing that this is a personal reflection of who I am and what people think of me.
- investigating the terms and conditions of use (e.g. age restrictions, parental consent requirements) and if my understanding is unclear seeking further explanation from a trusted adult.
- only listen to/view media that is age appropriate for myself and my peers, and to follow any government classification guidelines for that media.
- confirming that I meet the stated terms and conditions when completing required registration processes.
- handling ICT devices with care and notifying a teacher/ICT Department of any damage or required attention.
- abiding by copyright and intellectual property regulations; requesting permission to use images, text, audio and video and cite references where required.
- never downloading unauthorized, illegal or inappropriate programs.
- never downloading non-educational programs or games whilst using school supplied internet.
- not interfering with network systems and security, the data of another user or attempting to log into the network with a user name or password of another individual.
- allow the installation of the school provided security software on my BYOD device prior to it being connected to the school network.
- not attempt to remove, modify or disable the security software on any device.
- not to bypass school internet filtering measures by use of hotspots, VPNs or other technologies.

## School support

Support will be provided for:

- connecting the device to the school network, internet and other digital technologies
- set up and management of school, student email accounts
- set up of school printing
- all school-based software and associated issues with school applications.
- minor software issues

Support **will not** be provided for:

- connecting to home networks, internet, printers or devices
- personal email accounts and settings
- major software issues
- hardware issues.

**Damage or loss of BYOD Devices:**

Parents are responsible for making sure the device is covered under their insurance, so that it can be replaced if lost or damaged.

Parents should notify the school if the device is malfunctioning, damaged or lost so that a student's learning program is not interrupted and an appropriate alternative device can be organised.

**Students are responsible for:**

- bringing portable devices fully-charged to school every day
- backing up data securely
- ensuring all software is appropriately licensed
- carrying their device in its appropriate protective case at all times
- adhering to this IT policy when using the machine and at school, including outside class time.

## Acknowledgement

This Acceptable Use Agreement applies to all digital technologies and environments, used at the school (not limited to):

- school owned ICT devices (e.g. desktops, laptops, printers, scanners)
- BYOD Devices
- mobile phones and student owned non-BYOD devices
- email and instant messaging
- internet, intranet
- social networking sites (e.g. Facebook)
- video and photo sharing websites (e.g. YouTube)
- blogs or micro-blogs (e.g. Twitter)
- forums, discussion boards and groups (e.g. Google groups)
- wikis (e.g. Wikipedia)
- vod and podcasts
- video conferences and web conferences

This Agreement applies when digital technologies are also used during school excursions, camps and extra-curricular activities.



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### Signature of agreeing parties

**Please remove and return signed copy.**

- I understand and agree to comply with the terms of acceptable use and expected standards of behaviour set out within this agreement.
- I understand that there are actions and consequences including loss of digital rights, if the student behaves inappropriately.
- I understand that legal action may be initiated against the user of this device if I infringe on the rights of others.

Student name: \_\_\_\_\_

Student signature: \_\_\_\_\_

Date: \_\_\_\_\_

Parent / Guardian name: \_\_\_\_\_

Parent / Guardian signature: \_\_\_\_\_

Date: \_\_\_\_\_

***Please note: This page must be signed and returned to the Cobram Anglican Grammar School Office before the ICT resources can be accessed.***

**Integrity, Endeavour, Community.**