



MOBILE ELECTRONIC DEVICES ACCEPTABLE USE POLICY

Burdpengary State Secondary College recognises that there are times when it is appropriate and beneficial for students to have access to various digital devices; however, the use of personal mobile telephones and AV recording equipment at the College can become disruptive to the learning and teaching process. College time is to focus on effective learning and teaching and must not be disrupted by electronic devices. The

following acceptable use policy refers to all electronic devices used by students within the College grounds and at College events/activities e.g. excursions/camps.

Students at Burdpengary State Secondary College may bring digital devices to College at their own risk, but must only operate them in accordance with the following:

- Mobile phones may not be turned on (and therefore not used for any purpose) by students on the College premises.
- All electronic devices must be switched off and out of sight during lesson times unless under the direction of College staff as part of a learning activity (BYOx only).
- If students require urgent access to a phone they should report to Executive Services to use a College phone.
- Students must display courtesy, consideration and respect for others whenever they are using any digital device.
- Devices with built-in cameras are not to be used anywhere a normal camera would be considered inappropriate, such as in change rooms or toilets.
- Students must not take photographs, images or audio recordings of any staff member, other students or visitors to the College without their consent and knowledge.
- Students must not make/send harassing or threatening calls/messages.
- All digital devices including mobile phones are brought to College at their owner's risk. No liability will be accepted by the College in the event of loss, theft or damage to any device.

Consequences of failure to comply with College policy:

- If sighted on College campus students will be asked to turn off the device and put away. Repeat infringements will be considered wilful non-compliance and dealt with according to the Responsible Behaviour Plan for Students (RBPS).
- If non-compliant, students will be required to hand in the device at the office.
- Victims of abusive, threatening, bullying messaging, or inappropriate video/photo imaging will be advised to make a complaint to the Queensland Police.
- Any student who places an image / words on the internet which have a negative impact on the good standing of the College, its staff or students will be dealt with according to the RBPS.
- If a student uses their BYOx device in an inappropriate manner they will be asked to turn off the device and put away. Repeat infringements will be considered wilful non-compliance and dealt with according to the Responsible Behaviour Plan for Students (RBPS).
- Any repeated or other inappropriate use will be dealt with under the RBPS.

ICT ACCEPTABLE USE POLICY

1. This policy sets out guidelines for the acceptable use of:

- the School's computer network facilities
- installed computer software
- the Internet
- electronic mail

which are provided to students for educational purposes only.

2. Acceptable use issues may be broadly categorised as personal conduct relating to:

- System security
- Legal requirements
- Ethical use of Education Queensland's computer network facilities at Burdpengary SSC.
- Standards of interpersonal communication.

3. Benefits to students - Students will have access to

- A variety of equipment, software and services to support effective learning.
- Information sources for research via network facilities and the Internet.
- Network facilities before school and during lunch breaks.

4. Procedures for use - Students are expected to

- Operate all equipment with care. Follow written and oral instructions for room and equipment use. Consult a teacher where necessary.

- Ensure personal security of their user account by correctly logging on and off.

RESPONSIBILITY OF STUDENTS

Students are responsible for all activity carried out on their personal network account.

General Network Responsibilities - Students will NOT

- Share their password with anyone else
- Use another student's network account
- Allow another student to use their account
- Attempt to change the network in any way
- Install / use any software other than that provided by the school
- Attempt to bypass security
- Store inappropriate material in their network account (eg non-program related files, .exe files, personal files, video files, games)

Internet and Email Acceptable Use Responsibilities

Students will use the Internet in a responsible manner for educational purposes - for their classwork and assignment research. Internet use is a privilege, and students must at all times exercise careful judgment over all material that they access and communications that they make.

A Word to Students on Personal Responsibility

When you are using the College network, it may feel like you can more easily break a rule and not get caught. This is not really true because whenever you do something on a network you leave little "electronic footprints," so the odds of getting caught are really about the same as they are in the real world. The fact that you can do something or think you can do something without being caught does not make it right to do so. *The College network is for storage and access of College course related materials only.*

You MUST NOT

- Violate copyright laws by using material from Internet sites without permission of the copyright owner.
- Plagiarise works that you find on the Internet. Plagiarism is taking the ideas or writings of others and presenting them as if they were yours.
- View, send, store or display indecent and/or offensive messages or pictures.
- Use profane, abusive, impolite or sexually explicit language to communicate. Do not knowingly access materials which are not in line with the rules of School behaviour. A good rule to follow is to never view, send, or access materials which you would not want your teachers and parents or colleagues to see. Should you encounter such material by accident, you should report it to your teacher immediately.
- Share your password with another person under any circumstance or logon for another person whose privileges have been withdrawn.
- Waste limited resources such as disk space or printing capacity. Large files are not to be downloaded unless permission has been obtained from a supervising teacher. Users are expected to remain within allocated disk space and delete material which takes up excessive storage space.
- Trespass in another's folders, work, or files. Respect their privacy. Network storage areas may be treated like school lockers. The Information Technology Coordinator may review communications to maintain system integrity and will ensure that students are using the system responsibly.
- E-mail, or place on the Web, personal contact information about yourself or other people. Personal contact information includes your home address, telephone number, the school address, your work address etc.
- NEVER agree to meet with someone you have met online unless you have your parent's approval.
- Possible Network misuse will be detected in a number of ways:
 - As reported by staff or students
 - As notified by Education Queensland Officers (Note: Education Queensland reserves the right to monitor and audit any or all intranet, Internet or e-mail activity undertaken by EQ officers using departmental resources.
 - As discovered by the Information Technology Coordinator through for example, inspection of Network security logs and Internet proxy logs, scans of student file storage areas, and automatic notifications of inappropriate e-mail use.

Inappropriate content on social networking sites

Social networking sites such as Facebook, twitter have changed the way young people communicate. While these sites are an effective way to keep in touch, it is important for young people to be cybersmart and think before posting material online.

- All web users have a responsibility to be mindful when publishing content online to ensure it does not breach social, religious, cultural or copyright standards.

- If our College becomes aware of inappropriate content involving our staff, students or school, or images, banners, logos or our school crest are used without permission, we will take reasonable steps to ensure the content is removed.

BYOx Agreement Form

This form outlines an agreement between Parents, Students and the College around the acceptable use and responsibility of a BYOx device at school.

Student and Parent Agreement

- I understand that **all digital devices** including laptops and mobile phones are brought to the College at their owner's risk. No liability will be accepted by the College in the event of loss, theft or damage to any device.
- It is the responsibility of the parent to provide adequate protection and cover for the device, it is the responsibility of the student to ensure the BYOx Device is secured when not in use.
- I have read and understand the Electronic Device Policy & Information Communication Technology Acceptable Use Policy and Agreement.
- While I have access to the College's ICT network: I will only use it for educational purposes; I will not undertake or look for anything that is illegal, dangerous or offensive; and I will not reveal my password or allow anyone else to use my school account.
- I will not: reveal home addresses or phone numbers – mine or that of any other person; or use the College's ICT network (including the internet) to annoy or offend anyone else.
- I acknowledge that Cloud based services provided by the College **must not** be used for the storing, sending or accessing of inappropriate, offensive or illegal materials. BSSC and the Education Department reserves the right to restrict access and use of any private laptop on the college campus, whether it is connect to the school network or not.
- I understand that if the school decides I have broken the rules for using its ICT network, appropriate action will be taken in accordance with the College behaviour management policy.

Declaration of Understanding

- I have read, understand and agree to the above points
- I have taken proper precautions to protect the device with a **hard cover case** and **accidental damage protection** at my own cost
- My student understands the need to securely store their BYOx device when not in use
- My student is a local administrator on their BYOx device (for Network setup)

I have read and agree to comply with the Electronic Device Policy & Information Communication Technology Acceptable Use Policy and Agreement.

Student Name. _____ Signature _____ Date _____

Access Class . _____ School Username _____

Parent Name _____ Signature _____ Date _____