



# IT Acceptable Use Policy (Students) 2015

The School provides each student with a network access account, which includes:

- Managed email account
- Home drive with a limited amount of storage
- Filtered and monitored Internet access
- A variety of additional resources (hardware and software)
- External access to educational resources such as learning management
- Protection against various electronic threats (for example viruses, malware and SPAM)

Yarra Valley Grammar also provides iPads to students in Years 6-9. These iPads remain the property of the School. As such, the School has the right and the responsibility to ensure that school is a safe place for the use of ICT using these devices. Senior students participate in a "Bring Your Own Device" BYOD program that permits students to use their own device at school. Internet and network access from both student iPads and BYOD devices is governed by the School's rules and policies.

The continued access to these resources is dependent on the acceptance by the student of the School's Acceptable Use Policy which states that:

- Students must follow all instructions from teachers when using digital devices at School
- Material such as games, sound, video or picture files (unless related to your schoolwork) must not be saved in the user's home directory
- Students must not use the network to access or send material which is racist, defamatory, obscene, pornographic or advocates violence or discrimination against other people (hate literature). If students find or receive any information that is inappropriate or makes them feel uncomfortable, they should inform a teacher immediately
- Each student bears full responsibility for his or her individual account. Students are not permitted to share their account or password with any other student, and must not access another person's account. At the end of each session, students must log out properly. If a student suspects that someone else is aware of their network password, they should contact the IT Department to change their password
- It is the responsibility of students to keep backup copies of their work. Using a cloud service such as Evernote, DropBox, Google Docs or iCloud to systematically save all work means that when a laptop or iPad fails, minimal damage is done to a user's work. Students are strongly recommended to use a cloud service to save work. The School will exercise due care with network backups but will not be held responsible for lost data
- Internet access is provided solely for educational use and school related activities only. Content filtering is used to restrict access to inappropriate material. Deliberate attempts to locate or download material that is illegal, inappropriate or offensive are not permitted. Attempts to bypass the content filtering system by using offsite proxies or any other methods are not permitted
- Email scanning by the School detects the use of inappropriate language and attachments in email communications. Parents and students need to be aware that all student email is scanned for inappropriate language and attachments. Students must not:
  - Send offensive emails
  - Send unsolicited emails to multiple recipients (SPAM)
  - Use email for any illegal, immoral or unethical purpose

*confidence to achieve*

- Attempt to disguise their identity or the true origin of their email
- Students must not tamper or interfere with or compromise any of the School's computer systems, cabling or peripheral equipment.
- Students must not use the School's computer system to:
  - Download, install or distribute illegally copied software, games or music
  - Change any computer settings
- The School reserves the right to review any material in user accounts or file server space and take appropriate action. The School may monitor material sent or received by users and may trace network activities to the network accounts of specific users.
- Students must not use their account to bully, offend or harass others. Harassment is defined as the persistent annoyance of another user or interference with another user's work. Harassment includes, but is not limited to:
  - The sending of unwanted email
  - Posting anonymous messages
  - Hiding or altering facilities or files
  - Making disparaging statements or opinions about the School, the administration of the School, members of staff or other students
- Students are not permitted to post their email address or subscribe to content on a web page external to the School. Furthermore, students must not reveal personal details about themselves or others, or arrange meetings, unless a teacher has given permission. Email and the Internet are not necessarily secure, and messages can be forwarded without your knowledge. For this reason students should be very careful about communicating private and confidential information via social media such as Facebook.
- Internet chat can only be used when it is facilitated and moderated by a Yarra Valley Grammar teacher for class work at School.

## Social Media

The School acknowledges that social networking has some benefits and hence endeavours to create a framework in which students can operate safely and effectively.

Social media channels include social networks (including but not limited to email, Facebook, and Twitter), Skype, message boards, video /audio/ photo sharing sites, chat rooms, online forums and discussion groups, wikis, blogs, micro-blogging tools, and any other web sites that facilitate the sharing or publishing of user generated content (e.g. tumblr). These channels offer individuals the opportunity to connect with people, create and share information and ideas, and develop relationships through online communities and networks. Access to anonymous email and social media sites such as Instagram and Snapchat is not permitted at School.

### Specifically, students should:

- not use the School's network to access social media channels unless the access is facilitated and moderated by a teacher for class work
- have regard to the impact of social media postings within the extended school community
- not make disparaging statements or opinions about the School, the administration of the School, members of staff or other students on any social media channels
- be aware that by identifying themselves as Yarra Valley Grammar students (such as images in school uniform) immediately creates an association with the School and may affect the public image and/or reputation of the School
- understand that publication of photos and tagging can reveal information about themselves and others and their location. Taking photos of another person is only permitted when permission is given by the person whose image is being photographed

- realise that any material published on the internet can be instantly copied, misused and distributed by others
- not use social media channels to bully, offend, harass, intimidate, masquerade or deliberately exclude other students or staff, whether within or outside of school hours
- understand that they leave a digital footprint that can be tracked wherever they go
- be aware that there is no hope of privacy on the Web.

Students feeling unsafe or intimidated through the effects of social media or seeing others being affected by or participating in inappropriate on-line behaviour should seek assistance from a teacher.

Students will be held responsible for their actions while using their network access account and for any breaches caused by allowing another person to use their network access account. The misuse of IT resources, including breach of the School's rules or policies, regarding social media channels (students) or this Policy may result in the withdrawal of network access and disciplinary action. Students may also be held legally liable for offences committed using their network access account.

All students agree to abide by the rules set out in this Acceptable Use Policy at each login on the School's computer system.

Please note that this IT Acceptable Use Policy may be amended from time to time.