

Acceptable Use Policy



This document defines the Acceptable Use Policy for students involved in the Milton State School BYOD Program and/or using school-owned devices. Its main purpose is to encourage the mature and responsible use of the facilities available to the students through the provision of clear usage guidelines. Students authorised to use the school's computer systems also have Internet and Electronic Mail access.

Milton State School deems the following to be responsible use and behaviour by a student:

It is expected that students will use school computers and network infrastructure for:

- assigned class work and assignments set by teachers;
- developing appropriate literacy, communication and information skills;
- authoring text, artwork, audio and visual material for publication on the Intranet or Internet for educational purposes as supervised and approved by the school;
- conducting general research for school activities and projects;
- communicating or collaborating with other students, teachers, parents/carers or experts in relation to school work;
- accessing online references such as dictionaries, encyclopaedias, etc.
- researching and learning.

Milton State School deems the following to be irresponsible & unacceptable use and behaviour by a student:

It is irresponsible for students to:

- use the IT resources in an unlawful manner;
- harassment (defined as the persistent annoyance of another user);
- interference with another user's work (including, but not limited to, the sending of unwanted mail);
- access, download, create, store, display, distribute or publish inappropriate, offensive or dangerous information, images or messages;
- transmit personal information about any member of the school community;
- cyberbully, insult, harass or attack others or use obscene, threatening or abusive language;
- deliberately waste printing and/or internet resources;
- damage or disrupt any equipment, software or system performance.
- use the network for any illegal activity, including plagiarism or violating copyright laws (e.g. use, possession or sharing of illegally downloaded games, music or video content)
- participate in unsupervised internet chat;
- send chain letters or unwanted or spam e-mail (junk mail);
- access 3G/4G/5G networks during school time;
- knowingly download viruses or programs capable of breaching the Department's network security;
- handle or use another student's device without permission or teacher authorisation
- download any files (including, but not limited to MP3, MP4, MPEG) unless specifically authorised to do so by the teacher;
- carry out any commercial activity;
- use devices or the network for production of advertisement or political lobbying;
- access other computer systems, accounts or unauthorised network drives or files or to access other people's devices without their permission and without them present, or teacher authorisation;
- vandalise or interfere with data of other users on the network;
- gain unauthorised access to resources;
- post anonymous messages;
- share personal information or agree to meet any person met through the internet;
- not reporting unsolicited email messages particularly from unknown persons;

- send unauthorised personal information such as a home address or telephone number through the internet;
- transmit any material in violation of any government regulation. This includes, but is not limited to, material under copyright, threatening or obscene material, or material protected by trade secret;
- use technology for production of advertisement or political lobbying;
- carry out any unlawful copying of software, music, games or video content. This includes, but is not limited to, sharing such data via USB, CD, Airdrop or email;
- use devices in a manner that is disruptive to learning.

In addition to this, Milton State School states that:

- Users are responsible for the security, maintenance and integrity of their individual devices and their network accounts. Students use their MIS details (e.g. jsmit23) to access the school network. Under no circumstances should passwords be divulged to any other user on the system. If users have any reason to suspect that their account security may have been compromised or tampered with, it should be reported immediately to their teacher.
- Accidental damage to a device is the owner of the device's responsibility. Students and their parents / carers will be held responsible for the wilful and deliberate misuse or inappropriate behaviour resulting in damage to another student's device. In the event of a dispute regarding the cause of damage to a device, the principal will be the arbitrator.
- Students must not record, photograph or film any students or school personnel without the express permission of the individual/s concerned and the supervising teacher.
- Students must get teacher permission before copying files from another user. Copying files or passwords belonging to another user without their express permission may constitute plagiarism and/or theft.
- The school will educate students regarding cyber bullying, safe internet and email practices and health and safety regarding the physical use of electronic devices. Students have a responsibility to behave in line with these safe practices.
- iPads must have a protective case at all times. All devices must also be encased in a sleeve when not in use. All devices must be clearly identified (e.g. engraved for security) with the student name.
- Devices must have 3G/4G/5G disabled in the school environment if the device has that capability.

Milton State School

Student Participation Agreement

– BYOD and/or school-owned devices



General Use

1. I understand that it is recommended that I **bring my device to school each day**.
2. I understand that I **am responsible for the safety of my device each day**.
3. I will ensure my device is **charged at the beginning of each school day**.
4. I will leave my device charger at home, unless directed to bring it to school under special circumstances.
5. I will hold my device **with two hands when carrying it** and I **will walk with it at all times**.
6. I will keep **food and drinks away from my device** at school.
7. I will immediately report **any accidents or breakages to my parents/carers and my teachers**.

Content

8. I will use my device only to **support my school learning program**.
9. I permit my teachers and parents/carers to **perform checks** to monitor that I have not installed illegal/unsuitable software applications and content to check the websites that I visit. I understand there will be **consequences for inappropriate use**.
10. I am responsible to ensure my **device is backed up**.

Safety and Security

11. Whilst at school, I **will only connect my device to Education Queensland's Managed Internet Service**.
I am not permitted to access 3G/4G/5G networks at school.
12. I will only **visit websites at school that support my learning activities when using the Internet**.
13. I will not use my device to contact people via messaging apps or email without the approval of the teacher.
14. I will be **cybersafe** and **cybersmart** at all times, inside and outside of school. I will demonstrate respect for myself and other members of the school community and the school environment.
15. I will demonstrate **etiquette** when using my device and respect the rights of others.
16. I will use my device **lawfully** and in accordance with the *Acceptable Use Policy* regarding **ethical use** of equipment, technology, use of legal software, appropriate use of the Internet and the protection of personal data.
17. I will not use another student's account details or passwords.
18. For security reasons, I am **not to share account names and passwords** with anyone unless requested by school staff.
19. I am **responsible for security and use** of my device while at Milton State School. A lockable room will be provided for students to store their device during lunch breaks.
20. I understand that if the above conditions are not followed, I will **not be granted permission to use my device** and other ICT devices at Milton State School for a time period to be determined by the school.
21. I understand that if I regularly breach the Student Participation Agreement the authorisation to use my device and other ICTs at school would be **removed for a greater period of time**.
22. I will report any inappropriate online behaviour to my school principal if it involves bullying between students while at school, or involves the use of school ICT resources. I understand that while some online content may be upsetting, if the content does not affect the good order and management of a school, it is unlikely that it will constitute grounds for a school to get involved. If online behaviours negatively impact the good order and management of your school, my principal can take steps under their Responsible Behaviour Plan for Students or Code of School Behaviour.

Name of Student: _____ Student Signature: _____

Name of Parent/Carer: _____ Parent/Carer Signature: _____

Email contact: _____

Date: _____