

ICT Acceptable Use Policy



This document defines the Acceptable Use Policy for students accessing the school's ICT network and for students involved in the Milton State School BYOD Program and/or using school-owned devices. Its main purpose is to encourage the responsible use of the facilities available to the students through the provision of clear usage guidelines.

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

- assigned class work and assignments set by teachers;
- 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 research for learning and accessing online references such as dictionaries etc;
- communicating or collaborating with other students, teachers, parents/carers or experts in relation to school work;
- using apps to acquire or practise knowledge, skills or concepts

Milton State School deems it to be irresponsible & unacceptable use and behaviour for a student to:

- use the IT resources in an unlawful manner;
- access, download, create, store, display, distribute or publish inappropriate, offensive or dangerous information, images or messages;
- share or post anonymous messages regarding personal or inappropriate information about any member of the school community;
- cyberbully, insult, harass or attack others or use obscene, threatening or abusive language;
- deliberately waste or misuse printing and/or network 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 unwanted or spam e-mail (junk mail);
- access 3G/4G/5G networks during school time (including mobile hotspot);
- 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, files or resources;
- access other people's devices without their permission and without them present, or teacher authorisation;
- vandalise or interfere with data or work of other users;
- share unauthorised personal information or agree to meet any person met through the internet;
- not report unsolicited messages, particularly from unknown persons;
- 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'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 or a school 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 another user's files or passwords 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 be stored safely when not in use.
- All devices must be clearly identified 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



1. I understand that I should **bring my device to school each day, charged and ready to use (if BYOD).**
2. I will hold the device **with two hands when carrying it** and **I will walk with it at all times.**
3. I will keep **food and drinks away from the device** at school.
4. I will immediately report **any accidents or breakages to my parents/carers and my teachers.**
5. I will use the device only to **support my learning.**
6. I permit school staff to **perform checks** and monitor the device to ensure I am using it appropriately and safely. I understand there will be **consequences for inappropriate use.**
7. I am responsible to ensure the **device is backed up (if BYOD).**
8. Whilst at school, **I will only connect the device to the Education Queensland network.**
9. I will not access 3G/4G/5G networks at school (including hotspot).
10. I will only **visit websites at school that support my learning.**
11. I will only use apps that are appropriate school apps, as instructed by the teacher.
12. I will not use the device to contact people via messaging apps or email without the approval of the teacher.
13. I will follow safe practices to be **cybersafe** and **cybersmart.**
14. I will demonstrate respect for myself and other members of the school community and the school environment.
15. I will use the device **lawfully** and in accordance with the *Acceptable Use Policy*.
16. I will not use another student's account details or passwords.
17. I will not send inappropriate or unsolicited emails to staff or students.
18. I will **not share account names and/or passwords** with anyone unless requested by school staff.
19. I am **responsible for the safety, security and use** of the device while at school. Classrooms will be locked to store devices during lunch breaks.
20. I understand that if the above conditions are not followed, I will **not be granted permission to use my device** or other school devices for a time period to be determined by the school.
21. 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: _____

Date: _____