



KEITH AREA SCHOOL

ACHIEVE – COOPERATE – COURAGE – RESPECT

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KEITH AREA SCHOOL ICT POLICY

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This policy will outline an agreement between Keith Area School and Students, which must be read and acknowledged by the student and parent/caregivers prior to the use of any School ICT or DfE ICT facilities or services.

This agreement will cover areas around Cyber Safety, Artificial Intelligence, school issued devices and the ICT acceptable use agreement.

This policy will allow the school to evolve digitally by integrating new technologies into the curriculum. However, use of this technology is a privilege not a right, negative use of technology inside our school that degrades or defames other students, members of the community or the hardware itself is unacceptable and will have consequences.



Cyber Safety

Technology has reached new heights where more and more teaching and learning resources becoming available online. To ensure that cyber safety is maintained based on our core values, various cyber safety practices have been implemented under the agreement of staff and students. Some cyber safety practices implemented involve Keeping Safe Child Protection Curriculum, ThinkUKnow and eSafety. All these resources provide information for students and parents on remaining safe in an online world through the use of technology.

Material stored on the school network and emails sent or received may be monitored and filtered to protect student privacy and integrity, prevent exposure to inappropriate content and to protect students from those who wish to cause harm. It is not possible to fully eliminate the risks above, as our reach and filters are limited to the school, so we ask that you monitor your child when they are online using technology and follow DfE recommendations on the use of appropriate internet filtering software when required.

Social media, live streaming and online gaming has become a big part of student lives from sharing content, engaging with each other and messaging online. However, these platforms have become the biggest contributor to **cyberbullying** and **online grooming**. It is worth noting that most of these platforms that allow users to engage with each other online have a minimum age restriction of 13 or older. Additionally, in the online world, anyone can impersonate anyone and there is no real way of telling who you may be speaking with.

More information on the above can be found here:

- Australian Communications and Media Authority <https://www.acma.gov.au>
- Kids Helpline <https://www.kidshelpline.com.au>
- Bullying No Way <https://www.bullyingnoway.gov.au>
- ThinkUKnow <https://www.thinkuknow.org.au/>
- eSafety <https://www.esafety.gov.au/>

The goal of the above is to maintain a cyber safe culture that is in keeping with our core values.

Please contact your Childs Class/Homegroup Teacher, Sub School Leader or the Principal if you have any concerns about your child's safety in using internet and technology.

Important Terms:

Cyber Safety – is the safe use of the internet and technology, including mobile phones.

Cyberbullying – is the repeated use of the internet, mobile phones, and other technologies to bully, intimidate and humiliate others.

Online Grooming – is when an adult makes online contact with someone under the age of 16 with the intention of establishing a relationship to enable their sexual abuse.

Artificial Intelligence

As technology evolves, new and exciting concepts are implemented into technology designed to make the users experience more seamless. One of these concepts was the introduction of artificial intelligence (AI). AI can be a very powerful tool when users ask the 'right' questions to assist in achieving the correct outcome. However, these tools can be utilised to answer test questions, write essays and to have conversations with the AI as if it were a 'real' person. Due to the circumstances above, AI is banned for students to protect their wellbeing and learning.

School Issued Devices

Keith Area School, Staff and Governing Council believe that technology is a vital part of students learning today. We provide students from Years 4-9 with a school issued device at no cost. However, having access to a device is a privilege and not a right. We ask that students value the significant financial commitment the school has made. Students will be responsible and held accountable for any damages that the device incurs. This will include if the device is lost. We are confident that students will take good care of these devices and use them responsibly and respectfully.

For students in Years 4-6 the device will remain at school and be secured and charged each night. Students in Years 7-9 will be issued with a device and charger and will be responsible for the charging of the device either at home or in the provided charging bays at school. Years 10-12 are to provide their own devices known as BYOD. We recommend that the students look at purchasing a Windows laptop rather than a Mac.

ICT Acceptable Use Agreement

This agreement must be read and acknowledged by all students prior to the use of any school or DfE ICT facilities or services. This agreement applies to all on-site technology, software, school issued devices and personal devices connecting to the school network.

Students connecting to the school network either on a school issued device or personal device must comply with the following:

- Students will adhere to Cyber Safe practices.
- Students will adhere to the Artificial Intelligence guidelines.
- Students are responsible for school issued devices including the cost of repairs for damages.
- Students must not share personal information about themselves including their passwords.
- School ICT assets must not be used to access or share inappropriate content online, including sexually explicit material, obscene depictions, harmful materials illegal activities, profane or abusive language, or content that other students may find offensive.
- Web and email safeguards must not be circumvented to access content that has been deemed inappropriate for students.
- Copyright materials must not be illegally downloaded.
- Students must communicate kindly and respectfully using online platforms.
- ALL students must report suspicious activity or violations of this policy to a staff member.
- Students must not violate any state or federal laws, including purchase of illegal items or substances and criminal activities punishable by law.
- Students must not take photos or videos of another individual without consent.
- Students must not install unapproved software on school or department issued devices.

Our school reserves the right to monitor use of ICT assets used by students. Students that misuse assets or use assets in an inappropriate manner may have their access revoked.

Damage of devices in Keith Area School

The school will cover most damages to devices at no cost, thanks to our insurance coverage. However, in cases where damage is intentional, parents will be responsible for covering the costs associated with the damages caused by the student. A phone call conversation from a leader will take place prior to any invoices being issued to parents.

Rules of computer usage at Keith Area School:

- Students will not open their laptops until directed by a teacher.
- At the end of a single lesson, teachers will instruct students to close their work and their laptop before the next teacher begins their lesson.
- If students have an open laptop without permission - and are not misusing it - they will receive a warning.
- A repeated instance of having the laptop open without permission - students will lose the laptop for a week.

Misuse of a device which includes playing games, YouTube or Google for non-class related things will result in the following consequences:

- No warning – Students lose the device for a week in the first instance. Each subsequent infraction will incur an additional week.

Devices will be stored in the Sub School Leader's office for the period of confiscation.

These rules apply to school issued and BYOD devices.

Students

I have read and understood my obligations in relation to acceptable use of ICT assets at school. I understand that my access to the internet and other computer resources may be revoked if I fail to comply with the policy and acknowledge that my activities using ICT assets may be monitored by the school.

Student Name:	
Homegroup:	
Signature:	
Date:	

Parents/Caregivers

I have read and understood my child's obligations in relation to acceptable use of ICT assets at school. I understand that my child's access to the internet and other computer resources may be revoked if they fail to comply with the policy. I have ensured that my child has sighted and signed this agreement and discussed appropriate use and strategies to stay safe online with my child.

I understand that additional resources for parents on keeping children safe online is available under the cyber safety section of this policy.

Name(s):		
Signature(s):		
Date:		

Please return this policy to the school once signed.

Copies of this policy can be provided by the Front Office.