



Heights College Technology User Policy

Our Commitment – Heights College endeavours to provide safe, responsible and secure learning opportunities for all staff and students, specifically in relation to technology. The College recognises the importance of staff and students engaging with and becoming competent and responsible users of a range of computer technologies, the internet and electronic media, and is supportive of the development of electronic information research skills and digital literacies. Staff are expected to provide integrated and responsible use of all computers and internet services provided by the College and clear guidance and instruction in relation to their use by students under their care. The following policy reinforces the priority that all computers are to be used for educational purposes only.

Scope – This policy applies to students and employees, including full-time, part-time, permanent, fixed-term and casual employees, as well as contractors, volunteers and people undertaking work experience or vocational placements at the College and covers information relating to the use of technology at Heights College.

Purpose of Use – The use of all Heights College computers, internet services, and related networks (including email) are to be for educational and professional purposes only. This necessitates that such use be consistent with the mission, ethos and values of Heights College. Uses which might be acceptable on a user's home computer may not be acceptable on the College network.

Responsible Use

The use of the College computers, networks and access to use of the Internet is a privilege and a responsibility. Unacceptable use of the College computers, technology or the Internet may result in restricted access privileges; payments for damages and repairs; discipline under other appropriate College policies, including suspension or exclusion of students and possible termination of employment for staff; or civil or criminal liability under other applicable laws.

The following uses of all Heights College computers, networks and related information technology are considered unacceptable. Users (including both staff and students) will not use the College computers to:

- Access, review, upload, download, store, print, post, or distribute pornographic, obscene, profane, rude or sexually explicit material;
- Access, review, upload, download, store, print, post, or distribute materials that use language or images that are inappropriate to the educational setting, disruptive to the educational process and knowingly or recklessly include defamatory information about a person or organization, including prejudicial or discriminatory attacks;
- Upload or download files, folders or any software programs from any type of media to or from the College Network that are inappropriate to the educational setting or disruptive to the educational process, or violates relevant software licensing agreements;
- Engage in any illegal act or violate any local, state or federal statute or law;
- Vandalise, damage or disable the property of another person or organisation, or make deliberate attempts to degrade or disrupt equipment, software or system performance by spreading computer viruses or by any other means;
- Tamper with, modify or change the College computer software, software configurations, control panel settings, hardware or cabling (including changing desktop settings, icons or wallpapers);
- Take any action to violate or attempt to violate the College system's security;
- Gain unauthorized access to information resources or to access another person's materials, information or files without the direct permission of that person;
- Attempt to gain unauthorized access to the College network or any other computer of the College network, attempt to log in through another person's account, or use computer accounts, access codes or network identification other than those assigned to the user;
- Violate copyright laws or use another person's property without the person's prior approval or proper citation, and will not plagiarize works they find on the Internet; or
- Conduct business, for unauthorized commercial purposes or for financial gain unrelated to the mission of the College. Users will not use the College computers to offer or provide goods or services or for product advertisement.

If a user inadvertently accesses unacceptable materials or an unacceptable Internet site, the user shall immediately disclose the inadvertent access to the relevant classroom teacher / Head of Sub School. This disclosure may serve as a defence against an allegation that the user has intentionally violated this policy.

Privacy

- By authorizing use of the College computers, the College does not relinquish control over materials on the system or contained in files on the system. Users need to be mindful of this when using the College system and when storing all files and materials on College computers and networks.
- Routine maintenance and monitoring of the College computers may lead to a discovery that a user has violated this policy, another College policy, or the law.
- An individual investigation or search will be conducted if school authorities have a reasonable suspicion that the search will uncover a violation of law or College policy.
- The College will cooperate fully with local, state and federal authorities in any investigation concerning or related to any illegal activities and activities not in compliance with College policies conducted using College computers.

Internet Use Agreement

- The proper use of the Internet, and the educational value to be gained from proper Internet use, is the joint responsibility of students, parents and staff of the College.
- This policy requires the permission of and supervision by the school's designated professional staff before a student may use a school account or resource to access the Internet.
- The Internet Use Agreement form must be read and signed by the user and the parent or guardian. The form will then be filed at the College office.

Limitation on College Liability

Use of the College system is at the user's own risk. The system is provided on an "as is, as available" basis. The College will not be responsible for any damage users may suffer, including, but not limited to, loss, damage or unavailability of data stored on College diskettes, tapes, hard drives or servers, or for delays or changes in or interruptions of service or information or materials misdelivered or not delivered, regardless of the cause. The College is not responsible for the accuracy or quality of any advice or information obtained through or stored on the College computers and will not be responsible for financial obligations arising through unauthorized use of the College computers or the Internet.

Furthermore, the personalised nature of information access and retrieval places much of the onus of responsibility on the students themselves and their parents. While we encourage our students to exercise critical censorship when using these facilities, we feel an obligation to clearly state the College's position in reference to the deliberate search and retrieval of inappropriate, inaccurate or illegal material by students. The attached contract outlines the consequences of such irresponsible behaviour.

The College policy in brief is that, there is **no such thing as unintentional search or accidental tampering with computer systems** (*Software and Hardware*). All students in Year's 6-12 accessing the Internet and computer networks at Heights College will have to read and sign a student contract. A condition of this policy is that supervised student access to these facilities will only be possible after receipt of the signed contract.

Relevant Legislation & Related Documents

This Policy is to be read in conjunction with the Heights College Statement of Faith as stated in the Heights College Constitution

Education (Accreditation of Non-State Schools) Act 2001

Education (Accreditation of Non-State Schools) Regulation 2001

Signature

Mrs Karen Bredenhann
College Principal

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Documents superseded by this Policy or Procedure	None
Distributed to	Teacher Kiosk, Heights College Website

Revisions/Modifications			
Version	Date	Summary of changes	Reviewed by
2	August 2018	Approval and Revisions/Modifications boxes added	Business Manager
3	27 February 2020	Delete sample Information Technology contract	Board Governance Sub-Committee
4	11 August 2020	Additional clause added under Relevant Legislation and Related Documents	College Board