Information and Communications Technology Policy
Reception to Year 12

The safe and responsible use of ICT at Woodcroft College

Woodcroft College recognises that Information and Communications Technologies (ICT), including mobile devices, are now an integral part of a student's culture and way of life. We also recognise that digital learning will play a valuable and significant part in the education of the 21st Century Student.

When a student commences at the College, both the student and parents are to sign our ICT User Agreement. This document outlines the points in the agreement.

The College
The College aims to:
- Support the rights of all members of the College community to be part of a safe and supportive learning environment.
- Educate our students to be safe and responsible users of ICT.
- Provide appropriate management and supervision within the classroom to monitor and encourage then appropriate use of ICT at all times.
- Provide a filtered and monitored internet service (while acknowledging, at the same time, that full protection from inappropriate content cannot be guaranteed).
- Respond to issues and incidents related to the use of ICT which have the potential to impact on the wellbeing and safety of our students.
- Support parents to understand the importance of safe and responsible use of ICT, the potential issues that surround its use, and strategies that they can implement at home to support their child.
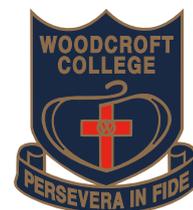
Student Responsibilities
When I use all forms of ICT (e.g. iPads, computers and laptops), I agree to do so:

Use ICT safely by:
- Protecting their privacy, by not giving out personal details including their full name, telephone number, address, password or images.
- Protecting the privacy of others by never posting or forwarding their personal details or images without their written consent.
- Notifying the Network Manager or their teacher of any potential security issues/concerns.
- Notifying their teacher if they personally feel uncomfortable or unsafe online, or if they see others participating in unsafe, inappropriate or hurtful behaviours online.
- Only using online sites which are appropriate and follow age restrictions and seeking parental consent if required.

Use ICT respectfully by:
- Carefully considering the content that they upload or post online including images of themselves and others.
- Being aware of how their online presence reflects on them.
- Never bully or harass others or forwarding/reposting inappropriate, harmful messages or images.
- Respect the privacy of others by only taking photos or recording sound and/or video at school with consent or if it is part of an approved lesson with teacher consent.
- At all times use respectful words and images when communicating with others.
- Being cautious when using humour and satire in emails and messages as these can be easily misinterpreted.
- Respecting the rights, beliefs and viewpoints of others.
- Handling both student and College owned ICT devices with care.

User ICT responsibly by:

- Using ICT, including files, programs, email and internet resources for educational purposes only when at school.
- Using Woodcroft College provided email accounts when communicating online at school or for school purposes.
- Notifying the Network Manager or their teacher if they accidentally access inappropriate material.
- Abiding by copyright and intellectual property regulations (they will cite references appropriately and where required seek permission to use images, text, audio and video).
- Not interfering with the College's network systems or security.
- Notifying the Network Manager of any damage or repairs that are required for College-owned devices.
- Only logging onto the network with their personal password and devices, and never letting others use their credentials to log in to the College network.
- Not using their school personal password on any external accounts to the College.
- Only accessing online resources through the College network. Personal 'hot spots' (tethering) are not to be used.
- Comply with the respective Junior, Middle and Senior School Mobile Phone policies.
- Comply with the Junior School iPad Policy.
- Ensure they arrive with their device fully charged each day.
- Maintaining a balance in their life when using ICT (they will endeavour to find time to exercise and socialise and reduce the amount of time they are in front of the screen when it is not expected for their academic work).
- Backing up all work.
- Ensuring 'Automatic updates' is turned off on their device and waiting to be advised by the IT staff that updates are safe to undertake.
- Using cloud services such as OneDrive etc. to store their work rather than locally on my device.

Parent Responsibilities

As the Parent of students attending the College, you are to support the College in promoting the safe, respectful and responsible use of ICT in accordance with the expected standards outlined in this policy. Parents are to take an active interest in their child's online/ICT usage and behaviour.