



Mawarra Independent School

Acceptable Use of ICT Services Policy

Purpose:	The purpose of this policy is to manage the appropriate use of information, communication and technology services by students and employees at Mawarra Independent School.	
Scope:	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.	
Status:	Approved	Supersedes: N/A
Authorised by:	Principal	Date of Authorisation: January 2023
References:	<ul style="list-style-type: none">• <i>Mawarra Independent School Acceptable Use of Personal Electronic Device Policy</i>• <i>Mawarra Independent School Privacy Policy</i>• <i>Mawarra Independent School Copyright Policy</i>• <i>Mawarra Independent Student Handbook</i>	
Review Date:	Every 2 years	Next Review Date: March 2025
Policy Owner:	Mawarra Independent School Management Committee	



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Policy Statement

All students and employees at Mawarra Independent School have the right and responsibility to utilise ICT services as essential teaching, learning and business tools. Mawarra Independent School expects this technology to be utilised to its full capacity to provide the most valuable learning and teaching environment to the benefit of all. Mawarra Independent School also expects students and employees to demonstrate acceptable use via safe, lawful and ethical behaviour whenever using ICT services.

This Policy applies to the management of all types of ICT services, as defined in the “Definitions” section below. This Policy also applies on the school premises, as well as during school activities, such as excursions, camps and extra-curricular activities whenever Mawarra Independent School ICT services are utilised.

Mawarra Independent School reserves the right to restrict employee or student access to ICT services if access and usage requirements are not met or are breached. However, restricted access will not disrupt the provision of the educational program within the school. Employees and students should also note that breaches of this Policy may result in disciplinary action or criminal proceedings.

Definitions

- **ICT** – means information, communication and technology.
- **ICT services** – includes but is not limited to ICT networks, systems, facilities and devices, as defined below and includes those owned, leased or otherwise used by the school.
- **ICT facilities and devices** – includes but is not limited to computers (including desktops, laptops, netbooks, palm and handheld devices, PDAs, , tablets, eBook readers and related devices such as monitors, keyboards and mice), telephones (including mobiles, iPhones and smart phones), removable media (such as USBs, DVDs, BluRays and CDs), radios or other high frequency communication devices (including microphones), television sets, digital or analogue players and records (including DVD, Blu-Ray and video), cameras, photocopiers, facsimile machines, printers (and other imaging equipment such as scanners), Smartboards, projectors and screens, teleconferencing devices.
- **ICT network and systems** – electronic networks, internet, email, web mail, social media, fee-based web services, software, servers.
- **Personal electronic devices** – includes all types of mobile and smart phones, laptops, tablets, cameras and video recorders, hand-held and other game devices, music devices, USBs, PDAs, eBook readers, other palm and handheld devices and other equipment, as determined by the school, and owned by students.



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Responsibilities

School Responsibilities

Mawarra Independent School acknowledges its responsibility to:

- develop and implement this Policy to ensure the full utilisation of ICT services as essential teaching, learning and business tools within acceptable use parameters
- communicate this Policy to students, parents and employees
- keep appropriate records, monitor and report on any issues related to inappropriate ICT services
- encourage students, parents and employees to contribute to a healthy school culture.

Employee and Volunteer Responsibilities

At Mawarra Independent School employees have a responsibility to:

- uphold the school's Policy on this issue via their own safe, lawful and ethical use of ICT services
- provide guidance and model appropriate behaviour for use of ICT services in the classroom,
- take reasonable steps to prevent and appropriately respond to any instances of inappropriate use by students of ICT services.

Student Responsibilities

At Mawarra Independent School students have a responsibility to:

- uphold the school's Policy on this issue by ensuring the appropriate use of ICT services via safe, lawful and ethical behaviour
- report any breaches of this Policy to their teacher/ICT staff member/Principal.

Implementation

Information pertaining to the School's ICT Policy is made available to families via School newsletters, the Mawarra family Facebook page and via the School website. Staff will be advised of this Policy as part of their induction process, and it is included in the Staff Handbook. Changes and updates to the Policy will be communicated to staff via weekly Policy updates during Staff meetings. Students will be advised of this policy through class ICT lessons at the beginning of the year and it is included in the Student handbook which is distributed to all students. Class teachers also provide guidance, and model appropriate use of ICT services at all times. Any misuse is to be reported directly to the Principal. We will regularly review and update this policy to ensure it reflects our current approach to ICT use.