ACCEPTABLE USE OF TECHNOLOGY

Senior School Student use of Information Technology @ CGGS

This document sets out the various components of the CGGS ICT policy that have been established to provide guidelines for responsible and ethical use of Technology resources at the school.

1. EMAIL

PURPOSE
This document provides guidelines for appropriate use of email @CGGS. All emails sent and received are the property of the School and may be monitored.

- Students are not permitted to send/forward emails that can be viewed as: abusive, discriminatory or sexual in nature
- Students are not permitted to forward emails that are deemed 'frivolous', 'spam' or 'chain mail'
- Students are to use appropriate language in writing/composing emails

2. INTERNET

PURPOSE
CGGS provides students high speed Internet for their academic studies. While Internet filtering is used it is the student's responsibility to not access inappropriate sites. CGGS monitors all individual traffic (site access) and can use this during investigations of wrongdoings. The uses of personal Internet dongles are NOT permitted at CGGS. This includes accessing the Internet through smart phones access. Access on these devices will only be permitted through a Citrix application (discussed further in the 'Bring your own device').'
3. SCHOOL COMPUTERS

PURPOSE
The School has several dedicated computer labs, as well as, laptop trolleys throughout the campus for class use. Students must respect School equipment. Any faulty equipment must be reported to a teacher.

- Students are not allowed to unplug cables (even if equipment is not functioning)
- Students are not permitted to install software on school computers
- Students must take all reasonable steps when using School computers when transporting laptops
- Students are not permitted to eat or drink near School computers
- Students must report all damages to School computers

4. BRING YOUR OWN DEVICES

PURPOSE
Students will be permitted to bring their own devices from Term 2, 2012 to school for academic use. Students will access the school network through their wireless connection using a Citrix application. Students will be able to use computers for different platforms (apple, tablet, smartphone etc...).

It is at the teacher's discretion whether ICT devices is to be used in class. While all devices are supported speed will vary depending on the wireless capacity.

**It is the responsibility of students to have insurance on their devices**

- It is the responsibility of students to purchase and upgrade software
- Maintenance of personal devices is NOT a school responsibility
- Students will need to abide by ALL CGGS policies even on their own machines
- Students MUST access the Internet through the school wireless connection
- Students are NOT to lend their devices to others
- Devices must be locked in their lockers when not in use

Personal devices can be removed by a staff member and handed to HoSS if a breach of policy has occurred. Parents will be notified of confiscation.
5. MOBILE PHONES

PURPOSE
At CGGS we encourage students to use all available technologies to assist them in their studies. In recent years mobile phones have change to be much more than simple phones. The use of smartphones is permitted at CGGS but MAKING, RECEIVING calls and TEXTING without a teacher's permission is NOT permitted in class. Students must use the School's CITRIX application to access the Internet.

- The use of cameras on phones is strictly forbidden without the express consent of all individuals in the picture.
- The use of recording (video and audio) is not allowed without the consent of all parties involved.

6. SOCIAL MEDIA

PURPOSE
The School recognises the importance for staff and students to participate in online applications such as social networking sites, wikis, blogs, micro blogs, video and audio sharing sites, and message boards that provide learning opportunities and allow people to easily publish, share, discuss and communicate ideas and information. It is important, however, to acknowledge the rather public and potentially permanent nature of these online interactions and that the indirect form and anonymity of online communication may sometimes lead to inappropriate acts of harassment and a range of cyber bullying. The following guidelines were developed to support staff and students using social media for educational, professional or personal use. Sending or posting information that could damage the School's image or reputation is prohibited and any breach of this will result in appropriate consequences.

- Consider what you say before you say it – it may be on the web for a long time and could reach a very large audience
- Be polite, respectful and use appropriate language
- Take full responsibility for the effect that their actions and words may have on others
- Use extreme care when posting information online that identifies themselves as students of the School; being mindful to not post any information that reflects adversely on the School or any members of the School community
- Not post information about themselves or another member of the School community that is private or personal - this includes passwords, phone numbers and addresses
• Not upload any images or films of themselves or other students in uniform on public websites unless written permission has been received from the Head of Senior School
• Not upload any images or films about themselves or another member of the School community where they are partaking in illegal activities such as underage drinking
• Not upload any images of CGGS students without consent from all individuals in the photograph
• Not forward on information, pictures, films or web links that contains inappropriate or hurtful material about members of the School community
• Be mindful of the type of fan-pages, groups and networks they sign up to. You should not sign up to gossip/fan pages that are hateful, racist, obscene, hurtful or contain material that is inappropriate
• Be aware of the legal, social and civic implications of their online behaviour

7. BOARDING HOUSE

PURPOSE
• Boarders can bring a device of their choice, however, at this stage they will be unable to connect to the school network. Students must access the school’s hotspot WIFI network to access the Internet.
• All devices used by boarders Years 7 to 10 will be handed to the boarding staff at 9pm each evening.
• Students in Years 11 and 12 have the privilege of keeping their device in their rooms
• Students in Years 11 and 12 found using their devices for activities not related to school work during Study Prep will hand their devices to the boarding staff at 10pm every evening
• Students in Years 11 and 12 found using their devices in to the night for non-educational purposes will hand in their devices to the boarding staff at 10 pm from Monday to Friday

8. ADMINISTRATIVE

COPYRIGHT AND INTELLECTUAL PROPERTY RIGHTS
• Get permission before copying files from another user. Copying files belonging to another user without their express permission may constitute plagiarism and/or theft
• Understand that copying of software, information, graphics or other data files may violate copyright laws and will be subject to prosecution from agencies who enforce such copyrights
PRIVACY

• You will be assigned a unique log-in code and password to access the School’s network. You should ensure that these details are not disclosed to anyone else.

• Students are not allowed to use the passwords of other students. Taking advantage of someone who gives you their password or inadvertently leaves a computer without logging off is the same as stealing or destroying personal property.

9. CONSEQUENCES

Consequences will be determined by the nature and severity of the incident and the history of the bullying behaviour. At all times the School will take into account the individual nature of each student and select appropriate responses to best meet the student’s needs. The following are a range of disciplinary responses which would be used as appropriate, according to the developmental stage of the students concerned. The consequences listed below are not sequential and the use of 2 or more steps may be required in certain circumstances.

• No Blame Approach
• Explanation/reminder of the rules
• Warning
• Time out
• Formal apology
• Denial of privileges with a way back e.g. playground restriction or suspension
• Counselling
• Peer mentoring
• Detention
• Mediation
• Behaviour contract/Individual student management plan
• Parent-School interview
• Referral to outside agency e.g. psychiatrist
• Suspension
• Expulsion