



# Student ICT Policy

THE KOORALBYN INTERNATIONAL SCHOOL

(August 2020)

To ensure the security of the TKIS's Information Communication Technology (ICT) facilities, protection of user privacy, and perpetuation of professional integrity, the following security measures are required of users, whether using school owned devices or personal computing devices. This policy operates in conjunction with TKIS rules, policies and procedures.

## 1. General Use of ICT Facilities (Personal or School owned)

- 1.1. The ICT facilities are provided for educational purposes. Personal use should be kept to a minimum.
- 1.2. Illegal, immoral, unethical, nuisance or harmful activities are strictly forbidden. Specifically, users are not to:
  - 1.2.1. access, publish or distribute information/data or participate in activities that are illegal, immoral, unethical or that contravene the TKIS ethos
  - 1.2.2. attempt and/or participate in attempts to harm or destroy data of any Internet or TKIS network user
  - 1.2.3. knowingly access, share, publish and/or distribute information/data or act in a way that may harm others
  - 1.2.4. harass, menace or bully other users on the Internet, email or TKIS network
  - 1.2.5. log onto the network using another person's username or password
  - 1.2.6. breach copyright including, but not limited to, illegally copy, distribute or share software, images, video, music or other published works.
- 1.3. Users may not engage in activities that are detrimental to others. This includes, but is not limited to the following:
  - 1.3.1. downloading or printing large files
  - 1.3.2. impersonating other people.
- 1.4. Users are expected to abide by the following rules of etiquette.
  - 1.4.1. Be polite.
  - 1.4.2. Use appropriate English language only – no abbreviations, emojis etc. Do not swear or use vulgar language.
  - 1.4.3. Use your own name
  - 1.4.4. Do not reveal your personal contact details (or anyone else's).
- 1.5. All information on the Internet should be considered to be copyright and should be treated accordingly.
- 1.6. All information accessed via the internet and the TKIS network should be considered confidential, unless explicitly marked otherwise.
- 1.7. It is prohibited to share pictures, images or videos of other people without their written permission.

## 2. Security Responsibilities - Users

All users have a responsibility to support security policies and procedures.

- 2.1. Under no circumstances should attempts be made to circumvent data security measures; exploit security vulnerabilities; or decrypt secure connections or data without permission.
- 2.2. Personal information / data stored on the TKIS network should be kept to a minimum.
- 2.3. All users are provided with a username and password. Users are required to ensure their 'username' and passwords are kept secure and private. Under no circumstances should the 'username' nor password be shared with other people.
- 2.4. Users will be held responsible for all activities that originate from their accounts.
- 2.5. All security, access or performance problems should be reported to IT Support. Illegal, immoral, unethical, nuisance or harmful activities should be reported to the relevant Principal of TKIS.

## 3. Security Responsibilities – TKIS IT Services

TKIS will endeavour to provide an appropriate level of security and resilience of data accessed and stored on our network, but no guarantees are provided. TKIS provides the following services in the maintenance of this agreement.

- 3.1. A secure external connection to data services.
- 3.2. Automatic, regular backup of data stored on the TKIS network.
- 3.3. Regular and persistent electronic intrusion detection and monitoring will be provided. This may be supplemented by incidental – random and selective – checking by IT staff. Such checks will not compromise the privacy of users, except to determine if the actions of a user contravene this policy.

TKIS reserves the right to access user data as part of investigations authorised by the Principal of TKIS or his delegate.

## 4. TKIS response to inappropriate or unacceptable use

- 4.1. If unacceptable use – any action that contravenes this policy or state and federal laws, or contradicts the TKIS ethos - is identified, TKIS will respond appropriately and in accordance with school policies and procedures.
- 4.2. Appropriate law enforcement agencies and Government authorities may be notified.

- 4.3. Disciplinary action may be taken, including:
    - 4.3.1. Detention
    - 4.3.2. Temporary or permanent ban of use (both school owned and/or personal device use)
    - 4.3.3. Parent meetings
    - 4.3.4. Suspension or expulsion from school
  - 4.4. Problems encountered will be addressed by IT Support staff as soon as possible. In the case of a major intrusion or misappropriation of our facilities, services may be suspended to protect privacy, and to re-establish security. Implications of such action for TKIS educative and business processes will be addressed as required by the Principal of TKIS with support from the IT staff.
5. **Students bringing Personal Devices to school (e.g. iPads, Macbooks, Computers, MP3 Players and digital devices other than *Phones...which are handed in to school each morning in accordance with school rules*)**
- 5.1. Personal devices are brought to school for use as part of educational studies and should only be used for work related purposes except under the express permission of a staff member.
  - 5.2. Devices must be brought to school with enough battery charge to get through the school day.
  - 5.3. All personal devices brought to school are the responsibility of the owner.
  - 5.4. Headphones or the like are NOT to be worn in class without permission from the class teacher.
  - 5.5. Traffic on school network and Internet is monitored for appropriate use.
  - 5.6. Personal devices may NOT have any of the following:
    - 5.6.1. Rude or inappropriate images, video or audio
    - 5.6.2. Apps that have content that is inappropriate for children
    - 5.6.3. Apps that are age-restricted above the age of the student using the device
  - 5.7. It is prohibited to publish pictures, images or videos of other people without their written permission.