



Nurture for today • Learning for tomorrow • Character for eternity

Kempsey Adventist School

Acceptable Use of Electronic Technology Guidelines

Rationale

This policy is designed to provide guidelines for the safe and appropriate use of electronic technology at KAS

Aims

To provide a harmonious, positive and productive school environment through the implementation of a policy which discourages unnecessary access to electronic technology for personal use during the school day, together with the appropriate use of electronic technology for learning.

Implementation

The purpose of the school computer network is to facilitate **educational use** of the Internet, software applications and the school Intranet through the provision of: units of work, access to resources, collaborative learning and expert guidance in study topics.

This policy refers to all electronic devices. A “device” means any device including desktop computers, laptops, netbooks, iPads, iPods, MP3 players, USB sticks, external hard drives and other mobile information storage devices, mobile phones and the like regardless of whom they belong, that are part of the school’s property, brought onto school property or to school activities, or that are connected to the school’s network or facilities or use a private account to access a phone or internet network.

Students must use all electronic devices carefully and follow all teacher instructions about how and when to use them, and how to take care of them.

It is the responsibility of all students to maintain the security of access codes and passwords. Your user name and password are your responsibility. “Someone else used my password” is not an acceptable excuse for misuse of the network traced back to you.

Any attempted or actual corruption of school network files will result in cancellation of privileges. Harassment of other members of the school community or vandalism of equipment or files will result in cancellation of privileges.

All KAS units of work and other KAS material published on the Intranet are copyrighted.

Normal copyright laws apply to any sites accessed through intranet links or as a result of research for school units of work.

All users are expected to abide by the generally accepted rules of network etiquette. Users will not communicate in a manner inappropriate to a public forum nor knowingly seek out offensive material.

Responsible users will:

- Be polite.
- Respect the Adventist values and culture of KAS.
- Knowingly view and use only what KAS considers to be appropriate and acceptable material.
- Accept the limits the School places on the type of internet sites and security structures which may be used.
- Only use the computer network for curriculum purposes, unless special permission has been granted.
- Follow all legal and copyright regulations relating to software and intellectual property right.
- Not download data, other than in the ordinary course of learning.
- Not download or install software (licensed, shareware, freeware, evaluation or otherwise) other than as directed by the school.

- Not engage in cyber bullying, or any other behaviour which is abusive or otherwise offensive.
- Not be rude, vulgar or insulting.
- Note that electronic communications are not guaranteed to be private but will respect the privacy of other users' communications.
- Not use the network in a way that will disrupt its use by others.
- Not use e-mail for frivolous or mischievous purposes.
- Not trespass or interfere with or change computer files or documents belonging to other users.
- Acknowledge the use of material from the Internet in line with accepted referencing practices.
- Not attempt to bypass the firewall or internet protocols set by the school.
- Not take photos or video of others, especially staff, without their consent.
- Not use the school name or crest without the permission of a Deputy Principal.
- Not appear in school uniform or mention you are a member of the school community on any social network site (such as "Bebo", "MySpace", "Facebook").
- Not bring to or use a personal computer (laptop, netbook, iPad or other similar device) at KAS without the expressed permission of an Deputy Principal

Mobile Phones, iPods & MP3 players

- Students are permitted to have mobile phones at school during regular school days.
- Students are not permitted to bring and/or carry mobile phones on school excursions, sports events and/or school camps and tours. Phones which are found to be carried and or used by students at such school events will be confiscated for a minimum of 2 school days or until the camp/event is completed and a major demerit will be issued. (Variance to this expectation may be made at the discretion of the Deputy Principal, or where appropriate, the Sports Coordinator).
- When students are away from the school campus for such events and a student needs to contact a parent or vice versa, any such contact can be arranged through the school office and the teachers attending the off-campus event.
- Students are not permitted to bring iPod, MP3 or other similar music playing devices to school either for regular school days or off-campus events.
- Student mobile phones must be **turned-off** during regular school hours, including recess and lunch
- Phones **should not be seen** during regular school hours, including recess and lunch, unless during recess and lunch, the phone is being used appropriately within the designated "Student Mobile Phone Usage Area" as specified by the Deputy Principal (Secondary)
- A 'phone not being seen' includes not placing phones inside bras, top pockets or other such places where attention is draw to the carrying of the phone. All phones carried by a student must be done so in a way that is discreet and responsible, so that others at school are unaware that a phone is in fact being carried by a given student.
- The school does not accept responsibility for phones that students bring to school and leave in unattended school bags. Mobile phones should be kept on the person, or deposited with the appropriate Stage Level Dean at the start of the school day.
- If a student is found to have a mobile phone on, or in use during regular school hours, including the writing or receiving of SMS messages, unless the phone is being used appropriately within the designated "Student Mobile Phone Usage Area" as specified by the Deputy Principal (Secondary), they will have it confiscated for a minimum of 2 school days and a major demerit will be issued.
- Mobile phones are not permitted to be with a student during any formal exam. Having a mobile phone during a formal examination is a serious misdemeanour at both school and Board of Studies levels. Prior to school exams, students should hand their mobile phones to their Stage Level Dean. For Higher School Certificate examinations, students must not have mobile phones on their person before entering the Examination Hall.
- Headphones that accompany mobile phones, when used should be used discretely. Overly large or ostentatious headphones are not permitted.
- The school does not take any responsibility for lost or damaged phones.

Encountering of inappropriate or offensive material

- Users may inadvertently encounter material which users, parents or teachers consider inappropriate or offensive. In such case they should immediately use the back button to back out of the site or the home button to return to their home page and notify their supervising teacher or parent.
- Students are reminded that their computer and the proxy server they are using keep records of sites accessed.
- Deliberate accessing of inappropriate or offensive material is not acceptable behaviour will result in cancellation of privileges and parental contact and possible further disciplinary action.

Can my device be taken and/or accessed?

All electronic technology used at KAS, including private mobile phones, may be taken from a student and accessed if it is believed that:

- there has been or may be a breach of the school rules or a school policy; or
- there may be a threat of harm to a student, another/others or system security.


If unacceptable files and/or content is found those files/content may be deleted, and disciplinary action may be taken. If the circumstances warrant the school may also pass the material to the police.

Evaluation

These guidelines will be reviewed as part of a three-year school review cycle.

Acknowledgement

KAS acknowledges the use of content in these guidelines that has been sourced from both Adventist and Catholic schools.

 Adopted by the SC / / Signed _____ (SC Chairperson) Date for review / /
