ICT and Social Media Acceptable Use Policy Part 2 v2.1

St John’s Grammar encourages and enhances the partnerships and relationships between staff, students, parents and the community

Success, wisdom, balance
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Foreword

Dear Parents and Students

Publishing of this Smart PC User Policy marks an exciting stage in the development of our school. We have a vision of each student on the Secondary Campus having their own ICT hardware and being able to access the school’s Intranet anywhere at anytime. The ability to do this will allow students to continue learning at times that suit them and their learning outcomes will improve.

Unfortunately the Federal Government’s *Digital Education Revolution*, ended on June 30 2013. The funding did allow us to improve our wireless network along with switching and servers that assist with the speed of the network and storage of data. This has been excellent preparation for the time when every student on the secondary campus has their own ICT hardware. It did provide funding for all Senior School students to be supplied with a laptop but will be phased out by the end of 2015 as our current Year 10 students progress to Year 12.

This next phase of parent funded Smart PCs helps us to deliver our vision of delivering learning experiences in more dynamic, interactive, collaborative and authentic ways and improves the possibilities for each student to maximise their learning. I am confident that students will make the most of this initiative and contribute to their own successful learning outcomes.

Yours sincerely

Cheryl Bauer
PRINCIPAL
Part 2: ICT User Guide and Expectations

Software – AV, Updates and Backup

Each device will be loaded with the St John’s Grammar School approved software image configured for use on the school network. The image will contain the Windows 8 operating system, Microsoft Security Essentials, Microsoft Office Professional 2013, Efofex MathPack and Adobe CS6 Design and Web Premium.

Software installed by the school is copyright and must not be distributed or deleted without written permission from the school. A parent or caregiver will need to sign off on a software user agreement when issued with the Smart PC.

Parents/caregivers are encouraged to regularly monitor the contents of the Smart PC.

*Students may add their own private software as required. This software must be legally purchased with a user licence and must not be malicious, offensive or breach copyright laws.*

Software update and virus protection

It is the student’s responsibility to apply Windows Critical and Security updates and maintain appropriate anti-virus updates. Microsoft Security Essentials has been preinstalled, however students and parents may purchase their own solution if they see fit to do so.

Additionally Microsoft Office and Adobe CS6 may require their own update procedures.

*There is no cost involved in this process, however, some updates are significant and may impact quota levels on home Internet services.*

As determined by St John’s Grammar School it may be necessary within the lifespan of the Smart PC to update the operating system and software in order to maintain compatibility with the school’s network. At such a time the school will recall Smart PCs, reimage and return the original Smart PC to students. *Students will be required to backup necessary files.*

Games, Music & Non-school Applications

St John’s Grammar School does not object to the installation of non-school applications and files on the school Samsung Slates provided the points below are followed:

- *Students are expected to make responsible choices regarding appropriate use of technology and may not play games or use unauthorised software while at school. St John’s Grammar School will not support non-standard software and students may be asked to remove unauthorised items from their Smart PC if they are deemed to adversely affect the learning environment or network efficiency.*

- *Software and files must be appropriately licensed (ie they do not breach copyright and intellectual property laws – this includes video and music downloads).*

- *Students are not permitted to bring illegal or inappropriate files to school on their Smart PC. This includes pornography, R-rated movies and violent or inappropriate computer games.*
• All media (eg software, games, videos and music) needs to be G or PG rated and ethically and morally acceptable (including consideration of school appropriateness, age appropriate ratings, and privacy issues).

In particular, while some software has significant educational benefits, other software may have little educational merit and may affect network function. As a result:

• Deliberate attempts to degrade the St John's Grammar School ICT Network or to disrupt system performance will likely result in the removal of the Smart PC from the student.
• The use of network security or other hacking tools is expressly prohibited. Students found using packet sniffers, port scanners, or proxy servers can expect significant consequences.
• Use of file sharing (peer-to-peer) applications at St John’s Grammar School is strictly prohibited. Students found using file sharing software on the St John’s Grammar School ICT Network will have their Internet privileges revoked.
• Playing computer games during class times is expressly prohibited. Students caught playing computer games while in class will have their Smart PC privileges revoked.

Where there is a breach of this guideline, consequences will include re-imaging the device, which will result in the loss of data if back-ups have not been carried out effectively.

Other consequences may be imposed as appropriate and determined in consultation with the Head of Information Technology, Infrastructure Manager, Home Group Teacher, Head of House and the appropriate Head of School.

Internet Usage at Home

Internet browsing by students at home is permitted. **Please note this will not be filtered or monitored by St John’s Grammar School.**

St John’s Grammar School accepts no cost for home Internet provision.

The Internet Service Provider provides home Internet logon details, and it is the responsibility of the student/parent/caregiver to setup the home Internet connection on the Smart PC.

**St John’s Grammar School takes no responsibility for the content filtering of home Internet connections. There are a range of paid and free solutions to home Internet filtering, including but not limited to NetNanny, OpenDNS and home based router solutions.**

Passwords

Students will create a password for the account of their Smart PC during initial setup. **This password must be provided to IT Services in the event of a support incident.**

The password students use to login to the school network is also to be used to access school based resources and the Internet.

To avoid confusion, it is recommended that both passwords be kept the same.

The following principles regarding passwords are to be followed:

• Passwords must be kept confidential and not displayed or written down in any form.
• **Passwords must not be words found in a dictionary, or based on anything somebody else could easily guess or obtain using person-related information.**

• **Students must not disclose their personal passwords to any other person other than the school’s IT Services department.**

• **Students will be accountable for any inappropriate actions (eg bullying, accessing or sending inappropriate material) undertaken by someone using their personal user-ID.**

**Printing**

Staff and students are encouraged to transmit work electronically and lessen the need to print documents.

Students are permitted to print to printers located in rooms P114, Library, RHG19, TCG and RH108 via the Web Print option on the Intranet. Printing restrictions and charges apply.

**Data Storage and Backups**

Student files must be stored on the hard drive of the Smart PC. Students will be provided access to shared resources through the St John’s Grammar School’s Intranet, however no **personal** files are to be saved on the network.

**Students are responsible for their own data backup procedures.**

It is recommended that students purchase a large USB Flash Drive, External Hard Drive or DVD burner, or use a cloud service such as Dropbox, Sugarsync or Box.net for their data backups.

The school accepts no responsibility for backup of data; however IT Services will make every endeavour to recover student data in the event the Smart PC needs to be re-imaged.

**Smart PC Care – Theft, Damage and WHS**

**Vandalism and Malicious Damage**

Any damage caused by vandalism or malicious damage will not be covered by insurance. The person who has caused the damage will be financially responsible for the repairs or replacement required.

All insurance policies require you to take reasonable care of the goods insured. This means that you must always carry the computer in its protective cover. If you do not and it slips and breaks, it will be deemed that you have not taken due care and there will be no payment by the insurance company. You would be responsible for the repair or replacement costs.
In addition it is essential that students only touch or use their own computer. In this way a student cannot be responsible for anything that goes wrong with another computer and it also avoids any dispute about who caused the damage.

If you wish to assist another person on their computer it is essential that you sit beside them and direct them, rather than do it for them. This method is the preferred way of teaching someone how to use particular software applications.

**Care, Storage and Appearance**

Students must take pride in the appearance of the Smart PC and respect it as a quality item of significant value. The following main principles of care apply:

- *Food or drink should not be next to the Smart PC when in use.*
- *Cords, cables, and removable storage should be inserted into, and removed from the device carefully.*
- *Students must not carry their device while the screen is open.*
- *The Smart PC must be placed in the slipcase when carried.*
- *The device must be stored in the slipcase while not in use and locked in student lockers while not in use at school.*
- *Students must not lean on the top of the device when it is closed.*
- *Students must not place anything in the slipcase that will press against the device.*
- *Students must not poke the screen except for the use of gesture control on touch devices.*
- *Students must not place anything on the keyboard before closing the lid (eg pens, pencils, or disks).*
- *The screen may be cleaned with a soft, dry cloth or anti-static cloth.*
- *Students are not to jump, or step on school bags, as they may contain a Smart PC.*

**Packing away your Smart PC**

- *Always store your device in the carry case and have the LCD facing away from the front of your school bag.*
- *Try to avoid moving your device around when it is on.*
- *Before switching it on, gently place your laptop on a stable surface.*
- *Do not drop the bag from your shoulder. Always place the laptop bag gently down.*
Be careful when putting the laptop in a car or bus to ensure that no other items are on top of it and nothing will roll on to the laptop bag. Laptops should be switched off before being placed into bags.

**Transporting the Smart PC**

Students will be supplied with a Targus Contego hard sided carry case. This case can be used on its own, inside another case or as a lap-desk. The hard finish EVA outer shell acts as a protective barrier while the inside of the case is lined with a foam construction system to protect the device.

**Moving Around School with the Smart PC**

Students must take the Smart PC to all lessons unless the teacher has requested otherwise. When moving around the school students must carry the device securely in the carry case. The Smart PC must never be left in any unsupervised area. When it is not in use it must be locked in the students’ lockers.

**Transport between Home and School**

*Students must not bring attention to themselves by displaying the Smart PC in public. It should be concealed in the school bag at all times between school and home.*

- The device must be placed in the slipcase and transported in students’ schoolbags.

*In the event that a threat to student safety occurs, students must place their own safety as first priority and report the matter to police and the school immediately.*

**Battery Conditioning / Charging / Tips**

The following key points need to be adhered to:

- *Students are expected to charge their Smart PC at home and bring it to school every day fully charged.*
- *Students must not bring the power adapter to school as it is easily damaged or lost and may cause an WHS safety hazard when plugged into the wall socket.*
- *Loan Smart PCs will not be made available to students who do not bring their Smart PC to school fully charged.*
- *Students who attend school without a Smart PC ready to learn may be subject to consequences as per the school’s Student Behaviour Support policy.*

**Battery Life**

New technology gives much longer life to modern batteries in computers. The school has
purchased extra long life batteries for each Smart PC. These should give 6 – 8 hours of use time, sufficient for the school day.

**Conditioning the Battery**

The battery needs to be conditioned to ensure a long life. The battery should be completely powered down before recharging. It should then be fully charged over night. This needs to be repeated 3 times before you run the Smart PC from the power outlet.

**Charging**

**Battery Usage Tips – To Prolong Battery Life**

- *New battery packs must be fully charged before use.*
- *New battery packs need to be conditioned as outlined above.*
- *Rechargeable batteries undergo self-discharging when left unused. Always store a battery pack in a fully charged state for storage.*
- *Fully drain and fully recharge your battery pack every few months.*
- *Turn down the LCD brightness of your portable device.*
- *Use built-in power management on your portable device.*
- *Turn off LCD or other unnecessary accessories when not in use.*
- *Set screen saver blank to 1 to 2 minutes.*
- *Close unused software.*
- *Remove unused USB devices.*
- *Don’t watch DVDs or play graphics intensive video games while on battery power.*
- *It is normal to get warm when charging or through normal use. If it is getting very hot, there may be a problem with the device. If you are concerned about the battery temperature, please see IT Services.*

**LCD Screen**

LCD screens are delicate – they don’t like being poked, prodded, pushed or slammed. Don’t slam the screen closed and always be gentle when putting your slate or notebook down.
Work Health Safety

Students are advised to consider the following when using their Smart PC:

- Take regular rest breaks within the confines of the classroom and at the discretion of the teacher.
- Do not use the device for more than 2 hours in any one session.
- Work in an environment free from glare.
- Use the device on a desk rather than on your lap whenever possible.
- Angle the screen to minimise the need to bend your neck.
- Maintain good posture.

The main feature of mobile devices that causes problems is the minimal amount of ergonomic adjustment — this promotes poor posture. Students should be aware of their mobility while using the Smart PC.

Preventing Eye Strain

Eye strain and headaches can be caused by the constant viewing of small objects on small screens, incorrect monitor position, or glare/reflection from lighting sources. The risk of eye strain can be reduced by ensuring that the user:

- Works in environments free from glare or reflection.
- Has adequate lighting.
- Increases font size for comfortable viewing.
- Positions the monitor at a comfortable viewing distance.
- Takes frequent breaks from the screen eg every 20 minutes look at something at a distance of 6 metres for 20 seconds.
- Regularly makes a conscious effort to blink, lubricating the eyes.
Appendix 1 - Social Media Policy


All those who are part of the St John’s Grammar community – students, parents, teachers and Business Support staff, have the right to benefit from the opportunities that exist from being members of our community. They should all behave within and outside of the school in such a manner that builds confidence and trust within the community and ensures the image of the school is not negatively affected or brought into disrepute.

St John’s Grammar accepts that the use of Social Media can be an effective educational, business and social tool and that such media is commonly used by members of the St John’s Grammar community to express their views, comments, ideas and criticism on a whole range of issues.

Purpose

St John’s Grammar expects those who are part of the School community, when using Social Media, to show courtesy and respect to others within the School community and not to use such media to abuse others, expose them to offensive or inappropriate content or to denigrate or disrespect St John’s Grammar.

The purpose of this policy is to set standards of behaviour for the use of Social Media when it concerns St John’s Grammar and those within its community. While the policy focuses on our community, we encourage all to adopt the same response in the use of social media in all interactions with others.

Scope

This policy applies to our school community – St John’s Grammar staff, students and parents.

Rights and Responsibilities

The school community is expected to show respect to each other and to the reputation and good name of the school. When using Social Media, members of our community are expected to ensure they:

- are sensitive to the school’s inclusive values. An individual should not feel excluded from a group to which they have a right to belong
- represent their own views and not impersonate or falsely represent to be another person
- do not bully, intimidate, abuse, harass or threaten others
- do not make defamatory comments
- do not use insulting, provocative or hateful language about others
- do not use obscene or offensive language towards others
- do not post content that is hateful, threatening, pornographic or incites violence against others
- respect the rights and confidentiality of others
- do not harm the reputation and good standing of SJGS or those within its community
- remove any inappropriate postings by others on a site that you have set up
- consider taking some action where an inappropriate posting by another is seen
Definitions

Social Media  social networking sites like Facebook, Twitter, LinkedIn, YouTube, Ask.fm, Pinterest, Instagram, Wikis, Blogs, OneNote or the like.

Breach of this Policy

A breach of this policy may also involve a breach of other St John’s Grammar policies, such as:

• Workplace Bullying Policy
• Communication Technologies Policy
• Student Code of Conduct

Any breach of this policy by staff will be considered by the Principal or her delegate, such as the Deputy Principal, Business Director or Heads of School, and will be dealt with on a case by case basis.

Students who breach this policy may be subject to disciplinary action including in appropriate cases, suspension or expulsion from St John’s Grammar.
St John’s Grammar School Smart PC Support Request

This form must be completed by students when reporting an incident relating to their device, or when a student requires ICT support.

* Attach a Statutory Declaration for lost or damaged Smart PCx.

Student Name: .................................................................

Year Level: .................

Home Group: ..............

Home Group Teacher: ......................................................

Nature of report/request: [ ] Theft  [ ] Loss  [ ] Damage  [ ] Malfunction

Name of Parent/Caregiver: ..................................................

Contact phone number: ...................................................

Student Smart PC login details:

Username: ..................  Password: .........................

If loss, theft or damage:

Notified police: [ ] yes [ ] no  If yes, police report number: ............

Description of Incident/Request:

- Include details of where the device was at the time and full details of what occurred.
- If accidental loss or theft, describe the incident.
- If accidental damage, describe the incident and the damage.
- If the device is not working, describe what the problem is and if you know what may have caused the problem.

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