

## **6.8 Student Technology Policy**

### **Student Technology Policy**

Technology is an integral part of the curriculum at Cedars Christian College and of the everyday life of its students. Much of the information available to students is now delivered in electronic format and technology is a key support resource for the College in achieving its educational goals.

Students are required to sign an undertaking that they understand the guidelines relating to acceptable use of technology at the College and accept the reciprocal responsibility that the privilege of access gives them.

### **Copyright**

Students must observe copyright when using all forms of technology in the College and any information retrieved from the internet must be acknowledged and where necessary, the author's permission obtained for use. The College reserves the right to monitor student accounts and contents stored therein and to remove, delete, modify or otherwise disable access to any materials found to be infringing copyright.

### **Network**

The College provides students with the opportunity to use a personal computer and allows access to services on the College network. Students are not permitted to interfere with computer or network settings and cables at any time.

- **User Accounts**

For security purposes, students may not share account or password information with another person or attempt to obtain another user's account or password details. The password must be changed immediately if the student suspects that someone else might know it. A student's username and password logged in should never be left unattended. It is a serious breach of the College policies for students to let anyone else know their network password or acquire any other person's password.

- **Storage**

Each student has their own private storage space on the network (OneDrive) where they can create folders and save or delete files. There is limited space on this drive so students are encouraged to regularly archive and remove files that are not needed.

Files should be organised into folders so that students can keep track of their work.

- Network\_Printing

Where possible students should view documents and submit work online to avoid the need to print hard copies. When printing, students should only print in grey scale unless permission is gained from their Class Teacher to print in colour. Students should only print what is needed.

If a student is deemed to be printing an unreasonable amount from the network printer, they may have their printing privileges suspended and/or be required to pay the cost of the excess.

### **Internet**

The use of the internet has been provided to students primarily for educational purposes. It is not intended for private or personal use. The College is not responsible for the accuracy of information found on the internet. Students should undertake appropriate research to validate such information. Students are solely responsible for any material that they access and disseminate through the internet.

- Unacceptable Use

No unauthorised material using the College's image or name may be published onto the internet without prior consent from the Deputy Principal. This includes images, comments, and information of the College, its staff, self, or other students in the context of the school. Wherever a student identifies his or herself online as a member of the College, the same Code of Conduct and responsibility should apply as it would in the real world.

Access to the internet whilst on College premises or engaged in school based activities and events may not be used to browse, download, publish or distribute material that is of an anti-social nature. This includes material that is pornographic, violent, illegal, racist, destructive, demeaning or denigrating of others or something, which encourages this.

Access/use of any public chat/social networking sites and programs is not permitted unless it is under the direct guidance of a teacher and used strictly as part of a learning activity.

Downloading illegal or unlicensed content is strictly forbidden. The internet may not be used for illegal or unlawful purposes from within the College or via remote access through the College. No music, videos, movies, games or executable files are to be downloaded from the internet through the College network without prior approval and supervision. Using external drives to access such material through the College network is also forbidden.

- **Monitoring and Filtering**

If the College discovers activities which do not comply with the expected Student Code of Conduct, applicable law, or College policies it has the right to retrieve records and documents. Inappropriate use of technology by any student may result in disciplinary action. This disciplinary action may include suspension or review of enrolment for a student.

## ***Devices***

Computers, iPads, tablets and other devices are to be used at school for educational purposes. It is the student's responsibility to ensure they have their device at school and charged for each lesson. Students requiring access to school computers must first obtain permission from the school librarian or, if needed during a timetabled lesson, the Class Teacher. Students are responsible for ensuring the laptop and notebook computers are shut down correctly and returned to the relevant trolley with power cords connected.

- **Mobile Phones**

Mobile phones must not be used for communication including voice call or text message during school hours. If parents need to contact their child during the course of the school day, they should do so via reception. Likewise, students who need to contact their parents or caregivers should gain permission from support services staff before using the student phone at reception.

Students must keep their mobile phones in their bags during lessons, not in class or in their pocket. If bags are not kept in class, they must be stored at the front of the room.

Students may have their phones in the classroom but may only be accessed under teacher direction and be used as a tool to assist learning and not for personal reasons.

Cameras (e.g. webcams, mobile phones) must not be used to capture images/video of students, staff members, or property of the College without the explicit permission of College Staff.

## ***Consequences***

Students must use technology in such a way to adhere to the Student Code of Conduct and the values of the College. Consequences invoked for breaches will be appropriate to the circumstances and infringement, including but not limited to, computer restrictions, detentions, community service, suspension or enrolment review and, if required by legislation, the involvement of police or other authorities.

<b>Breach</b>	<b>Offence</b>	<b>Consequence</b>
Unauthorised use of any technology, i.e. phone, smart watch, computer and earphones.  Includes but is not limited to; listening to music, messaging, receiving notifications and gaming.	1	<ul style="list-style-type: none"> <li>• Teacher confiscation for rest of the lesson</li> <li>• Detention</li> </ul>
	2	<ul style="list-style-type: none"> <li>• Confiscation for the day</li> <li>• Detention</li> <li>• Phone call to parents</li> </ul>
	3	<ul style="list-style-type: none"> <li>• In-school suspension</li> <li>• Parent Meeting</li> </ul>
Inappropriate material  <i>(Refer to Student Discipline Policy)</i>	1	<ul style="list-style-type: none"> <li>• Confiscation</li> <li>• Meeting with Sub-School Coordinator</li> <li>• Parents notified</li> </ul>
	2	<ul style="list-style-type: none"> <li>• Parent meeting</li> </ul>
	3	<ul style="list-style-type: none"> <li>• Enrolment review</li> </ul>

Policy	Student Technology Policy	Version 5	Dec 2020
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## Student Technology Policy

### Student Declaration

I, \_\_\_\_\_, have read and understood the Student Technology Policy and hereby accept the terms of acceptable use described in this policy. I acknowledge that any behaviour that is not consistent with the terms in this policy will result in disciplinary measures and may include the revoking of privileges relating to the use of computers and other forms of technology.

**Student Name:** \_\_\_\_\_

**Student Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Parent Name:** \_\_\_\_\_

**Parent Signature:** \_\_\_\_\_

#### Office Use Only

School Pro Entry	
Student Login Activated	