John Calvin School Albany
A School with the Bible

9 Beaufort Rd
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IT001	Usage of Information and Communication Technology (ICT) Policy
Purpose	This policy identifies staff and student responsibilities regarding the use of ICT devices in the school whether school owned, leased, or personal.
Authority	Matthew 22:37-40 Copyright Act 1968 (Commonwealth) Privacy Act 1988 (Commonwealth) Cybercrime Act 2001 (Commonwealth) Criminal Code (WA) Censorship Act 1996 (WA) Equal Opportunity Act 1984 (WA)
Policy	All staff and students are to ensure their use of ICT resources (whether school owned, leased or personal) is appropriate and does not violate legal or biblical principles, jeopardise integrity and security or harm the reputation of other persons or the school.
Delegation	Principal
Related Policies	Bullying Prevention and Management (R001) Staff Code of Conduct (Prof 006)
Date approved	December 2015; February 2018; April 2019
Next Review Due	September 2021
Review Authority	Management
Keywords	Information Technology; computer; internet; device; email; hacking; plagiarism; laptop
Authorised by: **Board Chairman**	
Date:	
Author/Reviewer:	Jolanda Mulder – October 2018

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IT001 Usage of ICT Procedure

ICT facilities and resources are provided for planned educational purposes including curriculum support and delivery, independent research and development, school and class administration, and personal work-related activities.

IT Resources and Facilities

The scope of ICT resources and facilities include, but is not limited to:

- JCSA owned, licensed or managed hardware and software
- Use of JCSA network via physical or wireless connection
- Use of the Internet
- Personal devices

Rights and Responsibilities

The school provides staff and students with the use of ICT facilities and resources. The user can expect certain levels of privacy and protection from abuse, intrusion by others and harmful content.

The user is responsible for knowing the regulations both in this document and others that apply to the appropriate use of the school's ICT facilities and resources.

School Owned Devices

These include any desktop, laptop or tablet that is purchased and managed through the school. These devices are fully managed and supported by IT Department. Devices are to be purchased with appropriate warranty and cover. Where there are requirements for Staff functions to be completed electronically, devices will be made accessible.

Personal Owned Devices

Staff may bring personal devices to school for educational purposes. These devices will be granted limited network access including Internet access. Support of these devices extends to its connection to the JCSA network and software or services installed or managed by the school. Support for device itself, software or files installed by the user will be the responsibility of the owner.

Appropriate Use

- Adhering to the given procedures and rules
- Respect for other users
- Access to facilities and resources must be provided in a fair and equitable manner
- Respecting other users' password, files or folders and abstention from all interference with system setups, installed software, and security and web filtering software or hardware
- Taking care that viruses do not infect the systems. The downloading of infected information from the Internet is potentially fatal to the school computer network. Virus checking is largely done automatically through the school's virus protection software installed on the school server. However, if there is concern about an email attachment or other file or believe it has not been automatically scanned for viruses, contact should be made with the IT department.
- Abiding by all federal, state and local laws

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- ICT facilities open up greater possibilities for communication with fellow staff and students and also with persons external to the school community. It is imperative that such communication is conducted in a courteous and polite manner using appropriate language protocol, remembering the following:
    - Address other people and use language that befits the character of a Reformed individual.
    - IT communication is not 100% private. System Administrators have the ability to access user mail. It is possible that others may (inadvertently) gain access to your message. Management and administrators may need to gain access to mail if a user is believed to have violated his/her privileges or for the investigation of unusual activity.
    - Carefully consider all messages before sending them, remembering that it is easy to write something off-the-cuff, using an exaggerated emotionally-charged choice of words when a person or group of people is not physically present. One may very easily hurt or insult someone via a poorly worded or ambiguous message.
    - You and/or the School may be liable for what you say in an email message. Email is neither private nor secret. It may be easily copied, forwarded, saved, intercepted, archived and may be subject to discovery in litigation. The audience of an inappropriate comment in an email may be unexpected and extremely widespread. (AISWA)
    - If you receive inappropriate material by email, you should delete it immediately and not forward it to anyone else. You should discourage the sender from sending further materials of that nature. (AISWA)
    - Avoid forwarding private messages to others without the permission of the original user.

Inappropriate Use

ICT resources, whether owned by the school, leased or personal, are not to be used to access, download, store or transmit material which is inappropriate to administration or educational activities of the school. Such material and activities include but are not limited to:

- Excessive personal use that interferes with work
- Using school resources for commercial gain or for any purpose which may incur additional (non-approved) costs to the school.
- Distributing chain mail, hoaxes, spam, or unsolicited mail
- The provision of personal, sensitive or confidential information to unauthorised persons
- Downloading, transmitting or displaying material that is inappropriate in a workplace
- Representing personal opinions as that of the school
- Injuring the reputation of the School or cause embarrassment to the school
- Sending or receiving obscene or pornographic material
- All forms of gambling
- Personal financial gain
- Engaging in conduct that offends, humiliates, intimidates, insults or ridicules another person
- Gaining unauthorised access to a computer system
- Damaging computer data
- Interference with the intended use of the school's computing and information resources
- Downloading, transmitting or publishing information in breach of copyright
- Transmitting or publishing defamatory information
- The use of internet or email to impersonate someone else
- Knowingly transmitting a computer virus or malicious computer program

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Discipline

Failure to adhere to acceptable use and privileges of ICT facilities and resources will lead to consequences that include one or more of the following:

- Suspension of computer access and use of privileges
- Termination of computer access and use of privileges
- Suspension or termination of Network and Internet services
- Additional disciplinary action in line with existing practice
- Referral to civil law enforcement authorities for criminal prosecution
- Payments to recover costs incurred by damage or vandalism
- Other legal action including the recovery of expenses for damages and penalties