

# King's High School

ICT Acceptable Use Agreement

For Staff and Students



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## **1.0 Introduction**

The values promoted by King's High School include respect for self and all others. These values underpin this entire policy which includes information about staff, parent and student obligations and possible consequences of not meeting them. The School is responsible for maintaining an on-line culture in keeping with the values of the School, legislative and professional obligations. All members of the King's community benefit from being party to this agreement.

## **2.0 Acceptable Use Agreement**

**2.1** Staff and students will each be given an electronic copy of this agreement:

- i) At the beginning of each school year
- ii) As soon as they enter school (students) or begin work (staff)
- iii) Or at other times where there is a material change to the terms

**2.2** Staff, parents and students should keep an electronic copy of this agreement for their reference. A copy will also be made available on the King's intranet.

**2.3** Staff and students who have the privilege of access to School-owned IT equipment and access to the King's network are automatically bound by the terms of this agreement. All are strongly encouraged to read this agreement thoroughly and to understand what is expected.

**2.4** Queries about this policy should be directed to the Rector.

## **3.0 Primary Rules and Regulations**

In order to meet the School's legislative obligation to maintain a safe physical and emotional learning environment and to be consistent with the values of the School, the following regulations are imposed;

### **3.1 Take care of School-owned equipment**

If you enjoy the use of King's-owned equipment, you have a legal duty of care for its safe keeping. If it is lost, stolen or damaged while in your care, you are personally responsible for its repair or replacement.

### **3.2 Staff are responsible for software backups**

Staff who have been issued an Apple laptop should procure an external hard drive for making backups using Time Machine. Staff and teachers are responsible for making backups according to recommended best practices (if necessary ask the IT Network Manager for more information).

Windows based laptops have their C: Drive automatically backed up. However large files or folders not directly related to educational matters may need to be moved to the D: Drive, and not be automatically backed up.

### **3.3 The IT Network Manager monitors the network to ensure compliance**

The School has the right and the responsibility to monitor all network access and activity while at school. Monitoring software and systems are now in place which enable King's to provide a safe environment. The School also has the right of review of all email accounts and storage (that are provided by King's) if there is reason to believe inappropriate behaviour has taken place. The School also reserves the right to conduct an internal audit of King's network storage and system(s) at any time and for any reason.

### **3.4 Don't store inappropriate or illegal content on your personal device**

The use of any privately-owned (or leased) equipment on campus or at any school-related activity must be appropriate to the learning environment. Any images or other content stored on laptops, tablets, mobile phones, pen drives or any other digital media that is not school-appropriate is prohibited. School activities include on and off-campus events such as field trips, camps, sporting or cultural events, etc. *See Sections 3.13 and 3.14 for more specifics on what is illegal and and/or inappropriate.*

### **3.5 Report any discovery of access to illegal or inappropriate content**

At all times, the School will make its best effort to block inappropriate content at our network firewall. Users are expected to use good judgement to avoid accessing disruptive, dangerous and/or illegal content. If any user discovers by accident that inappropriate content is accessible, they should stop immediately and notify their teacher. The teacher should then notify the IT Network Manager so that the content filters can be updated.

### **3.6 Don't post photos, details or recordings of other people without permission**

All users are expected at all times to respect the privacy of all other individuals. Photographs, personal details or audio recordings posted on social networking (or other public) sites taken without the subject's permission are prohibited. If you have posted something whether intentionally or by mistake and the person asks you to remove it, you must do so immediately. *Note: This behaviour is also a form of bullying and punishable under the anti-bullying policy.*

### **3.7 Don't share passwords**

Your password(s) are private and are never to be shared with anyone except IT Network Manager who may require access to your computer to provide support. If you believe someone has knowledge of your password(s), it is your responsibility to change it (or them) immediately and report the password theft to the IT Network Manager — even if you don't know who has acquired your password(s).

### **3.8 Report compromised passwords**

If you accidentally or intentionally gain knowledge of another person's password(s), you should notify them immediately and tell them that they need to change it (them) immediately.

### **3.9 Keep your device as up-to-date as possible**

Student-owned devices must be maintained with the latest system updates available for your device.

### **3.10 Teachers dictate access during class**

During class, teachers have the right at any time to prohibit using electronic devices. When asked to close your electronic device, you should do so immediately.

### **3.11 On-line chat during class is strictly prohibited**

The IT Network Manager make a best effort to restrict access to sites and tools which are not school-appropriate. Conducting on-line chat sessions during class with anyone using any software program (or device) is strictly prohibited unless you have your teacher's permission to do so. An example of an exception might be the use of Skype when interacting with a remote subject matter expert. In any case, your teacher must give you permission first.

### **3.12 Copyright infringement is illegal. Don't do it.**

Copyright laws and licensing agreements must be obeyed. No acts of illegally copying material in any format will be tolerated. This includes downloading copyrighted content (music, images and/or video) and using unlicensed software.

The Copyright Act 1994 is very comprehensive. Staff and students should rely on their common sense in avoiding doing something against the law. To help you understand what may be illegal, the most relevant pieces of the statute are listed below with a layperson's interpretation.

The Copyright Act 1994 defines the following:

a. Infringement by copying

*The copying of a work is a restricted act in relation to every description of copyright work.*

*Don't take images, songs, text or video off the web if it is copyrighted material.*

b. Infringement by issue of copies to public

*The issue of copies of a work to the public is a restricted act in relation to every description of copyright work.*

*Don't keep or share images, songs, text or video that someone else may have given you if it is copyrighted material.*

c. Infringement by communicating to public

*Communicating a work to the public is a restricted act in relation to every description of copyright work. Don't use images, songs, text or video in presentations without the copyright owner's permission. Don't copy all of your MP3 songs onto a pen drive and give them to a friend. Don't make copies of applications and give or sell them to your friends.*

### **3.13 Age-restricted and objectionable content is illegal. Stay away from it.**

Possession of content which is deemed *age-restricted* or *objectionable* under the Films, Videos and Publications Classification Act 1993 is a very serious matter. King's is obliged to report violations to law enforcement and to comply with their investigation(s).

## **4.0 Breaches of this Agreement**

**4.1** Violations of this acceptable use agreement can undermine the values of the School and the safety of the learning environment.

- 4.2 Violations will be brought to the attention of the Principal and possibly the Board of Trustees Discipline Committee. The School will respond to any breach of the use agreement in an appropriate manner, taking into account all relevant factors, including contractual and statutory obligations.
- 4.3 If a violation involves the use of School-owned systems including laptops, mobile phones, or other electronic devices, the equipment will be confiscated and inspected. King's is obliged to report violations to law enforcement and to comply with their investigation(s).
- 4.4 If a violation involves the use of student-owned systems (laptops, mobile phones, or other digital media), the School's network monitoring software will assist in providing evidence of the alleged activity.

## 5.0 Acceptance

Use of School-owned equipment as well as use of privately-owned equipment that enjoys privileged access to the King's High School network constitutes an implied acceptance of this agreement. Whenever you enjoy access to the School's network, or when you use School-owned equipment, you are bound by the terms of this policy.

Signed as Borrower on the \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_

\_\_\_\_\_  
Signature of Borrower

\_\_\_\_\_  
Name of Borrower