



ASPIRE - LEARN - ACHIEVE

Acceptable Use of Information Technology, Virtual Reality and Augmented Reality Equipment and Systems Policy

Current 25 July 2024



ACADEMIA



CITIZENSHIP



THE ARTS



TECHNOLOGY



S P O R T

BENTLEY PARK COLLEGE

A Complete Prep to Year 12 Education

Rationale

Bentley Park College (BPC) offers digital technology access for student educational use. The **Acceptable Use of Information Technology, Virtual Reality and Augmented Reality Equipment and Systems Policy** guides student use of BPC computers, Bring Your Own Device (BYOD) for Secondary, TechExpress for Years 3-6, and associated software and hardware including Virtual Reality (VR) equipment (VR for Year 4 and up) and Augmented Reality (AR), with the aim to develop students as competent, responsible, independent users of Information Technology (IT).

Purpose

To clearly outline the **Acceptable Use of Information Technology, Virtual Reality and Augmented Reality Equipment and Systems Policy** and responsibilities for students, parents/carers and staff.

Operation of the Policy

Educational Purpose

The BPC Digital Technologies Network has been established as a limited access service for an educational purpose.

Implications:

- No** games for recreational use
- No** idle browsing
- No** use of internet/computer for entertainment

The BPC Network must not be used for commercial purposes. This means students may not offer, provide, or purchase products or services through the College network.

Students must also follow all Federal/State laws in their use of IT.

All students will have access to World Wide Web information resources through the BPC Digital Technology Network.

BPC Digital Technologies Network

Students and their parents/carers must sign an **Acceptable Use of Information Technology, Virtual Reality and Augmented Reality Equipment and Systems Agreement** to be granted access to the internet and an individual email address. Parents/carers can withdraw their approval at any time.

The College will provide students with internet access to a predetermined level, and reserves the right to withdraw IT access at any time.

BYOD & TechExpress

When using a privately-owned laptop at Bentley Park College, or connecting it to the school network, students must adhere to the follow guidelines:

- College ICT guidelines are to be followed.
- It is the responsibility of the student to ensure that their private laptop is secured when not in use and that Bentley Park College takes no responsibility for theft, loss, vandalism, damage or unauthorised access to private laptops.
- It is the responsibility of the student to back up data on the private laptop e.g. to external hard drive or USB.
- Access to the school network and permission to use the private laptop on school grounds will be withdrawn as a consequence of any inappropriate use and/or security breach.
- It is recommended that the device be covered by accidental damage while at school.

More information on BYOD and TechExpress is available on the [BYOD and TechExpress page](#) of the BPC website.

Student Responsibilities

Personal Responsibility:

When students use the BPC Digital Technologies Network, they are responsible for everything they do or allow to be done in their name or on their behalf.

If students give out their user ID or password, or allow them to be known, they are accountable for their use. This responsibility extends from the Network Manager and College Principal through to Federal/State laws.

- Students will use the system only for educational and career development activities and limited, high-quality, self-discovery activities.
- Students will obey all copyright laws.
- Students will check their email frequently and delete unwanted messages promptly.

System Security:

- Students are responsible for their individual account and should take all reasonable precautions to prevent others from being able to use their account. Under no conditions should students provide their password to another person.
- Students will immediately notify a teacher or the system administrator if they have identified a possible security problem. They are not to go looking for security problems, because this may be construed as an illegal attempt to gain access.
- Students will follow the College virus protection procedures.

Search and Seizure

- Students should expect only limited privacy in the contents of their personal files on the College system as routine maintenance and monitoring is required by Education Queensland regulations and may lead to the discovery that Policy or Federal/State laws have been violated. This will result in an individual search being conducted if there is reasonable suspicion that violation of this Policy or Federal/State laws. Parents/carers have the right at any time to request to see the contents of student email files.
- Teachers are responsible for gathering evidence of student achievement on or before the due date for all assessment instruments in all subjects for all units. Teachers may also access any evidence available in the student's personal drive on the school network.

Unacceptable Uses

Personal Safety at Risk:

- Students will not post personal contact information about themselves or other people, including their address, telephone, College address, work address, etc.
- Students will not post digital images of themselves, or other people without permission.
- Students will not agree to meet with someone they have met online.
- Students will promptly disclose to their teacher or other College employee any message they receive that is inappropriate or makes them feel uncomfortable.

Illegal Activities:

- Students will not attempt to gain unauthorised access to the BPC Digital Technologies Network or to any other computer system through the Network or go beyond their authorised access. This includes attempting to log in through another person's account or access another person's files. These actions are illegal, even if only for the purposes of 'browsing'.
- Students will not make deliberate attempts to disrupt the computer system or destroy data by spreading computer viruses or by any other means. These actions are illegal.
- Students will not use the Network to engage in any other illegal act, such as credit card fraud.

Inappropriate Language:

- Restrictions on inappropriate language apply to all computer use.
- Students will not use obscene, profane, lewd, vulgar, rude, inflammatory, threatening, hurtful or disrespectful language.
- Students will not post information that could cause damage or a danger of disruption.
- Students will not engage in personal attacks, including prejudicial or discriminatory attacks.
- Students will not harass another person. Harassment is persistently acting in a manner that distresses or annoys another person. If a student is told by a person to stop sending the messages, they must stop.
- Students will not knowingly or recklessly post false or defamatory information about a person or organisation.

Student Responsibilities

Respect for Privacy:

- Students will not forward a message that was sent to them privately without permission of the person who sent them the message.
- Students will not post private information (Including any digital images) about another person.

Respecting Resource Limits:

- Students will not post chain letters or engage in 'spamming'. Spamming is sending an annoying or unnecessary message to a large number of people.
- Students will not subscribe to discussion group mail lists.
- Students will not participate in 'chat rooms'.
- Students need to be mindful of excessive downloads of large media files, music videos for example, and ensure they are for educational purposes only.

Plagiarism:

Students will not plagiarise works they find on the Internet. Plagiarism is taking the ideas or writings of others and presenting them as if they were yours.

Inappropriate Access to Material:

- Students will not use College computers to access material that is profane or obscene (pornography), that advocates illegal acts, or that advocates violence or discrimination towards other people (hate literature).
- If a student mistakenly access inappropriate information, they should immediately tell their teacher or College staff member and provide the address of the offensive site. This will protect them against a claim that they have intentionally violated this Policy.

Parent/Carer Responsibilities

- Parents/carers have the right at any time to request to see the contents of their student's email files.
- They should instruct their student if there is additional material that they think it would be inappropriate for them to access. The College fully expects students to follow their parents'/carers' instructions in this matter.

College Responsibilities

The BPC Digital Technologies Network is considered a limited forum, similar to a school newspaper, and therefore the College may restrict students' speech for valid educational reasons. The College will not restrict students' speech on the basis of a disagreement with the opinions they are expressing.

Limitation of Liability:

- The College makes no guarantee that the functions or the services provided by or through the Network will be error-free or without defect. The College will not be responsible for any damage a student may suffer, including but not limited to, loss of data or interruptions of service.
- The College is not responsible for the accuracy or quality of the information obtained through or stored on the system.
- The College will not be responsible for financial obligations arising through the unauthorised use of the system.

Search and Seizure:

- Routine maintenance and monitoring as required by Education Department regulations may lead to discovery that a student has violated this Policy or Federal/State laws.
- An individual search will be conducted by College Technicians if there is reasonable suspicion that a student has violated this Policy or Federal/State laws.

Due Process:

- The College will cooperate fully with the Local, State, or Federal officials in any investigation related to any illegal activities conducted through BPC computers.
- In the event there is a claim that a student has violated this Policy or Network User Guide in their use of the BPC Digital Technologies Network, the student and their parents/carers will be provided with a written notice of the suspected violation.
- Violations will be recorded as a behaviour on Oneschool and referred to the Primary PBL Coordinator or Head of Department Junior/Senior Secondary for disciplinary action, including and not limited to the suspending or removal of IT and/or Virtual Reality privileges.

Acceptable Use of Information Technology, Virtual Reality and Augmented Reality Equipment and Systems Agreement

Students and parents/carers are required to sign the ***Acceptable Use of Information Technology, Virtual Reality and Augmented Reality Equipment and Systems Agreement***, acknowledging that they have read and understood the ***Acceptable Use of Information Technology, Virtual Reality and Augmented Reality Equipment and Systems Policy***. Student access to digital technologies, including Information Technology (IT), Virtual Reality (VR) and Augmented Reality (AR) facilities (VR for Year 4 and up), will not be provided without a signed Agreement. This agreement also covers Bring Your Own Device (BYOD) for Secondary and TechExpress for Years 3-6.

IT, VR and AR Safety Rules

The following rules apply to all areas in the College where there is access to computers with VR and AR associated equipment, including furniture, chairs and decals:

- Normal school rules apply in all areas where there is VR equipment.
- VR areas must be left in which they are found, clean and tidy.
- Shifting computer or VR equipment or interfering with cables is prohibited.
- School bags are to be kept away from VR and placed in a designated area for safety reasons.
- Students are not permitted to have food and/or drink near VR equipment.
- Students are required to familiarise and practice the VR safety rules of the school.
- Some students may experience discomfort such as nausea, motion sickness, dizziness, disorientation, headache, fatigue, or eye strain when using VR. It is the student's responsibility to identify if this is happening and remove the headset.
- Users experiencing difficulties with VR or the network are to report the matter to their teacher, who will subsequently report the matter to the Network Manager.
- Standard equipment hygiene practices are to be used when using VR.
- VR computer facilities are provided to students for the purposes of:
 - providing them with school approved resources aimed at enhancing their education
 - helping them understand future technologies and employment opportunities
 - providing them with facilities needed for producing and experiencing **school related projects**.
- Students must not copy or transfer files or programs from the network, internet or any other device into home drives unless directed to do so by a teacher or supervisor.
- Students must keep backup file copies of their own work.
- Any attempt to circumvent the policies of the network or put at risk the security of the network in the opinion of the Network Administrator will be considered a breach of the agreement.
- It is the responsibility of the student to ensure that their private laptop is secured when not in use and that Bentley Park College takes no responsibility for theft, loss, vandalism, damage or unauthorised access to private laptops.
- It is the responsibility of the student to back up data to an external hard drive or USB.
- Access to the school network and permission to use the private laptop on school grounds will be withdrawn as a consequence of any inappropriate use and/or security breach.
- It is recommended that the device be covered by accidental damage while at school.

Using Equipment

While student access to IT, VR and AR equipment and modules is encouraged, principles of usage need to be understood and appreciated. These services are provided for school work only. The equipment is not free. Bentley Park College has invested in hardware and software requirements to deliver exciting and engaging IT, VR and AR experiences. Students have a responsibility to respect and **treat the equipment with care**. This will ensure all students get to enjoy the technology.

Acceptable Use of Information Technology, Virtual Reality and Augmented Reality Equipment and Systems Agreement

EXAMPLE

Student Use of IT, VR and AR Agreement

I understand that the IT, BYOD/TechExpress, VR and AR equipment (VR for Year 4 and up) is only be used for the manner in which it is intended and I will abide by the following:

I will use it only for **educational** purposes.

I will not use it for private/personal use or to look for anything that is illegal, dangerous or offensive.

If I accidentally find something that is illegal, dangerous or offensive, I will:

clear any offensive pictures or information from my screen or ICT devices, and immediately, quietly, inform my teacher.

I will not use the hardware in the manner that it was not intended.

VR (Year 4 and up):

I will adhere to the **VR Safety Rules** at all times.

I will stop and rest if I feel discomfort.

I will not touch or enter the immersive space of any student/person that is immersed in VR.

I understand that the College and the Education Department **monitor** both the internet, computer network and VR/AR equipment (VR for Year 4 and up). If the College or Department decides I have broken these rules, appropriate action will be taken. Any attempt to circumvent the policies will be considered a breach of the Agreement. Consequences of any breach may include my access being disabled (i.e. no school computer/VR/AR access) for specified durations.

Student name and class: _____

Student signature and date: _____

Parent/Carer Agreement

I understand that BPC computers, BYOD/TechExpress devices and computers with VR and AR can provide students with valuable learning experiences.

I also understand that the internet gives access to information on computers around the world, that the school cannot control what is on those computers and that some of that information can be illegal, dangerous or offensive.

I accept that, while staff will always exercise their duty of care, caring for equipment and students' personal health and safety must depend finally upon responsible use by students.

I believe _____ (name of student) understands this responsibility and I hereby give my permission for him/her to access BPC computers, BYOD/TechExpress devices and computers with VR (for Year 4 and up) and AR under the school rules. I understand that students breaking these rules will be subject to appropriate action by the school. This may include loss of computer and/or VR/AR and/or Network access for some time.

Parent/Carer name: _____

Parent/Carer signature and date: _____

***This Agreement remains active while the student is enrolled at Bentley Park College or until superseded.**

Only students who have returned a signed form can access it, BYOD/TechExpress and VR/AR equipment. it is the student's responsibility to return the completed agreement to the school office as soon as possible in order to access equipment.

Office Use only

Student EQ number: _____ Date actioned: _____

Permission code: **24 IT/VR/AR AGREEMENT**

Place on Student File; notify Network Administrator if agreement is not returned/signed.

(Current July 2024)

Documentation

- [Student Code of Conduct](#)
- [Acceptable Use of Information Technology, Virtual Reality and Augmented Reality Equipment and Systems Agreement](#)