



ASPIRE - LEARN - ACHIEVE

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



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 and Virtual 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 7 and up) 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 and Virtual Reality Equipment and Systems Policy** and responsibilities for students, parents/carers and staff.

Operation of the Policy

BPC offers internet access for student educational use and has developed the **Acceptable Use of Information Technology and Virtual Reality Equipment and Systems Policy** for student use of College computers, Bring Your Own Device (BYOD) for Secondary, TechExpress for Years 3-6, associated software and hardware. BPC aims to develop students as competent, responsible, independent users of Information Technology.

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

BPC Digital Technologies Network

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.

Students and their parents/carers must sign an **Acceptable Use of Information Technology and Virtual Reality Equipment and Systems Policy** agreement form 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.

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.

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.

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.

Documentation

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

