St John Fisher College

BRACKEN RIDGE

goodness • knowledge • discipline

Information Technologies (IT)

Policy and Guidelines Booklet

For Students and Parents

TABLE OF CONTENTS

INTRODUCTION

All Information Technologies (IT) that we provide for students at St John Fisher College are intended for educational purposes. This includes internet access, email access, software, the College laptops and other devices. We believe that technology is a useful tool to support and enhance the delivery of quality curriculum.

The College laptop program operates on a loan basis. Every student in the College is issued with a **laptop which remains the property of the College**. Students need to return their loan laptop when they leave the school, and the laptop must be in good condition and fully functional.

One of the main benefits of the loan laptop program is that it is fully supported by the College in the event of problems. Students with laptop issues speak to the IT staff at lunch time and/or the allocated times and if the problem is not able to be immediately fixed, a 'hot swap' is arranged. This minimises the amount of class time that students are without technology.

St John Fisher College has established significant computing and communication resources to support student learning. These resources include:

- All network services, computer equipment and software, owned, leased or used under license by Brisbane Catholic Education Office and the College;
- Computer facilities maintained by other bodies but available for use through an agreement or agreements with Brisbane Catholic Education Office.

This document outlines the responsibilities for students and parents in using technologies provided by the College. This includes the financial responsibilities for damages and breakages to the loan laptops as well as the guidelines for acceptable use of all technology.

St John Fisher College is bound by legislation and good stewardship of resources to ensure the appropriate use of its IT. Increased legislation relating to IT is requiring all organisations to review their internal policies and procedures to ensure compliance.

IT resources are supplied in line with the following principles:

- Access to IT is provided subject to ***need and availability*** of resources;
- Privacy, confidentiality and respect of the ***personal rights of others*** is maintained;
- The importance of the ***cost-efficient use*** of the IT is recognised;
- Users engage in ***ethical, legal and responsible use*** of IT.

The *Conditions of Use of IT Resources* have been developed to inform users of their rights, responsibilities and obligations when using IT resources, consistent with Brisbane Catholic Education's requirements that all such resources are used in an ethical, legal and responsible manner.

Policy Update

This policy will be reviewed annually and updated as necessary. All attempts will be made to adhere to the above policy, but particular circumstances (such as technological advancements) may require the Principal to depart from the stated policy.

IT ACCEPTABLE USE POLICY

By accessing and using the IT resources provided by St John Fisher College, you are agreeing to abide by the Terms and Conditions set out in the Policy below:

General Conditions of Use of Resources

i.   These terms and conditions apply to all St John Fisher College IT resources, regardless of how they are accessed. This includes access to all installed computers whether wired or wireless, or remotely accessed over the internet.

ii.   Only devices issued or authorised by St John Fisher College will be permitted to connect to the College network, via wired or wireless connection. Authorisation must be granted by a member of the College Leadership Team – Principal, Deputy Principal, Assistant Principal (Religious Education) or Assistant Principal (Administration) or the designated IT Coordinator on their behalf. This includes all student personal computers and other devices.

iii. Loan laptop computers must be used in accordance with the warranty conditions so as not to negate the vendor's Warranty.

iv.   While staff and students (in particular, IT staff engaged by individual schools) may be called upon in the course of their duties to undertake activities beyond those permitted by the terms of this agreement, it is expected that any such activities undertaken must be done in accordance with the spirit of this statement.

Ethical, Legal and Responsible Use of IT Resources

v.   St John Fisher College requires all users of its IT resources to do so in an ethical, legal and responsible manner.

vi.   Users of St John Fisher College IT resources must be aware that the use of these resources are subject to the full range of laws that apply to the internet, communications and to the use of computers, and St John Fisher College policies. Such laws and principles include users' obligations in relation to copyright, intellectual property, breach of confidence, defamation, privacy, bullying/harassment, vilification and anti-discrimination legislation, the creation of contractual obligations, and other civil and criminal laws.

vii. The College's IT resources must not be used for unauthorised commercial activities or unauthorised personal gain. Actions performed using the College's IT resources must comply with the terms of any licence agreed to for the use of software programs and other online resources.

Copyright and Intellectual Property Rights

viii. **Users MUST NOT**, through the use of St John Fisher College IT resources, **copy, download, store or transmit material which infringes copyright** or the intellectual property rights of others without appropriate approval. Such material includes **music files, movies, videos or any other form of media**.

ix.   Users should be aware that actions performed using computer and network resources, regardless of any disclaimers that might be made, ultimately reflect on our educational institution and community. This is particularly relevant where users post or submit material in a way that makes it publicly available over the internet.

Security and Privacy

x.   Users have a role to play in ensuring the security and privacy of information transmitted by use of the IT resources. Users are issued with unique usernames and passwords, which should be kept strictly confidential at all times.

xi.   Users must protect systems, information and accounts by:

- choosing a secure password which is changed regularly (a secure password is one that is difficult to guess, for example, containing a combination of letters, numbers and symbols and not simply a name or date of birth)
- using access to IT resources only as authorised;
- respecting the privacy and confidentiality of information that they may come across through access to the resources;
- only downloading, installing or using software approved by the College;
- reporting any breach or prospective breach of network security to the appropriate technical personnel;

xii.   Unacceptable conduct by users which could result in a breach of security or privacy includes:

- disclosing your username and password details to another person;
- disclosing other private or confidential information to unauthorised persons;
- gaining unauthorised access to any systems by any means;
- using St John Fisher College's IT resources to attack or compromise another system or network;
- downloading, installing or using unauthorised or illegal software programs (example: illegal file sharing or other pirate websites);
- deliberately installing computer viruses or other malicious programs;
- accessing or intercepting others' electronic communications without permission.

xiii.   Users should not, as a general rule, display personal information about themselves in a way that is publicly available. Where such disclosure is made through authorised avenues(for example, by the use of email or an official website), users should be aware that invasions of privacy may sometimes occur and it is outside St John Fisher College's control to prevent such instances from occurring.

xiv.   Users are not to upload any photos or other material which identify the College, member of the College or any aspect of College life. Students are not to upload photos in which anyone is wearing the College uniform. Photos which identify the College grounds are not to be uploaded. Captions or comments on photos should not identify the College in any way.

xv.   Users are reminded that 'mybce' email and social network sites must not be used to:

- send sensitive and confidential information;
- send messages that are derogatory or abusive in nature; and/or
- bully or harass others.

xvi.   Social network sites are not to be used at the College unless under the direction of a staff member

xvii.   Users must, however, be aware that all digital activity conducted on devices and systems whilst using the school's network can be logged and collected. The operation and maintenance of IT systems often requires the backup and caching of data, the logging of activity and the monitoring of device use in class time and general usage patterns – including internet search history and as such, confidentiality and privacy cannot be guaranteed. St John Fisher College may be required to inspect or provide copies of electronic communications where required to by law, or where the investigation of possible misuses of IT resources is required.

Additional Terms and Conditions Relating to Emails

xviii.   The following guidelines are provided to students in relation to emails between staff and students at the College. Students may only send emails to staff members:

- if the staff member has given them permission to do so.
- from the student's mybce e-mail address
- to the staff member's BCE e-mail address
- if the e-mail is for approved school purposes (e.g. changes to first drafts, work to be submitted, Interact)
- at an appropriate time of day. Late night or early morning e-mails would not be appropriate. We advise staff members to only respond to appropriate emails during normal business hours (8.00am – 4.00pm weekdays)
- using respectful salutations, language and tone.

Breaches of these Terms and Conditions of Use

xix.   The breach of this Terms and Conditions of Use will be taken seriously and may result in disciplinary action being taken.

xx.   Examples of possible consequences range from loss or restriction of access to IT resources, to formal disciplinary action. Cases of serious, deliberate, and/or criminal breach will be referred to external authorities and may result in civil or criminal proceedings.

STUDENT AND PARENT LOAN LAPTOP COMPUTER GUIDELINES

1. Education Purposes

a. Students are provided with a loan laptop computer for educational purposes. **This loan laptop device remains the property of St John Fisher College.**

b. The loan laptop computer comes pre-installed with all the necessary software for student use. Only software approved by the College is to be stored on the loan laptop computer.

c. Requests for installation of drivers and/or software for home printers must be made by completing the appropriate form available from IT Support.

d. Students or parents need to consult with the IT Coordinator if they are in doubt about software usage.

e. The College reserves the right to carry out software, hardware and data inspections of loan laptop computers at any time and follow up accordingly.

2. Student Responsibilities

a. Take reasonable care of the equipment to protect it from accidental damage and secure it from theft. You should not be eating or drinking whilst using your loan laptop. Do not attempt to remove screws, keys or any other part at home. Avoid bumps, knocks, heat. **HANDLE WITH CARE!**

b. The loan laptop computers are covered by accidental damage insurance against accidental damage. One claim can be made per year or 3 in the 3 year warrantied lifetime of the laptop.

c. Take care to not touch with sharp objects as doing so can scratch or mark the screen permanently, and this will not be regarded as accidental damage.

d. Students are not to remove any identification labels from their loan laptop computer.

e. Loan laptops and their sleeves are to be kept clean and free from graffiti and stickers.

f. **Students are expected to come to school with a fully charged battery**. It is the student's responsibility to charge their loan laptop computer at home each evening. A limited number of charging facilities will be available on the College campus. A full discharge puts more strain on your battery than several partial discharges. Get into the habit of recharging the battery when it reaches 10-20% or before. Do not allow your battery to discharge to 0% frequently as this can render your battery useless and will shorten the battery life.

g. While travelling to and from school loan laptop computers are to be carried in the school approved protective case and placed in school bags which should be always with the students. At no time is the loan laptop to be used whilst travelling to or from the College.

h. School bags containing loan laptops should not be left unattended when travelling to and from school or attending school events, e.g. sport. Students are to place their schoolbags in a secure location or a place where they may be always observed.

i. If loan laptop computers are used during lunch breaks, they are to be used for educational purposes only such as completing assignments/research. They must only be used in the **designated study areas**. Students are not to be sitting on the ground or at a lunch table using loan laptops.

j. **Loan laptops should be carried in their protective sleeve and returned to the sleeve when they are not in use**. At all other times, when not in use, they should be in their protective sleeve and secured in the student's locker, in a locked classroom or kept on their person.

k. Loan laptops are not allowed on overnight trips or field trips without the explicit approval of the teacher in charge and the IT Coordinator.

l. Loan laptop computers should be operated in a safe working environment at all times.

m. The software loaded on the loan laptop computers is licensed to the College. Students are not permitted to copy, transfer or delete software.

n. All data, files, and electronic documents generated, stored, or transmitted on the college's networks and systems are the property of the college. Students are expressly prohibited from deleting, altering, or corrupting any data that does not belong to them.

o. **It is the student's responsibility to backup their data and IT Support takes no responsibility for any loss of student data.**

3. *Parent Responsibilities*

   a. Ensure students fulfil their responsibilities as outlined above.
   b. Monitor student use of the computer when at home including internet usage.
   c. Ensure that the loan laptop is being charged each night.
   d. Ensure the student has their computer at school each day in a condition that will enable it to be usable for any educational purpose.
   e. Ensure the student completes a driver/software installation request form (available from IT Support) in relation to any home printer software required on the loan laptop.
   f. Comply with the policy of the school in relation to the return of the device in the event of the student leaving the school prior to the end of Year 12.
   g. Take reasonable care of the equipment to protect it from accidental damage and secure it from theft. **Please Note: The College strongly recommends parents/caregivers arrange to have laptops specified and covered on household contents insurance policies.**

4. *Data Backup and Software Upgrading*

   a. Students are responsible for the backup of all data as recommended by the College.
   b. Students are responsible for making their loan laptop available to IT Support for upgrades to ensure that all software is kept up to date. (e.g. Operating System and installed Anti-Virus Software)

5. *Technical Support*

   a. Students will be given standard user rights of their loan laptop computer.
   b. Students will be assisted in maintaining their loan laptop computer.
   c. In the event of a malfunction students may contact the College's IT Support Team for assistance.

6. *Use of the College Wireless Network and Internet Access*

   a. The College Wireless Network and all associated infrastructure are available for educational use with student loan laptop computers.
   b. At the College, the internet is only to be accessed through the College Wireless Network.
   c. All downloads need to be for educational purposes only. This will be monitored by the College.
   d. Due to bandwidth restrictions, the downloading of large files is not permitted. If this is deemed necessary for educational purposes, the IT Coordinator should be consulted.
   e. Students are not to remove the virus software provided and replace it with another type of virus software.
   f. Specific network settings are not to be removed or altered as this could affect the loan laptop computer's ability to connect to the College Wireless Network.
   g. The installation and use of VPNs or other systems to circumnavigate the college's security and network systems is prohibited. If such activity is found, the offending software will be removed. Violations of this policy may result in the removal of access privileges and appropriate measures will be taken to address the misconduct.

7. *Loss, Theft and Repairs*

   a. **Do not** try to fix any hardware problems yourself. Instead take the loan laptop to IT Support located in the Library as soon as possible (within 24 hours from the time the issue becomes apparent). This timeline is to satisfy warranty conditions if the issue is covered by warranty.
   b. The loan laptops will have a comprehensive hardware warranty provided by the supplier that will cover hardware failure and repair over three years. Hardware failure is to be notified to IT Support in the College Library within 24 hours or the next school day. The repair will be organised by IT Support.
   c. The College has sourced accidental insurance for non-warrantable damage. All accidental damage is to be notified to IT Support located in the College Library as soon as possible (within 24 hours or the next school day). The repair will be organised by IT Support. Deliberate damage – e.g. engraving your name on the notebook, or removing keys is considered as deliberate damage –

is not covered by the policy. Any such damage may incur a repayment to the College for replacement/repair to the loan laptop. Water damage is never covered by ADP.

d. **Accidental damage policies vary but will cover the replacement of one major component each school year for 3 years (or 3 in total). In the event that a laptop suffers accidental damage not covered by the policy, any fee to the school for the cost of repairs will be invoiced to parents/caregivers. Parents/caregivers may choose to take additional precautions by covering the laptop for accidental damage under a home contents insurance policy. By signing the laptop use contract, parents/caregivers are acknowledging and agreeing to reimburse the College for this cost in the event of a claim.**

e. A protective sleave or case will be provided, and students are to use the sleeve for transportation to and from school and classes. At no time is the loan laptop to be used in transit to or from the College.

f. Loss or theft of a loan laptop is to be notified immediately to the IT Coordinator no later than 24 hours after the event.

g. All issues in relation to loss, damage or theft will be dealt with by the College on an individual basis.

h. All instances where loss or damage is the result of negligence, carelessness, inattention or apparent disregard for the loan laptop or accessories, are not covered by insurance. If after the investigation by the school it has been deemed that the loan laptop or accessories have been intentionally damaged or that the student/parent/guardian/carer has been negligent in caring for the loan laptop, the parent/guardian/carer will need to cover any costs incurred by the school for repair or replacement of the loan laptop. Cost of replacement will be determined by the College. A replacement loan laptop will not be issued until payment has been received by the College.

i. It is the responsibility of the parent/guardian/carer to replace lost Power Adapters. Power Adapters are not to be brought to the College. Spare and/or replacement power adapters may be purchased from the College.

j. In the event of theft, a detailed report, accompanied by a Queensland Police Reference Number must be provided to the College by the parent(s) of the student. *Theft is defined as the stealing through forceful entry of a locked vehicle where equipment is out of sight, or through the forceful entry of premises reasonably secured from being accessible by the intruder or the public.* If after the investigation by the school it has been deemed that the loan laptop has been stolen (as defined above), the College will generally provide a replacement.

8. *Assessment and Homework*

   a. Students are encouraged to use their loan laptop computer for homework and assessment tasks.
   b. Incomplete or overdue assessment as the result of the loss of data or hardware malfunction is referred to in the College Assessment Policy.
   c. It is strongly recommended that students store all school work on their BCE Microsoft OneDrive. Students may also choose to backup data on a USB device or external hard drive.

9. *Classroom Usage*

   a. Student loan laptop computers are to be brought to school each day. The classroom teacher will manage the use of the loan laptop computers in the classroom.
   b. No student is to take out or use a loan laptop computer without the permission of the classroom teacher.
   c. When in use, the loan laptop should be placed on a table or desk, not on laps. The loan laptop should not be carried around whilst the screen is open.
   d. During school time and particularly in class time the laptop should be used for educational purposes only. Any games, videos or other media should be educational and exceptions can only be made by the IT Coordinator.

10. *Ownership*

    a. Students have use of the loan laptop whilst they are enrolled at St John Fisher College. **This loan laptop device remains the property of St John Fisher College.** When leaving the College,

students are to return the loan laptop computer and accessories in good order. If this is not done, the parents or carers will be financially responsible for the replacement or repair of the loan laptop and its accessories.

b. **At the end of the three-year period**, all software and data will be removed from the computers and the computer **is to be returned to the school**. It is the student's responsibility to ensure that any data they want to keep is saved to an external USB device, external hard drive or other external storage location.

Any violations of this policy may result in the limitation of access to the loan laptop and other IT privileges along with appropriate measures to address the misconduct.

CYBERSAFETY TIPS FOR STUDENTS

Online safety Parent Tips: Parents | eSafety Commissioner

Appendix 1 – IT ACCEPTABLE USE CONTRACT (Copy)

St John Fisher College — Information Technologies (IT)
BRACKEN RIDGE

2024 IT ACCEPTABLE USE CONTRACT
Technology itself does not cause learning; it only enhances the learning process.

This contract outlines the guidelines for acceptable use of St John Fisher College's technology facilities. The IT 'Acceptable Use' Contract is issued at the commencement of each year and is to be signed by each student (and their parent/caregiver). This contract is kept in the students' enrolment file. St John Fisher College reserves the right to monitor any and/or all use of the College's technology-based resources, including use of school provided email from outside of school. All electronic files generated as a result of learning at St John Fisher College are therefore presumed to be the property of St John Fisher College and all users should presume, they will be held accountable for every message issued from their accounts or posted onto an electronic medium. Violations of this IT Acceptable Use Contract may result in immediate suspension of your IT privileges and may result in further disciplinary actions being taken by St John Fisher College or the relevant authority.

FOR STUDENTS:
I hereby agree that while using the technology facilities at St John Fisher College, I will:

1. use the technology-based resources (including the internet and email) for educational purposes only;
2. ensure that my login account details remain confidential;
3. refrain from attempting to retrieve, view or disseminate (give out) any electronic information that is offensive;
4. use social networking and instant messaging sites appropriately and only as directed by a teacher of the College whilst at school;
5. refrain from making any reference to the College, including the use of College logos, images and photos, when using social networking sites;
6. use available editing software and devices only for educational purposes and at the explicit permission from the classroom teacher;
7. refrain from deliberately attempting to tamper with the College's network and systems for intentional misuse;
8. refrain from using VPN services or hot-spotting to circumnavigate the college's network protections, restrictions, or security.
9. refrain from using another accountholder's information to login to the College's network;
10. refrain from referring to any member of College community in a negative way, when using any technology-based resource;
11. seek permission from the Principal or nominee before posting any photos of students in uniform or at school activities on any website other than that set up for educational purposes;
12. report any misuse and vandalism of the technology-based resources to appropriate College staff (e.g. the classroom teacher, the IT Coordinator, or the relevant Pastoral Leader);
13. take care of and treat with respect the facilities provided for me and
14. refrain from installing any software which is not explicitly authorised by the College on the loan laptop computer.

STUDENT'S AGREEMENT:

I understand the terms and conditions of this contract above and will use the technology-based resources of St John Fisher College for educational purposes only. I will adhere to the above terms and conditions and realise that any violations will result in various consequences as outlined above.

STUDENT'S NAME: _____

PC CLASS: _____

DATE: _____

PARENT'S / CAREGIVER'S AGREEMENT:

I am the parent/caregiver of the stated named student and understand the benefits and risks associated with my daughter (student in care) having access to the College's technology-based facilities. While appropriate filtering devices are employed by the College, I also realise that my daughter (student in care) will have access to information from around the world (while online) and that the College may be unable to restrict students from gaining access to some offensive material (in the first instance). I accept that while the College will always exercise their duty of care, protection against exposure to harmful information should depend finally upon the responsible use by students. I am satisfied that my daughter (student in care) understands this responsibility and I hereby give my permission for her to use the College's technology-based resources (including the internet and email) in accordance with the stated IT Acceptable Use Contract's conditions above and the IT Policy and Guidelines Booklet. I am also aware that any student who breaks such conditions will be subject to appropriate consequences in accordance with the College's behaviour management policy and/or law enforcement agencies may be involved in this process.

PARENT'S/CAREGIVER'S NAME: _____

PARENT'S CAREGIVER'S SIGNATURE: _____

DATE: _____

St John Fisher College — Information Technologies (IT)
BRACKEN RIDGE

2024 LAPTOP USE CONTRACT
Technology itself does not cause learning; it only enhances the learning process.

Student's Agreement:

1. I/We confirm that I have read, understood and agree to abide by the *Information Technologies (IT) Policy and Guidelines Booklet (available on the College's website)* and agree to all of the conditions outlined in the aforementioned policy statement and guidelines booklet.
2. I/We confirm that the **LOAN LAPTOP remains the property of St John Fisher College.**
3. I/We understand that the assigned network *username* and *password* are confidential, and **I will not allow my password to be disclosed to others.**
4. I/We understand that the loan laptop was tested before I took possession of it and was in full operational order with respect to both hardware and software and that any faults occurring with the laptop must be reported within 24hours.
5. I/We understand that my daughter/(student) is able to leave the loan laptop at the College and that when this occurs my daughter/(student) will secure her laptop in the locker provided to her by the College.
6. I/We understand that there may be a cost incurred when repairs or replacements are **not** covered by the manufacturer's warranty or the Accidental Insurance Cover and that a replacement laptop will not be loaned until such costs are reimbursed to the College.
7. I/We understand that loss or theft of the loan laptop is not covered by the insurance policy noted above and that I may be asked to reimburse the College in the event of loss or theft. **Please Note: the College strongly recommends parents/caregivers arrange to have laptops specified and covered on household contents insurance policies.**
8. I/We understand that I am able to purchase a replacement/additional power supply and cord from the College.
9. I/We understand that if the College supplied laptop case becomes damaged beyond normal wear and tear I will be required to purchase a replacement case from the College.
10. I/We understand that I am required to **purchase or provide** plugin earphones with a cord and/or microphones as outlined in the College stationery list.
11. I/We confirm that my daughter/(student) named below will be issued with the following loan items for the year:

☐ 1 x Laptop Computer   ☐ 1 x School Warranty for the Laptop (included)

☐ 1 x Power Supply and Cord   ☐ Access to the College's IT Policy and Guidelines

☐ 1 x Laptop Case/Bag

Student's Name: _____   Parent's/Caregiver's Name: _____

Student's Signature: _____   Parent's/Caregiver's Signature: _____

Date: _____   Date: _____

OFFICE USE ONLY:			
STUDENT NAME:		**PC CLASS:**	
STUDENT ID:		**LAPTOP SERIAL No:**	
COLLEGE BARCODE:		**DATE OF ISSUE:**	