



ICT Acceptable Use Policy (AUP)

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Objectives - Policy Statement

The access to information and communication technologies provides an opportunity to enhance students' learning experiences by linking them to vast amounts of information across the globe.

ICT facilities at the Australian Islamic College provide students and teachers with a collaborative learning environment intended to assist with learning outcomes. Students also get exposure to communication tools and internet at home for educational and personal uses.

Our aim is to promote responsible use of these services by students, with guidance from teaching staff, to benefit from a secure and safe learning environment and to avoid the related risks at schools and within our communities.

Students who use the ICT facilities and online tools at the Australian Islamic College must abide by the College's conditions of acceptable usage. Students should be aware that a breach of this policy may result in disciplinary action in line with the College's Behaviour Policy and Child Protection Policy.

Student's Responsibilities

Students have the right to access ICT facilities and services at Australian Islamic College subject to complying with this policy for acceptable and ethical usage, as detailed below.

Students are required to adhere to this policy for any equipment and systems (including iPads and laptops) whether provided by the College or their personal devices that are authorized to be used at school.

Acceptable Uses

The following uses of the ICT facilities are considered acceptable by the Australian Islamic College, to be used in association with the curriculum.

- To prepare school work.
- To carry out research for projects or assignments.
- To send and receive e-mails using school email id.
- To use printing facility related to above and within assigned quotas.
- To explore the internet in connection with class work and while following guidelines set out by the subject teacher.

Students must be ethical in using the ICT facilities. This means that students are not allowed to breach standards of common decency, or manners, and must not break any laws. When using the facilities, students must always:

- Be polite and courteous.
- Use appropriate language.
- Notify the Australian Islamic College if they have breached this policy, or if they become aware that any other students have done so.
- Comply with standards of public decency.
- Respect the rights of other computer users.
- Observe the copyright that exists in other people's work on the computer network.
- Obey the law.
- Comply with this policy.

Unacceptable uses

All the activities below are strictly prohibited. The College ICT systems are monitored regularly for any unacceptable uses and students are required to report any misuse immediately to the teachers.

Malicious Use/Vandalism: Any malicious use, disruption or physical harm including but not limited to:

- Causing damage to any equipment, whether deliberately or carelessly.
- Interfering with networking equipment.
- Eating or drinking near any school owned computer resources.
- Hacking activities, creation / uploading of computer viruses.

Accessing Inappropriate Materials: Accessing, submitting, posting, publishing, forwarding, downloading, scanning or displaying materials that are defamatory, abusive, obscene, vulgar, sexually explicit, sexually suggestive, threatening, discriminatory, harassing and illegal.

Unauthorized Software: Bringing or downloading any programs or running them on Australian Islamic College's computers without express authorization of a teacher or ICT Department staff member.

Non-School Related Uses: Playing, downloading games, music, videos or any material not directly related to College activities and without permission from the teacher.

Violating Copyrights: Any copies or downloads of copyrighted material.

Plagiarism: Representing another's work as your own.

Misuse of Passwords / Unauthorised Access: Sharing passwords, using other students' passwords and/or accessing their files.

Cyber-Bullying: Harassment of any kind using emails or any online tools.

Monitoring and Filtering

Students should be aware that with respect to Australian Islamic College's ICT facilities, the College will regularly monitor the usage by students and employ technology protection measures including content filtering and logging.

Students should expect only limited privacy in the context of personal files on the school systems; as routine maintenance and monitoring of the ICT systems may lead to a discovery that a user has violated this policy, another school policy, or the law.

The Australian Islamic College reserves the right to screen student's files, emails, sites accessed and any material brought to College on any devices to ensure that the computer facilities are being used for acceptable purposes and in accordance with this policy.

Safety

Students must not engage in any activity via Australian Islamic College's facilities which may jeopardize their own safety or that of other students, either at school or outside school.

In addition, students must report to their teacher or Principal any indecent, suggestive, and discriminatory or threatening messages encountered online.

Parents must be watchful of students' exposure to online activities, as they can be vulnerable to several online threats to their privacy and safety.

Penalties and Liabilities

The Australian Islamic College has a responsibility toward itself and the students who use the computer system properly, to discipline those students who breach this policy.

If unacceptable or unethical use by a student is established the College the student's privilege of access to ICT facilities may be suspended or revoked. Students must pay for any physical damage to College facilities and equipment caused by themselves.

Students and parents should be aware that breaches of the criminal law using the ICT facilities may be a matter for the Police and that the Australian Islamic College will co-operate with the Police and other authorities, in any investigation relating to such matters.

The Australian Islamic College does not accept any liability or financial obligation which may result from any student's unacceptable or unethical use of the ICT facilities.

Implementation

In our effort to promote responsible use of ICT facilities, this ICT Acceptable Use Policy will be discussed in class with the students and sent home for parents to read.

Parents must discuss the contents of this ICT Acceptable Use Policy with their child and then must sign the attached agreement to allow the students to access the ICT facilities at the Australian Islamic College.

Australian Islamic College's Principal, teachers and IT staff are available to discuss the policy and review any details with parents and students if requested.

ICT Student & Parent / Carer Agreement

Student's Full Name

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Address

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Student Agreement

- I have read and understand the Acceptable Use Policy for ICT facilities at Australian Islamic College.
- I fully agree with and will abide by all the terms and conditions listed in this Acceptable Use Policy.
- I further understand that any violation of the regulations is unethical and may constitute a criminal offence. Should I commit any violation, my access privileges may be revoked and fines for any damage will be charged. I am also aware College disciplinary / appropriate legal action may be taken.

_____ (Student's signature) _____ (Date)

Parent or Carer Agreement

- I have read and understand the Acceptable Use Policy for ICT facilities at Australian Islamic College.
- I hereby give my permission for my abovenamed child to access and use the school's ICT network (including the internet) under this Acceptable Use Policy.
- I accept that, while teachers will always exercise their duty of care, protection against exposure to harmful information will also depend upon responsible use by my child.
- I further understand that any violation of the regulations is unethical and may constitute a criminal offence. Should my child commit any violation, their access privileges may be revoked and fines for any damage will be charged. I am also aware College disciplinary / appropriate legal action may be taken.

_____ (Parent/Guardian's Name)

_____ (Parent/Guardian's signature) _____ (Date)