

Policy title: COMMUNITIES ONLINE: ACCEPTABLE USE OF ICT – PARENTS AND STUDENTS

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Legislation:

- *Copyright Act 1968*
- *Copyright Amendment (Digital Agenda) Act 2000*
- *Copyright Amendment (Moral Rights) Act 2000*
- *ACT Education Act 2004*
- *Education (Participation) Amendment Act 2009*

Procedures:

- *Acceptable Use of ICT Guidelines*
- *Use of Third Party Web-based Educational Services Guidelines and Mandatory Procedures*

1. POLICY STATEMENT

- 1.1. The Education and Training Directorate (the Directorate) is committed to the use of Information and Communication Technology (ICT) in ACT public schools.
- 1.2. Students will use ICT in a variety of ways including class work, homework, projects and assignments; as well as collaboration and communication with others (including - but not limited to – students, teachers, guest speakers, community members and international experts) across the ACT and around the world - sharing ideas, challenges, knowledge and information.
- 1.3. Effective use of ICT allows schools to strengthen communication with parents and carers, and streamline administrative processes.
- 1.4. Usage of ICT resources, including online services and personal electronic devices, both on and off school grounds is provisional on the expectation that it be consistent with the terms and conditions of this policy, the school's code of conduct and student welfare policy.
- 1.5. Prior to accessing the resources provided by the Directorate, students and parents are required to read this policy (as well as any attached documents) and, where applicable sign an Acceptable Usage Statement.
- 1.6. The Directorate, and the school as its representative, reserves the right to revoke, suspend or terminate the access permissions of any user at any time, with or without notice.

Communities Online: Acceptable Use of ICT – Parents and Students

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- 1.7. Users should be aware that usage data will be logged, maintained, backed-up, archived and monitored for computing activities accessing ACT Government networks and resources. This includes workstations, laptops, servers, printers, network connected devices, and personal electronic devices including (but not limited to) smart phones and tablets.
- 1.8. Whilst the Directorate provides filtering that will minimise inadvertent access to inappropriate content on the internet, it is not possible to guarantee that students will not be exposed to inappropriate content at school. Students who seek to deliberately circumvent these filters will be considered to be in breach of this policy and will be sanctioned accordingly.

2. RATIONALE

- 2.1. This policy and its attached guidelines define the parameters of acceptable usage by students and parents of ICT resources provided by, and through, the Directorate.
- 2.2. This policy applies to all those enrolled to attend a school, course or program administered by the Directorate and those members of the school community, such as parents and carers, who access Directorate ICT services and resources.
- 2.3. Those employed by the ACT Government, including those on Australian School-Based Apprenticeships and Work-Experience placements, are classified as '*workers*' under the Whole-of-Government *Acceptable Use of ICT Resources* Policy (policy no. WhoG-136) managed by Shared Services – ICT. As such, their acceptable usage of ICT resources is to be managed under the auspices of that policy.

3. DEFINITIONS

- 3.1. **The Directorate** refers to the ACT Education and Training Directorate.
- 3.2. **ICT resources** refer to the hardware, software, and services related to information and communication technologies (ICT).
- 3.3. A **parent** is a person with legal parental responsibility for the student. This includes carers and legal guardians.
- 3.4. **PEDs or Personal Electronic Devices** refers to (but is not limited to) workstations, laptops, tablet devices and smart phones which are owned by individual users and brought to the school.
- 3.5. **Schools** refer to ACT public schools.
- 3.6. **Student(s)** includes all those enrolled in years P-12 to attend an ACT public school, course or program administered by the Directorate.
- 3.7. **Third Party Web Services** refers to external web services used in an educational capacity that are not hosted within the Directorate's environment.

3.8. **Users** refers to students, parents, guardians and community members that access the Directorate's ICT resources.

4. LEGISLATION

4.1. The *Education Act 2004 (ACT)* allows for the exclusion of students from school activities if their actions compromise the good name of the school or the safety or wellbeing of other students. This includes online activities.

4.2. The *Copyright Act 1968 (Cwlth)* defines the acceptable use of copyright material.

5. PROCEDURES

5.1. Prior to accessing the Directorate's ICT resources, students and parents are required to read this policy and the *Acceptable Use of ICT Guidelines* and then sign an Acceptable Usage Statement. Examples are available in the guidelines – Acceptable Use Statement

5.2. The *Use of Third Party Web-based Education Services Guidelines and Mandatory Procedures* document outlines the responsibilities of schools, students and parents when accessing third party websites for educational use.

5.3. Complaints

5.3.1. Where there are concerns regarding the application of this procedure or the procedure itself, people should:

- contact the Director Information, Communication and Governance in the first instance;
- contact the Directorate's Community Liaison section; or
- access the Directorate's Complaints Resolution policy, which is available on the [Directorate's website](#).

6. POLICY OWNER

6.1. Director, Information, Communication and Governance.

6.2. For support in relation to this policy please contact the Directorate's Chief Information Officer on (02) 6205 6749.

7. RELATED POLICIES

ACT Education and Training Directorate Review of Decisions

ACT Education and Training Directorate Complaints Resolution

ACT Education and Training Directorate Critical/Non-Critical Incident Management and Reporting

ACT Education and Training Directorate Providing Safe Schools

ACT Education and Training Directorate Countering Bullying, Harassment and Violence in ACT Public Schools

ACT Education and Training Directorate Countering Racism in ACT Public Schools

ACT Education and Training Directorate Countering Sexual Harassment in ACT Public Schools

ACT Government Acceptable Use of ICT Resources

