



## Student ICT Acceptable Use Policy

***This policy addresses issues in relation to:***

*Safe and Supportive Environment – Student Welfare 3.6.2*

*(See also Policies on Code of Conduct, Anti-Bullying, Grievance Policy and Procedures, Work Health and Safety, Duty of Care, Remote Access, Information Technology, Computer, Telephone and Equipment Code of Use and Social Networking, Communication Policy, Welfare, Behaviour Management, Privacy Policy)*

All students of Al-Faisal College will use Information and Communication Technology (ICT) resources as a part of their studies. To access the Al-Faisal College ICT resources, parents are required to read, accept and sign the ICT Acceptable Use Policy (ICT AUP). Please complete one form for each student.

Signing the form confirms that you and your child have read and understood the ICT AUP and the guidelines within the document. Students also agree they understand and will comply with the School's expectations of how they may use the School's ICT resources.

### **Network use**

- Students should log on to the College network with the unique username and password the School has issued and not share this information with other students
- If students are concerned about the privacy of their password, they can use the password reset feature of the School's login system or request assistance from the IT department
- When using shared School computers, it is important to log off at the end of each session to avoid unauthorised activity
- Students must not compromise network security by attempting to bypass or corrupt any hardware and/or software protection
- If students are aware of any breach or security compromise, they should inform their teacher or a member of the IT Department immediately
- Students must not download/install VPNs or other software to circumvent any filtering or security systems
- Students should use their Office 365 OneDrive for storing files. USB drives are useful for transporting files but not for permanent storage
- Students should minimise printing by print previewing, editing and spell checking on screen
- The ICT Department monitors student access to the network (including file storage, email and internet usage) without notification
- Inappropriate use of the network may result in the withdrawal of access to ICT facilities within the school or other disciplinary action



## **Social Media Use**

- At Al-Faisal College, we believe social media sites can be important ways for students to connect with each other and the world. The school day and formal lessons are not appropriate times to use social media hence no student is permitted to access these sites during school hours. It should be understood that a student is always a member of the Al-Faisal College community and if using social media outside of school hours, students must abide by the School's policies at all times.
- When using social media at home, students should understand the importance of making good choices such as ensuring strong privacy settings, using appropriate language and behaviour and ensuring their own and others' safety by following the acceptable use recommendations referred to in this document.
- Students may not publish any images of Al-Faisal College sites, students or staff on any website including social network sites such as Facebook, YouTube, Bebo, Instagram, Snapchat etc
- Unfortunately, social media can also be used inappropriately leading to cyber-bullying, damage to reputation, harassment and unlawful behaviour. It is important to Al-Faisal College that all members of the student body work together to ensure the safety and well-being of each other and that we all follow protocols below for appropriate social media behaviour
- Students under the age of 13 must always check for age restrictions before setting up an account or downloading an app. Accounts such as Facebook, Instagram, and SnapChat are not permitted under the age of 13
- Students need to understand the importance of using social media responsibly and keeping within the law

## **Internet**

- Students may only use their school account to access the internet; the use of mobile data devices at school is not permitted
- Students may only access websites that are relevant to the information that they need for their studies and should make no attempt to access inappropriate material
- Students may not use internet chat, personal email (e.g. Gmail or Hotmail), social networking sites and instant messaging services during the school day
- When using the Al-Faisal College network, students may not download, copy or install any films, TV series, music or games from the internet
- Students may not publish any comments regarding Al-Faisal College, Al-Faisal College staff, Al-Faisal College students or other students on the internet and/or any social networking sites. This may be classified as cyberbullying



## **Email Use**

- Al-Faisal College email accounts are only to be used for School related purposes
- Students must not disclose their password
- Students may not use non-school email accounts such as Hotmail and Gmail etc. during School hours
- Students are advised to proof-read and edit emails before sending
- Students should not use the email distribution groups unless they have permission from an executive staff
- Al-Faisal College branded email signatures are for Staff use only. Students must sign off their emails with their own name
- Email messages must be polite and upper case by itself may not be used. Students should not send email messages that harass or bully
- Email messages should be composed using full words (e.g. thanks not thx)
- Students may not send any attachments greater than 10MB
- Students should delete any unnecessary emails
- Students must respect copyright procedures
- Students should contact the ICT Department or a staff member immediately if an email is received that causes concern or distress
- Inappropriate use of the email may result in the withdrawal of access to ICT facilities within the School or other disciplinary action
- Students acknowledge that School email accounts will be disabled after graduating from Year 12 (in December of the same year)

## **Mobile phones, SmartWatches and other Electronic Devices**

- Students are not permitted to carry or use Mobile phone, smart watches and other internet enabled devices within the school grounds.
- Students carrying mobile phones and other devices onto school premises must leave their phones/device at the front office on entering the school and collect them once departing school
- Students found with a mobile phone/device will have the device confiscated by teachers. Phones/devices will be kept in the welfare office (7-12) or the school office (K-6) and may only be collected by the students' parents.
- Students carrying a mobile phone/device on repeated occasions may be suspended and/or have their enrollment reviewed.
- Students with exceptional special provisions or medical circumstances may carry a phone with the authority and permission of the Executive Principal.

## **Technology at Home**

With technology increasingly becoming part of students' everyday lives and students having greater access to technology at home and this is occurring at younger age, the College provides the following guidelines for parents and carers:



- That all devices are kept out of bedrooms and other private rooms (this includes gaming devices, televisions, tablets, phones and laptops)
- The device is used under the supervision and guidance of an adult in an open space (kitchen, dining room etc) and the screen is in view of the adult.
- That parents develop proper controls on student devices and manage accessibility to age appropriate content via the internet, App and Google Play stores
- That parents monitor the amount of screen time children have
- That parents register for a plume device to filter their child's internet activity when not at School

## Copyright

- Al-Faisal College students understand that copying another person's work, without acknowledgement is plagiarism and constitutes infringement of the Copyright Laws.
- They know they must reference correctly direct quotations, facts and figures, as well as ideas and theories, from all sources that are not their own work.
- Infringing Copyright laws may also include illegally copying, distributing or sharing software, images, video, music or other published works without permission from the original owner.

## Protocols

- Students should respect the privacy of all members of the school community. The reputation of each student, teacher, parent, community member and of the College is paramount and should never be caused harm
- Students should not post any comment or image that is hurtful, embarrassing or unkind. They should only post comments and images about their friends that they would be prepared to have made public.
- Students may not post any comments or images about the school or any member of staff
- Students are strongly advised to maintain the highest security in their privacy settings on all social media and should not have any private information publicly visible
- Blogs, tweets and other forms of commentary on the internet should not say anything that is misleading, malicious or untrue. Unkind and hurtful comments should never be made about any member of the school community
- Students may not impersonate or falsely represent another person
- Students aged 13 and below are not permitted to use Facebook.
- It is strongly recommended that, on social networking sites, students only accept friends and followers that they know well enough to speak to in real world settings
- No student is allowed to request a member of staff to be a social media 'friend'
- Students or parents may not publish images (this includes on any social network sites) of Al-Faisal College campus, students or staff without the permission of the school



## Communicating with staff

Unless students have been granted consent and approval from the Executive Principal or School Executives. Students must not:

- exchange personal details with staff, eg address, personal email, mobile number, social media accounts etc.
- correspond with staff on a personal nature / level.
- call or record staff on any platforms, applications or devices
- send staff any form of electronic messages eg SMS / text or chat messages via any application
- upload/publish or share personal content such as photos/images, audio recordings or videos via social media, blogs/internet postings with staff or on any sharing website, eg Tik Tok, Youtube, Flickr, Vimeo
- create / invite staff to join groups / chat rooms via private online / messaging chat applications, eg WhatsApp, Viber etc
- invite staff to join your personal electronic social networking sites / social media platforms or accept students' invitations to join their social networking site, eg Facebook, Teitter, Instagram, Snapchat (see Section 7 - Appropriate use of electronic communication and social networking sites).
- geo-spatially tag any staff in social networking sites eg Snapchat
- accept invitations sent by staff to join any online multiplayering gaming platforms eg Fortnite, World of Warcraft, Second life, Minecraft

**All means of staff and student communication is to be conducted via the Al-Faisal College MS TEAMS platform / Sentral Portal / Seesaw as provided and managed by the School. There should be no communication afterschool hours or during holidays with staff unless they are in relation to academic work only. The Executive Principal / School Executives may grant approval or consent if communication after hours or during holidays is warranted.**



## Consequences

Student's not following the School's protocols with regard to the ICT Acceptable Use Policy, may be subject to the following consequences:

- A student who misuses the internet, social media or the School's ICT may face disciplinary action as outlined in the relevant school policies
- Parents will be informed of any misconduct including relevant penalties and consequences.
- Any form of deliberate cyber bullying, harassment or unlawful online behaviour using ICT resources will be reported immediately to the Welfare Coordinator / Head of Welfare / Deputy Principal / Head of College and may lead to more serious consequences
- A student who does not follow the protocols due to lack of knowledge will be required to have a compulsory education session on privacy settings and appropriate social media behaviour
- All reports of Cyber bullying and other technology misuses will be investigated fully and may result in a notification to police where the School is obligated to do so under relevant legislation.
- Students and parents must be aware that in certain circumstances where a crime may have been committed, they may be subject to a separate criminal investigation by Police.

**Students who do not follow or are in breach of the Al-Faisal College policies may be subject to disciplinary action or have a review of their enrolment at the school.**

**If student conduct is considered to be in violation of any policies, legislation, protocols, advice from the Association of Independent Schools Child Protection team, legal counsel and NSW Police may be sought.**

Date of Policy:  
May 2022

Proposed review date of  
policy:

May 2023

*or earlier where amendments in  
legislation require immediate policy  
reviews*



## Year 11-12 Student Computer / Laptop Agreement Form

Al-Faisal College is committed to providing supportive learning environments for all students and is keen to assist students with personal laptops.

Clearly, safety and security from both the student's point of view and The School's, are prime concerns as is the impact on school resources. Consequently, the following Policy has been established.

- Personal Laptop Computers may only be used at school by Senior Students (i.e. Yrs 11-12 only).
- Students may NOT use iPads, Tablets or similar devices.
- Laptop computers can only be used at school with the knowledge and written approval of the parent/guardian and The School. *(The signing and registered of the acknowledgment slip below constitutes such knowledge and approval. A copy of the signed agreement must be returned to the Deputy Principal (secondary)).*
- The student accepts FULL responsibility for the care and use of their own laptop. In particular, The School does not accept responsibility for the damage, theft or loss of the computer or parts/accessories. *(The School has no facilities for secure storage. Families should check the details of their personal insurance coverage for events such as loss/damage)*
- The use of the laptop is restricted to in-class and library use only. The use of the laptop at particular times in individual lessons is at the discretion of the subject teacher.
- The laptop is to be stand-alone and at NO stage have any access to the Al-Faisal College Network. Students are not permitted to use external devices or sources to access the Internet at any time.
- It is the student's responsibility to ensure that battery power is sufficient for their use. The school cannot provide access to a power supply for either use in lessons or for recharging.
- Students are not permitted to share their computers with other students.



- The School cannot undertake to provide technical assistance for hardware or software problems that may occur with student laptops. Such assistance remains the personal responsibility of the student as a private matter. If the laptop malfunctions during a lesson the student is required to continue with his/her learning promptly in a conventional manner. *(The School IT Support Staff have a responsibility to maintain and develop The School's Network and associated computer systems and are unable to respond to private needs. Nor can The School accept responsibility for any loss or damage that might occur as the result of such assistance.)*
- The student is responsible to ensure that any software required is already installed on their laptop.
- At NO stage should students access programs or material from the laptop which are not relevant to their current work/learning. The appropriateness of laptop use remains at the discretion of the teacher. In the event of students using their laptop inappropriately, the teacher may require the student to close down the computer and continue working via other means. Where there is reasonable suspicion that material contrary to the Ethos of The School is brought to school on a laptop, The School reserves the right to impound the computer and institute a search for such material. *(Reasonable suspicion is at the discretion of The Executive Principal and/or Deputy Principal, based on the reliability of any evidence collected.)*



**Agreement Document: Year 11-12 Student Computer / Laptop Use**

I have read the policy regarding the use of Student Computers / Laptop and agree to abide by the terms and conditions contained therein.

Further, I understand that if there is a breach of the agreement, I risk having this privilege withdrawn and any further action in line with The School's Behaviour Policy.

**Students Name:** \_\_\_\_\_ **Class:** \_\_\_\_\_

**Student Signature:** \_\_\_\_\_

**Parent Name:** \_\_\_\_\_ **Parent Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

***Please return to Welfare Coordinator /  
Deputy Principal (secondary)***