



## 4.1.12 SCBC ICT Acceptable Use Policy

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### Responsible Digital Citizenship: Use of Electronic Equipment

It is very important that within our society our students are responsible and discerning users of all forms of digital technologies and services. At South Coast Baptist College our expectation for all students to use digital technologies in a responsible manner is clear to protect our community (students, staff, parents), provide an effective learning environment, and maintain a secure and reliable network.

Students who choose to act outside the guidelines that have been set up to make sure all community members remain safe and maximise their learning opportunities when using digital technologies will face disciplinary action and/or restriction from the College digital infrastructure. Severe breaches may result in expulsion.

Digital technologies refer to all computer hardware, software, systems, networks, and telecommunication devices or services used or accessed within the College campus or connected to the College in any way.

The College will not be responsible for the loss, misuse or damage to any personal electronic devices brought onto the campus.

AS A SOUTH COAST BAPTIST COLLEGE STUDENT, I HAVE RESPONSIBILITIES FOR:

My own safety

		<ul style="list-style-type: none"> <li>I understand that SCBC has the right to check all written, graphic, audio, and other materials created, produced, communicated, stored, or accessed within the College for inappropriate content.</li> </ul>
My learning	To be a successful learner at SCBC, I need to become independent. This means that I must take responsibility for what I do and make sure that I do it when it needs to be done.	<ul style="list-style-type: none"> <li>I understand that use of student home drives, student emails or any other method of storage or communication provided by SCBC is for educational material only.</li> <li>I understand that the apps and books on my electronic device are my responsibility.</li> <li>I understand that I will face disciplinary action if I access any electronic device for non-educational purposes whilst on the College campus.</li> <li>I understand that I should only access my electronic device when instructed to do so by the teacher.</li> <li>I understand that it is my responsibility to bring the right items to class, both technological and otherwise. My electronic device is charged and in working order. I have resources and homework.</li> </ul>
Acting in a safe way towards others	I understand that SCBC is a community of people and I need to consider others' safety when I act. This includes their physical and emotional safety.	<ul style="list-style-type: none"> <li>I will respect the privacy of others. This includes students, parents/guardians and members of the SCBC staff. I will not use their work or post photos, videos, audio or information about them without their express written consent, both on and off the College campus.</li> <li>I understand that I will be held accountable 24/7 for inappropriate use of social media directed towards another SCBC community member. This includes (but is not limited to) sexting, online bullying and harassment.</li> <li>I recognise that SCBC is determined to be a safe school. Any action that physically or emotionally threatens or humiliates another student or damages the learning environment will not be tolerated.</li> </ul>
Acting in an ethical way towards others	I understand that SCBC is a community of people and I	



		<ul style="list-style-type: none"> <li>I understand that issues with technology is no excuse for work not being submitted by the due date and it is not a legitimate excuse for granting an extension.</li> </ul>
Managing my screen time	I understand that to be a successful learner it is my responsibility to manage my screen time at school and at home	<ul style="list-style-type: none"> <li>I understand that I cannot use my electronic device during break times unless under the direct supervision of a staff member.</li> <li>I understand that spending excessive amounts of time online can significantly impact my health, friendships, family life and my academic performance at school.</li> </ul>

This Policy outlines how South Coast Baptist College (SCBC) expects its community members to behave with technology. It is for the purpose of protecting our community, providing an effective learning environment, and maintaining a secure and reliable network. Information and Communication Technology (ICT) refers to all computer hardware, software, systems, networks, and telecommunication devices or services used or accessed within the College campus or connected to the College in any way.

This Policy applies in conjunction with the Privacy Act 1988 (Cth), Cybercrime Act 2001 (Cth), Criminal Code (WA), Censorship Act 1996 (WA), Equal Opportunity Act 1984 (WA), Freedom of Information Act 2010 (Cth), and the Copyright Act 1968 (Cth).

- All ICT relating to SCBC is for educational purposes only, they are not to be used for conducting private matters or for entertainment purposes.
- Use of student home drives, student emails or any other method of storage or communication provided by the college is for educational material only.
- The College retains the right to install management software, applications, packages and updates to any device on the College network.
- All ICT equipment should be treated with care, and any damage promptly reported to a teacher.
- Specific personal ICT devices are only allowed to access the College network when explicitly authorised by the College. This rule relates to specific year groups and very specific circumstances. Any devices not authorised for use on the College network are liable to be confiscated.
- The College retains the right to check all written, graphic, audio, and other materials created, produced, communicated, stored, or accessed within the College community. This includes materials on College ICT equipment, any personal devices used on the College campus, and external online services provided by the College. This can occur with no prior warning, at any time.
- Community members should make no attempt to remove, bypass, or circumvent any security, filtering or monitoring put in place by the College.
- Any community members actions that degrade the network performance in any way may have their ICT access restricted or removed.
- Various data logs are retained for over 12 months and can be reviewed for rule breaches, with the possibility of retrospective disciplinary action.
- Community members shall take personal responsibility when using the College's ICT infrastructure. They must protect their personal information and data, maintaining a high level of security to avoid compromising their own safety and the safety of other members of the community.
- Community members must take reasonable measure to ensure they do not bring any software on to the College network that could create a security risk to the community.
- Community members should be respectful of others online privacy at all times, both on and off College campus.
- Transmitting or deliberately accessing inappropri.

