ACCEPTABLE USE OF ICT POLICY FOR STUDENTS

Information and Communications Technology (ICT) resources (including but not limited to computers, laptops, networks, online resources, systems, software, printers and attached peripherals):

- Are provided to be used for School-related work (including curricular, co-curricular and pastoral activities) in order to make the learning process efficient and contemporary;
- Shall not be used in any way that may reflect poorly on the School, its students or staff. For example you may not use the resources to publish offensive material or to harass or bully others;
- Are only accessible once the Student has authenticated access by entering their unique system identifier (userid) and a password known only to them;
- Are monitored and their usage recorded so that usage patterns can be understood and investigations can be carried where inappropriate use is suspected.

Use of these resources implies an acceptance that the resources will be used responsibly and with full regard to all School policies and expectations. To reinforce this implicit acceptance, the Student is reminded of the policy each time they log on to a School computer.

If you are in doubt about whether a particular usage of the information technology resources is appropriate, you should seek guidance from a teaching staff member.

Inappropriate usage of information technology resources will not be tolerated and will be dealt with through the School’s normal disciplinary processes.

All ICT devices used at School, regardless of ownership, can be subjected to physical and content inspections at any time.

Data

You are responsible for work stored on your device and should take all steps to prevent its loss. Loss of data is not an acceptable excuse for non-submission of an assessment task.

Ideally, data should not be stored on laptops and there are many options for cloud storage that provide a level of protection against data loss. Westminster provides students with OneDrive for this purpose.

If you do store data on your laptop, you should regularly back it up to an external drive, your OneDrive or other cloud-based storage.

Security

Your student password must remain strictly private in order to protect your account from being used by others for inappropriate purposes. Should your password become known or is suspected of being known, to others, facilities to change a password are available on School computers, or by approaching a teacher.

You must not at any time attempt to access other computer systems, accounts or unauthorised network drives or files or to access other people’s devices without their permission and without them present.

When ceasing to be a student of the school, any school-licensed software must be removed from devices on which it is installed.
Use of Email

Email is an attractive form of communication as it is easy and immediate. Email does however have some drawbacks. Westminster provides all students with a personal email account. You are expected to conform to the School’s behaviour policies when sending and receiving email. When using email communication you should be aware of the following:

- While reasonable care is taken, the School cannot guarantee the confidentiality of on-line communication by users of the School’s network;
- Emails are traceable;
- Emails cannot always be recalled;
- If used carelessly, emails or attachments to emails can cause offence and in extreme cases may lead to litigation;
- The tone of written communication can be misinterpreted by the receiver;
- Email correspondence is no different to paper documents and can be requested by parents or other parties;

When sending email you should consider the following tips:

- Always use appropriate language. Check your spelling and grammar before sending;
- Never send an email in anger;
- Make sure the recipient/s are your intended audience. It can be very embarrassing when the wrong person receives an email;
- Delete the addresses of other recipients when forwarding an email;
- Use the Blind Carbon Copy ("BCC") line if you wish to avoid recipients reading each other’s email address;
- Use the Carbon Copy ("CC") line to copy in recipients that just need to be "kept in the loop" and do not need to act on your email;
- Never write anything in an email that you wouldn’t say to someone in person;
- Use “Reply All” sparingly - only use it when you know that all recipients of the email have an interest in your response;

When receiving email you should:

- Not open or forward attachments that are from an unknown source;
- Immediately delete emails that are from a person you do not know or whose email address is suspicious;
- Immediately delete any email for which you are not the intended recipient;

Use of the Internet

Westminster School’s network and internet access is a shared resource. Please use it responsibly with other community members in mind. Internet access on campus is monitored and filtered.

Unless explicit permission is granted by a teacher, the School’s network and internet connection may not be used for:

-Downloading or transferring illegal file types or subscribing to inappropriate email lists;
-Downloading or transferring games;
-Commercial or profit making exercises;
-Wasting network resources through excessive internet downloads;
-Spamming or sending bulk emails, including electronic chain mail;
-Any other illegal activities or activities in breach of the School’s behaviour rules and policies;
Use of Social Media

You may not use social networking sites at school unless directed by a teacher.

Blogs and social networking sites are by nature public domain and anyone can read comments, including the School, a prospective employer or a person seeking information about someone’s personality, political or religious views. You should ensure that you adopt privacy settings that restrict the information available to others on social networks.

You are not permitted to seek friendships with teachers via social networking pages and must not join a teacher’s page.

Content Filtering

Westminster School does not provide content filtering software for installation on devices.

The School employs technology to filter out inappropriate material from being viewed or downloaded via the School’s internet connection. Regardless of where in use, students must exercise care over the resources they access, and should report any material they believe is inappropriate but not filtered out.

The school reserves the right to determine which content is appropriate to be accessible to all users of the school network.

You must not attempt to bypass the school’s content filtering system.

Etiquette and Practices

You must respect and protect the intellectual property of others by:

- Following copyright laws (not making illegal copies of music, games, software or movies);
- Citing sources when using others’ work (i.e. not plagiarising);

You must respect the privacy of others by:

- Not recording, photographing or filming any students or school personnel without the express permission of the individual/s concerned and the supervising teacher;
- Not disclosing private and personal details such as home address or phone number in a public forum such as chat rooms, bulletin boards or social media;

You must act considerately of others. Users of Westminster’s ICT resources MUST NOT:

- View, store or display indecent and/or offensive messages or pictures;
- Use profane, abusive, impolite or sexually explicit language to communicate;
- Place inappropriate content on social networking sites;
- Bully, harass or discriminate against other students, staff or other members of the school community.