ICT Responsible Use Policy 2024

1.0 Rationale

Information and Communication Technologies (ICT) are provided at Alkimos College for communication, research, and educational purposes. The ICT Responsible Use Policy will help protect students, staff, and the resources by clearly stating what is acceptable and what is not.

1.1 Guidelines

- This policy is designed for ICT resources, mobile telephones, and student owned devices. It also applies to students during college excursions, camps, and any other extra-curricular activities, as applicable.
- The college has developed rules for safe and responsible use of ICT and all students work to these rules (a copy of which can be found in the enrolment package).
- From time to time the college may want to publish to the Internet, photographs of students involved in college activities and/or samples of students' work to share good practice, celebrate success and inform the community about our activities.

1.2 Definitions

- 'Information and Communication Technology' (ICT) includes, but is not limited to; all computer hardware, software, systems and technology (including the Internet and email) and telecommunications devices in facilities that may be used or accessed from a school site or connected to a school's communication network. This includes all parent-funded and personal devices whilst in use on Alkimos College premises.
- ICT includes the use of: computers, iPads and printers, the college network, the Internet, email, phones, digital/video cameras, and scanners. The purpose of these technologies is for research, communicating with other people, publishing students' work, and for learning basic skills. By using these resources, students are agreeing to use personally owned devices, school devices, computers, the network, Internet, and peripherals in an ethical, responsible and appropriate manner.

2.0 Principles

- At Alkimos College an online services account will be set up for all students (if not already set up from primary school).
- At Alkimos College, ICT is provided for educational purposes only.
- Using ICT at Alkimos College is a privilege. This privilege can be revoked if college rules are broken. Students using college ICT must not break State or Federal laws (a summary of these laws are included in this Policy and form part of this Policy).
- The college has the right to check all written, graphic, audio, and other materials created, produced, communicated, stored or accessed on college ICT by students (including emails).
- Students shall be made aware that access to ICT, and in particular email and the Internet, can expose them to inappropriate material, or potential harm.
- Students shall take personal responsibility when using the college's ICT services; by protecting their personal information and data, maintaining the required level of security, respecting the privacy of others, respecting the legal boundaries of licensing and copyright, using language appropriate to the college's expectations, and taking good care of all ICT equipment.
- Students shall take personal responsibility when using the college's ICT devices by protecting and ensuring all equipment is treated with respect.

3.0 Code of Conduct
- Alkimos College is committed to ensuring all students are aware of standards for the use of ICT within the college environment. Consequently, unacceptable use will not be tolerated under any circumstances and disciplinary action will be taken against any student who breaches this policy.
- Alkimos College shall identify acceptable and unacceptable use of ICT and is committed to regularly updating this policy.

3.1 Acceptable Use
Students shall exercise caution as to the quality and accuracy of the information they are accessing or transmitting when:
- Researching information relating to assignments
- Gathering specific information about subjects/topics
- Emailing a teacher or friend for assistance with school related work
- Other teacher directed activities
- A page that a staff member manages on a site that is not managed by Alkimos College (e.g., wiki, or a private Blog) is acceptable, as long as its primary purpose remains education related.

3.2 Unacceptable Use
This includes, but is not limited to:
- Transmitting or deliberately accessing and/or receiving material that may be considered inappropriate, which includes; threatening, sexually explicit, or harassing materials, offensive or discriminatory materials, or material that may be harmful either physically or emotionally, which includes bullying or harassment of fellow students or others outside the school.
- Unacceptable use accessing networks without college authorisation.
- Communicating information concerning any password, identifying code or other confidential information, or violating the security of the system in any way.
- Interfering with or disrupting network users, services, or equipment. Disruptions include but are not limited to; distribution of unsolicited advertising, propagation of viruses (in any form), "Jail Breaking" mobile devices, and using the network to make unauthorised entry to any other machine accessible via the network.
- Plagiarising and/or breaching copyright laws, including software copyright and re-engineering of software.
- Conducting private business matters or using the system for any personal gain.
- Downloading and/or installing software programs (e.g., dmg files), apps, videos, music, picture galleries, copying music CD's, screen savers and games etc. without the permission of the school.
- Inviting or accepting an Alkimos College staff member to be a 'friend' on social networking sites (such as Facebook, Twitter or Instagram) or other learning management systems not managed by the college.
- Using a chat facility that is not supervised by your teacher.
- Sending photographs or publishing the full names of others or selves, to unknown people without permission.

It is underlined unlawful to send electronic messages, such as emails, which:
- Defame someone or an organisation.
- Infringe copyright laws i.e., reproduce or adapt copyrighted material by downloading and further disseminating the material.
- Contain statements which could constitute sexual discrimination or sexual harassment
- Display sexually offensive or explicit material.
- Contain offensive or insulting statements based on the race, colour, or nationality of a person.
- Undertake activities that breach State and Commonwealth laws.

4.0 Mobile Electronic Devices

- Mobile electronic devices include devices such as mobile phones, iPods, iPads, PDAs, personal computers, video and digital cameras and graphic calculators.
- Students who bring any devices to college should place them in their bags during the day.
- If a student is seen with a mobile phone during any part of the college day, the device will be confiscated. Mobile phones are to be switched off and away all day.
- Headphones and earphones are not to be worn or used in the classroom, unless directed by a teacher for learning purposes.
- Alkimos College will not be responsible for the loss, misuse, or damage of privately owned electronic devices, or any other valuables.
- Any Alkimos College device must be always treated with the utmost care and respect. Any damage must be reported to the classroom teacher or ICT Technician immediately.
- Unacceptable and/or unlawful use of ICT systems constitutes a breach of school rules and may warrant disciplinary action (refer 6.7 of Positive Behaviour Plan)

5.0 Email Monitoring

- All students and parents/carers should be aware that Alkimos College and the Department may monitor student email. All students in Department of Education Schools in Western Australia are subject to this filtering.

6.0 Internet Use

- All data use is closely monitored. Any students abusing the available bandwidth will have their Internet access revoked, ensuring that access for everyone is responsive and fair.
- The Department filters the Internet for inappropriate sites and blocks them from student access. However, the system is imperfect and as such students and parents/carers should be aware that all Internet traffic is monitored and logged.

7.0 Third-Party Providers

- Alkimos College teachers make decisions about the best technology and websites to use to meet the needs of our students. Sometimes it is beneficial for the college to utilise services provided by third party providers for educational purposes. As Alkimos College continues to grow, additional third-party providers may be used. An updated list of these providers will be published on our website www.alkimoscollege.wa.edu.au at all times. It will be parents/carers responsibility to review these providers regularly and contact the college if any queries arise.

Below is a list of Third-Party Providers in use at Alkimos College:
- Adobe – Multimedia software
- Audacity – Audio editor
- Blooket- Quiz based.
- Booked Scheduler – Book and manage resources
- BPoint Commonwealth Bank Group
- BRAVE Program
- Bureau of Meteorology
- Canva for Education
- Casio (including Classpad)
- Code.org – Coding and programming courses
- Commonlit- Collection of reading passages and literacy resources.
- Community Surf Rescue Certificate
- Compass Education
- Connect

- Dyslexic Font – Font used for help with student with dyslexia
- Elastik (formerly Edcompanion)
- Flash Me – Digital flashcard app
- Flocabulary- Learning program that uses educational hip-hop music to engage
- Flourishing in Schools – student wellbeing and mental health
- Fusion 360 – integrated cloud-based 3D software used for teaching and learning
- Garage Band – Music/Rock band Academy
- GitHub, coding website
- Google Earth
- Grok Learning, coding website
- Have Sum Fun Online - Mathematics
- iMovie – Media
- Incredibox – Music app for creating music
- Infiniti – Library system
- Kahoot – Online quiz program
- Mangahigh – A game-based learning platform for Mathematics
- MGM Outreach – SMS messages
- Microbit by Microsoft, coding website
- Microsoft Office 365
- Minecraft for Education - A game-based learning platform
- MoneySmart
- Monitor WA – SmartRider Cards
- Musescore – Creating sheet music
- NAPLAN
- OLNA Support- OLNA practise materials Year 10-12.
- Passtab – Visitor Management (sign in/out)
- Photopea.com- online version of Photoshop
- Piano 10 – Online acoustic piano
- Popplet
- Python
- Quizizz – Quizzes and interactive lessons
- Quizlet - Studying learning tool
- Qkr!
- QuickCliq – Café ordering
- ReadTheory- Reading comprehension and writing exercises for K-12 students
- School Curriculum and Standards Authority (SCSA)
- Scootle
- Scratch
- Simple Minds
- Smiling Minds – Mindfulness app
- Socrative- A formative assessment tool.
- Soundtrap - Music editing software
- Staff Wars – Music learning game
- Stile – Science lessons for Years 7-10
- Stop Motion Studio – Create stop action movies
- Studyladder – Online educational activities
- Sunsmart
- Swift Playgrounds – Interactive learning puzzles
- This Way Up
- Thonny.org a Python IDE - integrated development environment
- TV4Education- Education video library available to schools
- Twinkl – Educational teaching resource
- VIA Character Strengths Survey
- VLC – Media player program

- Webex
- Western Australian Museum
- Write a Book in a Day
- YouTube – Videos for educational purposes

8.0   Student Passwords
- All students are issued with a password at the commencement of the college year. This default password should be changed to a private password by the student as soon as possible. These passwords are for individual student use ONLY and as such they should not be given to any other student at Alkimos College. Students are responsible for protecting their individual password.
- Your username and password give you access to; the Alkimos College network, school owned computers (IT Labs and Learning area trolleys), Connect and your email @student.education.wa.edu.au
- Disclosing passwords leads to other students having access to student email and any activity performed on the network will be logged against the incorrect student.
- Students who use another student's password will be deemed to be in breach of this policy.
- If a student suspects their password security has been breached the student should immediately change their password when possible and report this occurrence to the ICT Network Administrator or classroom teacher. A new password may be issued, and further misuse of the password will be monitored and dealt with as necessary.

9.0   Legal Implications
- Users are advised that the inappropriate use of electronic information can be a violation of State and Federal laws. Please make yourself aware of the statutes that are applicable to your use of Alkimos College ICT facilities.

9.1   Related Documents

Category	Document Title
Related Department Polices	Criminal Code
	Equal Opportunity Act 1984 (WA)
	Censorship Act 1996
Related Federal Polices	Copyright Act 1968
	Cybercrime Act 2001
	Privacy Act 1988

10.0   History of Changes

Effective	Last Updated	Policy Version	Notes
15/10/19		1	
01/04/20		2	Third Party Providers added
04/03/21		3	Additional Third Party Providers added
29/03/2022		4	Additional Third Party Providers added
08/03/2023		5	Additional Third Party Providers added