

COMPUTER USE INFORMATION 2023

As a school we continue to focus on the use of digital technologies to enhance our teaching and learning environments. This involves the development and use of 'virtual' or 'flexible' learning environments, which extend the classroom experience beyond the physical space of school. We need to ensure that all students have compatible devices that align with the school's infrastructure and facilitate productive learning and teaching. At Banksia Park International High School, we require students to bring their own windows laptop and we do not recommend students use iPads or MacBooks (can be used on our network but are limited to the software that is provided). Please note that the following devices cannot be used at our site, Android tablets, Surface RT tablets and Chromebooks. We supply Microsoft Office and Adobe Creative Suite to all students.

ICT EXPECTATIONS OF STUDENTS

In line with Banksia Park International High School's focus on world-class learning, achievement and positive learning outcomes, there is an expectation that students will:

- bring their device to school every day
- have their device fully charged at the start of each day
- have their chargers tagged and tested by the school before they may be used at school
- have appropriate virus protection software (we recommend using Windows Defender that comes free with Windows 10)
- store and carry devices safely and securely (lockers are available for student use)
- take full responsibility for their devices and recognise that the school will not be responsible for its maintenance, loss or damage
- only use the school provided internet while at school
- use their OneDrive storage to save their schoolwork (they also have the option to backup all work to the school's network).

ACCEPTABLE USE OF ALL DEVICES

- No student is to access another student's folder on the network or use another student's internet account.
- Logins and passwords are the user's responsibility and should not be shared.
- Do not leave your device logged in and unattended at any time.
- Any student found tampering with the hardware or security of the network or with other user's files will be immediately barred from the network and school behaviour policies will be followed.
- Software such as games, utilities, system-hacking utilities or any executable files not specifically approved for educational use are not to be stored in student's folders or on their removable media. Software must not be loaded onto the network, run from removable storage devices or copied from the network.
- The school recognises that printing is a requirement, though it should be kept to a minimum. Students are allocated a printing allowance at the beginning of each semester. When this is exhausted, they can top up using their student ID cards at the nominated areas. Students are charged 5 cents per A4 sheet for black and 15 cents for colour.
- Sites deemed offensive or inappropriate by others must not be accessed. Emails must not be offensive.
- Banksia Park International High School monitors the content of school computer devices and all internet traffic.

CYBERSAFETY

Banksia Park International High School is committed to being a cybersafe learning environment and if a student who is enrolled at BPIHS behaves in an online environment in a manner that threatens the wellbeing of another child, student, parent or member of the school community, even if this occurs offsite and/or out of school hours, the principal has the authority under the Regulation pursuant to the Education Act 1972 to suspend or exclude a student from attendance at school.

If there is suspicion that an electronic crime has been committed, this must be reported to South Australia Police (SAPOL). Where there is a further reasonable suspicion that evidence of a crime, such as an assault, is contained on a mobile phone or other electronic device eg laptop, the device will be confiscated and handed to the investigating police officer. SAPOL will determine any further action.

LOAN COMPUTERS

Students may qualify for a school issued device if their BYOD device is damaged or unusable for a period of time. To qualify for a school issued device, students are requested to provide the IT department with the details of who is repairing their device and an estimated repair time. The IT department may then provide a loan device for use until repairs are completed, subject to the availability of a loan laptop.

COMPUTER USE AGREEMENT 2023

Parents/caregivers play a critical role in developing knowledge, understanding and ethics around their child's safety and safe practices for them and the people around them, regardless of the time of day. Being cybersafe is no exception, we invite you to discuss with your child the following guidelines to help them when using ICT at school and after formal school hours.

1. I will not use school ICT equipment until my parents/caregivers and I have completed and signed a Computer Use Agreement form and it has been returned to school.
2. I will keep my username and password private and will not share it with other students.
3. While at school or a school related activity, I will inform the teacher of any involvement with any ICT material or activity that might put me or anyone else at risk (eg bullying or harassing).
4. I will use the internet, e-mail, mobile phones or any ICT equipment only for positive purposes, not to be mean, rude or offensive, or to bully, harass, or in any way harm anyone else, or the school itself, even if it is meant as a joke.
5. I will use my mobile phone/s only at the times agreed to by the school during the school day. A revised mobile phone policy will be in place for the start of Term 3, 2023.
6. The school will take no responsibility for loss or damage to the device including any damage caused by another student.
7. If I accidentally access inappropriate material, I will:
 - not show others
 - turn off the screen or minimise the window
 - report the incident to a teacher immediately.
8. To ensure my compliance with copyright laws, I will only download or copy files such as music, videos, games or programs only with the permission of a teacher or the owner of the original material. If I infringe the Copyright Act 1968, I may be personally liable under this law. This includes downloading such files as music, videos, games and programs.
9. My privately owned ICT equipment/devices, such as a laptop, mobile phone, USB/portable drive I bring to school or a school related activity, is also covered by the agreement. Any images or material on such equipment/devices must be appropriate to the school environment.
10. I will ask my teacher's permission before I put any personal information online. Personal identifying information includes any of the following:
 - my full name, my address, my e-mail address, my phone numbers
 - photos of me and/or people close to me.
11. I will respect all school ICT and will treat all equipment/devices with care. This includes:
 - not intentionally disrupting the smooth running of any school ICT systems
 - not attempting to hack or gain unauthorised access to any system
 - following all school cyber safety strategies, and not joining in if other students choose to be irresponsible with ICTs
 - reporting any breakages/damage to a staff member.
12. The school monitors traffic and material sent and received using the school's ICT network. The school use filtering and/or monitoring software to restrict access to certain sites and data, including e-mail.
13. The school monitors and audits the computer network, internet access facilities, computers and other school ICT equipment/devices or commission an independent forensic audit. Auditing of the above items may include any stored content, and all aspects of their use, including e-mail.
14. If illegal material or activities are involved or e-crime is suspected, it may be necessary for the school to inform the police and securely hold personal items for potential examination by police. Such actions may occur even if the incident occurs off-site and/or out of school hours. The school may take disciplinary action and parents may be charged for repair costs.
15. The school or the Department will not take any responsibility for any maintenance, loss or damage to student owned ICT equipment/devices including laptops, mobile phones and USB portable devices.
16. All student work is deleted from the network on the Thursday of week 9 term 4. Students will need to ensure that they have a copy of any work they wish to keep.
17. All digital contact must only relate to teaching and learning or wellbeing.
18. No sharing of personal internet locations, correspondence of a personal nature via social media, internet postings, or use of private online chat rooms.
19. No uploading or publishing still/moving images or audio recordings of students without the permission of a teacher.
20. Students are not to take screenshots of other students without the permission of the teacher.

This agreement supersedes all previously signed agreements relating to computer use at BPIHS. This agreement will remain in place as long as your child is enrolled at this school until this agreement is superseded by a later version.