BRIGHTON
SECONDARY COLLEGE

ACCEPTABLE USE POLICY FOR STUDENTS 2021-2024

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CONTENTS

PURPOSE

These guidelines are intended to help students make the best educational use of the technology available at Brighton Secondary College.

Internet use and access is considered a school resource and privilege. In case the AUP is breached, privilege will be withdrawn and appropriate sanctions may be imposed. Students and their parents or guardians must sign the Acceptable Use Policy before access is granted.

Usage of the Internet therefore requires responsibility on the part of the user and the school's staff. These responsibilities are outlined in the school's Acceptable Use Policy.

SCOPE

Students and their parents/guardians are advised that all activity on the Internet within the College is monitored and that these records may be used in investigations, court proceedings or for other legal reasons.

POLICY

This Acceptable Use Agreement outlines the responsibilities of all parties in relation to digital tools and online usage. Parents wishing further information may visit both the Department of Education and Training and Cybersmart:

- Bullystoppers Parent Interactive Learning Modules (www.education.vic.gov.au/about/programs/bullystoppers/Pages/parentmodules.aspx)
- Parents Cybersafety guide (www.cybersmart.gov.au/Parents.aspx)
- DET Acceptable Use Policy for IT Systems (www.education.vic.gov.au/school/principals/infrastructure/Pages/acceptableuse.aspx)
- DET Password Policy Summary: (https://www.education.vic.gov.au/eduPass/webpub/E2D/PasswordPolicySummary.pdf

USERNAME AND PASSWORD

Individual accounts are assigned to, and are the responsibility of, one person – the Account Owner; who is fully responsible for the use and activity associated with the account. The account owner must exercise the responsibilities listed below or be subjected to disciplinary action.

Students should

- keep their username and password safe and secure
- change their initial (temporary) password at first log on with adherence to the BSC password requirements
- report immediately to College IT Support team or Student Manager if
  - user suspects that their account or password has been compromised
  - knowledge of unauthorized access to an account and passwordmisuse of an account and password.

Students should not

- disclose their password or use credentials of any fellow students.
- write down any password in a public place or store electronically in an unencrypted mannerlogon using another user's account

PASSWORD REQUIREMENTS:

- must be at least 7 characters long
- must not contain username
- must contain characters from 3 of the 4 following categories:
- uppercase Letters (A-Z)
- lowercase Letters (a-z)
- digits (0-9)
- symbols (#$%^&*,etc.)

CYBER SAFETY

Students will:

- notify their teacher if they receive a message that is inappropriate or makes them feel uncomfortable;
- seek advice if another user seeks excessive personal information, asks to be telephoned, offers gifts by email or wants to meet a student;
- not attempt to disguise their identities or transmit information in a way that makes it appear that the information comes from someone other than themselves;
- never send or publish:
  - a message that was sent to them in confidence
  - unacceptable or unlawful material or remarks, including offensive, abusive or discriminatory comments
  - material that threatens, demeans, bullies or harasses another person or makes excessive or unreasonable demands upon another person
  - sexually explicit or sexually suggestive material or correspondence
  - false or defamatory information about a person or organisation
  - anything that uses the name of the College or its crest, motto, house crests, house mottos or any similar items on personal websites, without the permission of the Principal
  - video or images of members of the College community without the permission of the people involved.
  - not reveal personal information including names, addresses, photographs, credit card details and telephone numbers of themselves or others
  - recognise that the Internet is a public place and always take care to ensure their safety
  - be careful of statements that might offend people; including the use of offensive language in any document or communication.

INTERNET AND EMAIL

Students should be aware that:

- all activity on the Internet within the College is monitored and logged
- all content viewed is scanned for offensive material
- your College email address is to be used for educational purposes only

Students should:

- use the internet only for educational purposes within the College
- report any accidental access of any inappropriate website.

- take great care to ensure their safety and the safety of others by not releasing any personal information (such as names, address, mobile numbers, photographs)
- be respectful of others at all times by using appropriate language in communicating with teachers, fellow students and others.

Students should not:

- attempt to find or transmit any obscene, pornographic, racist, violent, illegal or other unacceptable or offensive materials or comments. They should report the accidental access of such material to a staff member.
- send anonymous emails or attempt to take on the identity of anyone else using emails or the internet.
- disclose their security details (password) or use the details of any fellow students.
- attempt to breach the security systems of the college
- submit any materials copied from the Internet as their own work (plagiarism), without using appropriate referencing protocols.
- use their mobile phone to tether their device

STORAGE OF WORK

At the conclusion of each academic year, student folders will be emptied in preparation for the following academic year, and students who leave the College during the year will have their work deleted. It is the responsibility of all students to backup their work on their own storage media if they wish to keep their work beyond the academic year.

COLLEGE EQUIPMENT

Computer facilities are expensive and must be treated carefully.

Students should

- care for the device to the best of their ability
- use college equipment with respect
- report to College IT Support team if equipment failure
- bring an ID card (Compass Card) when borrowing equipment from IT

Students should not

- do anything likely to cause damage to any equipment, whether deliberately or carelessly
- unplug cables or equipment
- move equipment to another place
- remove any covers or panels
- disassemble any equipment
- disable the operation of any equipment

Students are NOT authorised to attempt the repair or adjustments of any college hardware or software. Any such attempt will be regarded as a violation. Any problem with equipment or software must be referred to an authorised person.

STUDENTS FOUND DAMAGING COLLEGE HARDWARE OR SOFTWARE THROUGH UNAUTHORISED REPAIRS MAY BE LIABLE TO PAY FOR THE AUTHORISED REPAIR COSTS.

NOTEBOOK

COLLEGE-MANAGED BYOD

Students experiencing any software fault or problem operating a device, including infections of a virus, malware or other form of malicious software, must report it to the ICT Department. Should the ICT Department suspect a software related problem, the device will be re-imaged and all data stored locally on the device may be lost. It is the responsibility of the student to maintain a backup of any work they have created locally on the device.

Students who went through the College Managed BYOD may be assigned a spare laptop depending on availability and by adhering to the following rules:

- present a receipt, payment of excess fee for insurance
- laptop must be in I.T. office
- insurance taking more than 3 business days after paying insurance excess
- warranty taking more than 3 business days

SELF-MANAGED BYOD

Students may bring privately owned laptops to Brighton Secondary College for use to assist them in their learning.

Students may be provided with Internet access on privately owned devices through wireless connection to College network. Students are required to adhere to the previously stated policies. All Internet access by students through College's Internet connection is monitored. College ICT staff will provide limited assistance to students to configure this connection should it be required.

Brighton Secondary College will not provide any other ICT support or helpdesk facilities for privately owned equipment.

Brighton Secondary College is not responsible for maintenance, insurance, loss or damage to privately owned devices.

Using privately owned devices at Brighton Secondary College is a privilege, and may be revoked at any time.

- in the event that the device is damaged, lost or stolen, parents are responsible for any repair costs that fall outside of the insurance arrangements and warranty
- parents will be responsible for logging insurance claim
- school will not be responsible for any damage on laptop
- school will not provide a spare notebook for Parent Managed BYOD
- devices should be charged before coming to school, I.T. Department will not lend chargers.

SOFTWARE ISSUES

I understand that unauthorised copies of software or pirated media are a breach of copyright. I also understand that the use of unauthorised software may damage Brighton Secondary College network with a computer virus. Therefore:

- I will abide by the license provisions of software supplied by the College.
- I will obtain approval from Technical Services before loading additional software.
- I will keep the antivirus software up to date.
- I will notify Technical Services immediately if a virus or malware warning appears on my laptop.
- I will seek help if I am uncertain

FURTHER RESOURCES

- Bullying Prevention Policy
- Mobile Devices Policy
- Student Wellbeing & Engagement Policy
- Digital Learning Policy

REFERENCE:

USER ACCEPTANCE

STUDENT AGREEMENT

I, the student named below

- understand that if the school decides I have broken any of the rules in the Acceptable Use Policy, appropriate action will be taken, which may include loss of access to the network (including the internet) for some time.

Parent/Guardian/Carer Name: ______________________ Date: __________

Signature: ______________________ Date: __________

Student Name: ______________________ Date: __________

Signature: ______________________ Date: __________

REVIEW CYLE

This policy will be review every 3 years.

LAST UPDATED: 18/05/2021

LAST RATIFIED BY COLLEGE COUNCIL: NA

NEXT REVIEW DATE: MAY 2024

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