



Acceptable Use of Information and Communication Technology (ICT) Policy

1. Background

It is expected that members of the Ruyton community demonstrate respect, integrity, responsibility and honesty in communications and actions at all times in their use of information and communication technology (ICT).

Students have the right to learn in a safe environment, including when they have access to ICT to enhance their learning. Ruyton is committed to the responsible and educational use of ICT and to providing secure access to these services as part of the student and staff learning and teaching experience.

School supplied devices and personal devices are all expected to be used in accordance with this policy to enhance learning and teaching and support positive wellbeing practices.

2. Purpose

The purpose of this policy is to outline:

- the standard of online behaviour to promote a safe online environment for the Ruyton community;
- the rights and responsibilities of members of the Ruyton community; and
- possible consequences if this policy is breached.

3. Scope

This policy applies to all members of the Ruyton Girls' School community including all students, staff, parents/ carers, contractors and volunteers. Members of the Ruyton community are expected to comply with the behavioural expectations outlined in this policy, the Anti-Bullying Policy, the Code of Ethical Conduct, the Child Safety Policy and Child Safety Code of Conduct.

ICT includes any electronic device or application used to communicate, create, disseminate, store or manage information such as text, images, audio or video. Personal devices includes (but is not limited to) mobile phones, smart watches, iPads and other tablet computers, dedicated games consoles and any other internet connected devices.

4. Acceptable Use of Technology

4.1. Responsibilities

All individuals using School issued devices are required to:

- Keep all School related login details and passwords confidential to prevent others accessing their accounts.
- Undertake all required updates in a timely fashion
- Log out when finished using the network or when leaving a device or computer unattended

- Only have School related files and applications on issued devices
- Ensure all files are stored on the School network or in the Ruyton provided Cloud services
- Always use the provided cover for School issued devices
- Store all devices securely when not in use
- Regularly check School email accounts explicitly provided for communication purposes.

Student specific responsibilities:

- Sign and comply with the Student ICT User Agreement
- Junior School students are strongly encouraged not to bring personal devices to School. Any such devices are to be turned off and handed into the classroom teacher at the start of the day and collected at the end of the day
- Year 7-11 students who bring personal devices to School are required to keep them turned off and locked in their locker from the start of the School day until dismissal
- Year 12 students are able to access personal devices in the Senior Study Centre for study purposes
- Students are able to use personal devices during School activities only when the teacher/ staff member in charge gives permission for an identified learning activity
- Immediately report any suspected and observed incidents of inappropriate ICT use to a member of Ruyton staff.

Staff specific responsibilities:

- Model appropriate behaviour at all times
- Sign and comply with the Staff ICT User Agreement
- Ensure all students are provided with and sign Student ICT agreements; that they understand the agreement and what constitutes a breach of the agreement
- Be vigilant in monitoring student activity when using ICT equipment and devices
- Assist students when they have inadvertently accessed inappropriate material, received inappropriate communication or been offended by others' use of ICT
- Deal with all reported, suspected and observed incidents of inappropriate ICT use in accordance with this policy
- Not follow or be followed by current students on their own personal social media networks
- Not post images of students on personal social media networks
- Not establish virtual networks with students outside the Ruyton intranet unless approved by the Head of School or Principal
- Use discretion before following or accepting ex-students or parents of ex-students on personal social media networks
- Limit personal use of mobile phones at School to acceptable times and in designated areas
- Only use mobile phones where necessary for school purposes eg. marking attendance, off-site yard duty or when on excursions.

Parent/ Carer specific responsibilities:

- Be aware of their daughter's online usage
- Attend, where possible, parent education sessions based on ICT and digital wellbeing
- Use mobile phones at School and School functions only when necessary
- Proactively seek advice and assistance when dealing with digital issues concerning their daughter
- Make the School aware of any concerns or issues immediately
- While on School premises or at School events, set digital devices to the soundless feature unless required to support learning and teaching
- Be aware that individuals bringing personal devices onto School premises or to School events accept personal responsibility for the devices
- Use Eduroam when on site at Ruyton for secure network access.

4.2. What constitutes a Policy Breach

Any inappropriate usage of ICT will be investigated. Inappropriate usage includes but is not limited to:

- Accessing or attempting to access inappropriate or blocked internet sites
- Creation or forwarding of texts, posts, messages or images that may be illegal, offensive, intimidating, defamatory, sexually explicit or aggressive
- Using devices during class or co-curricular activities which do not support or enhance learning
- Tampering with or damaging School software, hardware or networks
- Deleting or modifying files on the School network or on another person's device
- Making, installing or downloading copies of software that is not licensed by the School
- Using the Ruyton crest, branding and name without permission from the Principal or her delegate
- Using images of Ruyton staff, Ruyton students in uniform or images relating to Ruyton's facilities without permission from the Principal or her delegate
- Communicating on behalf of the School without permission from the Principal or her delegate
- Any online activity such as denigrating the School or any community member through criticism of school policies, practices or personnel resulting in bringing Ruyton Girls' School into disrepute.

4.3. When a Policy Breach Occurs

It is the responsibility of the person who witnesses or suspects a breach of policy or experiences a breach of policy to report it immediately. Any breach will be investigated and considered by the Principal or her delegate, such as Deputy Principal, Head of School or Senior School Wellbeing Leader. Each breach will be dealt with on a case by case basis.

The Principal or her delegate may take action as considered appropriate in response to a breach including:

- Breach by a student: providing a warning, counselling, detention, withdrawal of certain privileges or opportunities, suspension, expulsion
- Breach by a staff member: providing a warning, counselling, withdrawal of certain privileges or opportunities, suspension from duties, termination of employment
- Breach by a parent/ carer: providing a warning, withdrawal of certain privileges or opportunities,

Records of reported incidents of ICT misuse are maintained and analysed in order to identify persistent offenders and to implement targeted prevention strategies where appropriate.

Ruyton reserves the right to request that certain subjects are avoided, defamatory posts are withdrawn and inappropriate or offensive comments or images removed.

The School has the right to monitor on an intermittent or continuous basis the information input or output, or other use of the network and any device attached to the network, including the sending and receipt of emails and the accessing of Internet sites, and to check any material put on the network and in personal user accounts or on School owned devices, in order to determine whether it is suitable for use in learning and complies with the Responsible Use of Technology Policy, Anti Bullying Policy, Code of Ethical Conduct and Child Safety Code of Conduct. This includes files saved to personal network space and the content of emails. Privacy will be respected when accounts are monitored.

5. Review

This policy is reviewed on an annual basis against best practice.

6. Related Policies

- Anti-Bully Policy
- Code of Ethical Conduct
- Child Safety Policy
- Child Safety Code of Conduct

Policy Number:	POLIT001
Approved by:	Ruyton Board
Date:	February 2019
Next Review Date:	2020