FRASER COAST
ANGLICAN COLLEGE

FCAC Acceptable Use of Technology Policy

2023

Enriching Body, Mind & Spirit

Contents

Overview

The College makes accessible for all users a variety of powerful computer and information technology facilities and networked services. This policy sets out guidelines and expectations for use of these systems and services from any device that is linked in any way to the College. This policy should be viewed in conjunction with other policies of the College including the Behaviour Management Policy, Cyber Safety Policy, Copyright and Plagiarism Policy and Privacy Policy.

Acceptable Use and Good Digital Citizenship

All devices, the network, local and cloud-based services and associated Internet access have been established for educational purposes. This includes classroom activities, private study and general learning and research. To remain eligible as a user of these systems and services, their use must be in support of, and consistent with, the College's educational objectives and values.

Use of the network must be in line with any Australian and state regulation and all users are expected to abide by the generally accepted rules of good digital citizenship. These include but are not limited to:

- User-appropriate language. Do not swear, or use vulgarities or any other inappropriate language in electronic communications (i.e. Email), through Internet use or via any software or hardware.
- Be polite – do not get abusive in your communications to others.
- Never reveal your personal details online, or any students', staff or other College community member's personal details.
- Electronic communications (i.e. Email) and Internet browsing data is not private. Authorised staff have access to all mail and web filter logs. This includes forms of instant messaging / social media.
- Activities that would disrupt the use of any system or service for any user (including yourself) must be avoided.
- Posts on personal social networking sites should not infringe this policy when there is any direct or perceived link to the College in any form.
- Keeping appropriate backups of any files that are stored on individual devices.
- Publishing of digital material should show respect for others and be in a responsible manner.
- Avoid presenting or viewing material, which is likely to contain either explicit or suggestive material of a sexual, defamatory, violent or anti-social nature.
- Publishing of photographs of students or staff is strictly forbidden unless prior consent is obtained.

Security and Privacy

Security of the College network and its associated devices, data and services is a priority and users must adhere to these requirements:

- Each user is supplied with a unique username and password to access various systems and resources. A user must never allow others to use their account. Users should protect their passwords to maintain their security and never divulge it to another user.
- Users must not attempt to log on to the network as a system/network administrator or bypass security arrangements.
- Users are expected to adhere to the College Privacy Policy, and are forbidden to disclose any non-sanctioned information via any form of electronic, written, printed or verbal communication to any outside party.

Computing Device Usage

A range of computing devices have been made available at the College. No illegal, non-licensed software or software\service that is deemed inappropriate must be installed or accessed on any device attached to College infrastructure. This includes the playing of games or accessing social media that is not related to the educational programmes at the College. Users should not attempt to bypass any security or filtering settings of these devices as deemed appropriate by the College. The use of unfiltered internet links, 'hotspots' for 3/4g connections within the College is strictly forbidden due to the inability to provide an appropriate duty of care.

For College-Owned Devices:

- Users must utilise these devices safely and carefully ensuring that both hardware and software are treated with respect.
- Shared devices may not have any computer settings or software altered. This includes (but not limited to) new software, browser settings, printers and colour schemes.

For BYO Devices:

- Users must utilise these devices safely and carefully ensuring that both hardware and software are treated with respect.
- All rules and guidelines relating to the College’s use of technology while at school must be followed. This includes (but not limited to) storage, transportation, security, and maintenance.
- Users may install sanctioned software provided through the College’s software portals, services or via third party providers.
- It is the responsibility of the user to add/remove such individualised software.
- Devices must only connect to the College BYO wireless network. Devices must not directly plug into a College physical network socket. Any device deemed a risk or that causes fault will be disabled from the network.

The College Network, Intranet, Internet and Cloud-Based Services

The College provides an array of online and digital services. Some of these services are located on campus or are provided by third parties in the cloud. Regardless of the location of the service provisioned, users are expected to adhere to the appropriate standards listed within this policy. This includes:

- Internet access provided through the College network is monitored at all times. While on campus users must utilise this connection and not attempt to bypass filters by any unauthorised means.
- Users are responsible for what they view online and acknowledge that their actions will be logged and monitored by various means.
- Students should avoid all sites which are likely to contain either explicit or suggestive material of a sexual, violent or anti-social nature.

Digital Communication, Collaboration and Social Networking

Electronic mail (email) services within Office 365 have been made available to students in specific year levels. Students must not send email with inappropriate, offensive, abusive, dangerous or illegal content.

Tools such as the College’s Office 365 service or the Learning Management System can be used to enable group-based collaboration. The teacher may provide other specific web-based educational collaboration tools. All other personal collaboration or communication tools not sanctioned or deemed appropriate by the College should not be used.

Some students of appropriate age and upon seeking their parent’s consent may have established personal social networking accounts. Students should avoid accessing their accounts during school hours. For further information, please refer to the College’s Cyber Safety/Social Networking policy.

Agreement and Changes to This Policy

Due to the rapidly changing nature of information and communication technology, the College reserves the right to change this policy at any time. Users will be required to adhere to any future amendments or updates of this policy.

The over-arching expectation is that users act in good faith and conduct themselves in a positive and respectful manner. Any technological action(s) that do not align with the spirit and expectations of the College will be dealt with as required.

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