Student Acceptable Use of Technology Policy

Purpose:	The purpose of the Student Acceptable Use of Technology Policy is to provide students with a statement of their responsibilities while using Brisbane Boys College's information and communication technology (ICT) services and what constitutes acceptable and unacceptable use.
Scope:	This policy applies to all students enrolled at Brisbane Boys' College and should be read in conjunction with the relevant Program Agreement, that is either the 1-1 Device Program Agreement Years Prep-6 or the Tablet PC Program Agreement Years 7-12.
References:	- The Copyright Amendment Act 2006 - Australian Privacy Principles - Privacy Act 1988 - BBC Alcohol, Smoking Products and Illicit Drugs Policy - BBC Anit-Bullying Policy - BBC Student Anti-Discrimination Policy - BBC Student Behaviour Expectations Policy - BBC Social Media (Student Usage) Policy - BBC Student Acceptable Use of Technology Policy Agreement 1-1 Device Program Agreement Years Prep-6 - Tablet PC Program Agreement Years 7-12
Review Date:	Every year, or as appropriate, to take account of new changes to College operations and practices and to make sure it remains appropriate to the changing environment.	Next Review Date: 01/01/2022
Policy Owner:	Deputy Headmaster – Head of Senior School and Student Wellbeing P-12

1.0   Introduction and Purpose

Brisbane Boys' College (BBC) is committed to providing our student body with a safe and secure Information and Communication Technology (ICT) environment. The College will monitor student accounts and student use of ICT resources and services to maintain a secure ICT environment.

It is via this environment that BBC aims to provide its students with efficient and reliable access to relevant digital tools, online services and digital resources (Microsoft Office 365 and Clickview for example).

The intention of the Student Acceptable Use of Technology Policy is to provide students with a clear and concise statement of their responsibilities while using BBC's ICT services, what constitutes acceptable and unacceptable use, and to convey the Colleges position in providing exceptional ICT Infrastructure and support services.

2.0   Responsible Use

Brisbane Boys' College ICT resources and services are provided to promote educational excellence by facilitating resource sharing, innovation and communication. BBC students are expected to use all digital tools, online services and digital resources in a responsible, ethical and legal manner, demonstrating respect for others and an appreciation of the right to learn of all students.

- The use of the BBC ICT resources and services is for educational purposes and their use must be consistent with the mission, ethos, and educational objectives of the College. Details of these can be found in the BBC Student Behaviour Management Guidelines and BBC Student Discipline Policy and Procedures documents.
- Use of BBC ICT resources and services must not jeopardise the fair, safe and productive ICT environment of the College community, nor the College's operations, resources and reputation.
- College ICT resources and services must not be used unlawfully or for an unlawful purpose.

Some reasonable personal use of ICT resources and services may be allowed, but as a privilege and not a right (Spotify and iTunes). If that privilege is abused it will be treated as a breach of the Student Acceptable Use of Technology Policy.

3.0   Access

All students have access to the ICT resources and services provided by BBC. Staff of the College have the right and responsibility to manage student use of College ICT resources and services to ensure safe, fair and equitable access.

- To ensure fair and equitable access the College may impose quotas on the use of ICT resources and services including print, file storage, email and internet download.
- Where quotas exist students are required to comply with them. If a student exceeds any of their quotas they may be temporarily prevented from using the affected College ICT resources and services.
- When a student's enrolment ceases they are no longer authorised to have access to BBC ICT resources and services and their account will be disabled for a set period, and then deleted.

- Students may have their ICT access suspended where there is a suspected breach of BBC policies.

4.0   User Responsibilities

Any action that disrupts or is likely to disrupt the learning environment or interfere with the operation of the College is inappropriate use. This includes any action that is in breach of any law, including photography without permission of those being filmed. The use of an ICT to bully, intimidate, threaten or otherwise harass any person through any SMS or text message, photograph, video or other data transfer system available is forbidden and be deemed a breach of the Student Acceptable Use of Technology Policy.

- Students must ensure that their BBC username and password is secure at all times. Students must only access BBC ICT resources and services using their own username and password and are responsible for all activity initiated from their account.
- Students must adhere to the BBC Social Media (Student Usage) Policy.
- Any observed security weakness in, or threat to, BBC ICT resources and services and any known or suspected breach of the Student Acceptable Use of Technology Policy must be reported to the Director of Technology Services.

5.0   Security

A student is not permitted to attempt to undermine the security of any ICT resource, including but not limited to:

- interfering with the operation of any ICT resource
- creating or installing any form of malicious software (e.g. worms, viruses, sniffers) which may affect computing or network equipment, software or data
- subverting any restriction or accounting control of any ICT resource (e.g. peer to peer, web authenticated proxy)
- attempting unauthorized access to any ICT resource

6.0   Use and Operation - General

Students must operate ICT resources and services in a responsible manner and only adjust settings, cables and connections when instructed to by a teacher.

- To ensure that important work is not lost, it is essential that students save regularly while working and back up their important files to their Microsoft OneDrive storage space.
- At times Technology Services staff may be required to reset a student's device to its initial default settings, it is a student's responsibility to ensure their data is backed up and that they are aware that resetting the device will result in the permanent deletion of any files or documents that are stored on the local hard drive.
- Students are to advise the teacher of any problem with ICT resources and services immediately and report any issues with College resources to their teacher or the ICT Service Desk.
- Students may not install software onto College ICT resources not directly issued to them (i.e. laboratory computers).

- No network gaming is allowed on the College network.

6.1   Use and Operation

1-1 Tablet PC Program (Years 7 – 12)

Students are required to bring the Tablet PC to the College each day or as directed by the College.

- Students are to ensure that the Tablet PC is fully charged for the commencement of each College day.
- Students are expected to take the Tablet PC to every class unless directed otherwise by the teacher.
- During morning tea and lunch breaks the device should be stored in the student's locker when not in use.
- The Tablet PC must never be left unattended.
- Students must carry the Tablet PC in the laptop bag issued by the College, inside their college bag/backpack when outside of the College.
- Students must remain alert at all times to the security of the device.
- Any damage to or the loss of the Tablet PC must be reported to ICT Service Desk staff in the Resource Centre immediately.
- Students will not be granted administrative rights to the Tablet PC. Installation of software and peripherals will need to be facilitated by ICT Service Desk staff and will require permission from the Director of Technology Services prior to the request for installation.
- Students may be required to provide software licences or proof of ownership/purchase for any installed files or software found on a student's device during random auditing or servicing. Random auditing of student machines will be conducted by the College's Technology Services Department at times throughout term time.
- Students are not permitted to network Tablet PCs for the purpose of network gaming, or file sharing beyond that which is required by College staff.
- Students must adhere to the laws concerning copyright and other intellectual property rights.

Junior School – Class Sets of Tablet PC's and Apple iPads

Students within the Junior School will have a Tablet PC or iPad device issued to them as part of a class set. These devices will remain at the College and will be controlled by the students allocated teacher. Special consideration and application to take devices home can be made in writing to Deputy Head of Junior School-Teaching and Learning and will be assessed on a case-by-case basis with the application assessed in accordance with the tiered structure of the College's Learning Diversity program. Charging of the device will utilise purpose-built charging stations within each classroom.

- Technology equipment must never be left unattended.
- Students must remain alert at all times to the security of the devices in their possession.
- Any damage to or the loss of the technology equipment must be reported to ICT Service Desk staff in the Resource Centre immediately.

- The BBC Technology Services Department will control installation and management of software installed on both Tablet PC's and Apple iPads.
- iPad software (Apps) are controlled by the BBC Technology Services Department and installed using a Mobile Device Management Platform (JAMF).
- Students will not be granted administrative rights to the issued device. Installation of software and peripherals will need to be facilitated by ICT Service Desk staff and will require permission from the Director of Technology Services prior to the request for installation.
- Students may be required to provide software licences or proof of ownership/purchase for any installed files or software found on a student's device during random auditing or servicing. Random auditing of student machines will be conducted by the College's Technology Services Department at times throughout term time.
- Random auditing of student devices will be conducted by the College's Technology Services Department at times throughout each term.
- Students are not permitted to network technology devices for the purpose of network gaming, or file sharing beyond that which is required by College staff.
- Students must adhere to the laws concerning copyright and other intellectual property rights.
- Downloading and storage of illegally obtained music and other unapproved files/software is prohibited.
- Use of a technology devices camera and sound recorder at the College is restricted to educational use as directed by a teacher. Students are not permitted to use the camera or sound recorder at the College unless instructed to do so by a teacher.
- Content created using the technology devices must remain private and must not be published/distributed without the approval of the supervising teacher.
- Internet Filtering does not extend outside of the College grounds. Responsibility for safe use of the internet outside of the College network remains the responsibility of the parent / guardian and student.
- Responsibility for the safe use of technology devices outside of the College remains the responsibility of the parent /guardian and student.

7.0   Internet and Email Responsibilities

Internet access will be made available onsite for the purpose of communication, research, and education. The College will endeavour to provide Internet access that is safe and appropriate for the needs of student users.
- Internet and email services are provided as an educational research tool.
- Use of email and other communications technologies should respect and practice the principles of Brisbane Boys' College. This includes: -
    o Communicating only in ways that are appropriate and respectful. Harassing, insulting, defaming or attacking others through any digital communication amounts to cyber-bullying and is not acceptable.
    o Not using vulgar or obscene language in any electronic communication.
    o Not sending emails or posting comments that contain information, which is abusive, impolite, offensive, defamatory, inaccurate or illegal.
    o Not sending spam, chain letters, or other mass unsolicited mailings.

Internet sites should be visited only when the content is likely to be acceptable within the ethos and guidelines of the College. Inappropriate sites visited by accident should be closed and immediately reported to the supervising teacher or Technology Services staff.

- Access to the internet is filtered and monitored. Inappropriate sites include, but are not limited to sites which: -
  o Are Illegal;
  o Are pornographic or contain inappropriate or obscene sexual material;
  o Advocate hate or violence;
  o Advocate racism, sexism, or gender bias;
  o Contain discriminatory material; or
  o Offer inappropriate games or software.
- Retrieval, viewing or posting of any material that is explicit, obscene, violent or offensive via the College's network is prohibited.
- Students must respect and protect the privacy of others. This includes: -
  o Not viewing, using or copying passwords.
  o Connecting to, copying or access to data or networks to which they are not authorized.
  o Not distributing private information in any form (including through emails, photographs, mobile phones and the Internet) about others or themselves.
- To ensure that privacy is protected, parents /guardians and students should be especially vigilant if they access the internet outside of the BBC filtered and protected network.
- Students must not use or send obscene language.
- Students must not divulge home addresses, telephone numbers, EFTPOS or Credit Card Numbers.

8.0   Monitoring

The College will monitor student accounts and student use of ICT resources and services to maintain a secure ICT environment;

- The College reserves the right to investigate any and all aspects of its ICT resources and services if it is suspected that any student is violating this Policy or any other College Policy;
- The College reserves the right to monitor, log, collect and analyse the activities of students in their usage of IT resources and services;
- The College may take any action it considers necessary to remedy immediate threats to ICT infrastructure or security, including suspending student accounts and/or disconnecting or disabling relevant IT resources or other equipment, with or without prior notice.
- The College will, where possible, block or filter any network traffic that potentially breaches this policy or is potentially illegal.
- College teaching staff will make use of LanSchool software that will provide monitoring of student screens while at the College campus. In this light, the software will be used in conjunction with existing classroom behaviour policies.

9.0   Service and BBC Reputation

Use of ICT resources must not cause loss of service, or risk loss of reputation, to Brisbane Boys' College.

10.0   Breaches of this policy

Breaches of this Policy will be addressed by the relevant BBC staff member in line with BBC Student Behaviour Expectations Policy.

11.0   Review and version control

Version	Authorising Officer	Approval Date	Effective Date	Change History/Superseded Documents	Next Review Date
1	Deputy Headmaster – College Operations & Special Projects P-12 – endorsed by BBC Executive	28/01/2020	28/01/2020	New policy	January 2021
2	Deputy Headmaster – College Operations & Special Projects P-12 – endorsed by BBC Executive	14/10/2020	14/10/2020	Pages 4 & 5 - Addition to Junior School requirements – Term 4 Year 6 take devices offsite	January 2021
3	BBC Executive	28 April 2021	20 May 2021	Title page – Scope – amended to include "enrolled" and reference to relevant Program Agreements. References - Replaced BBC 2020 Tablet PC Agreement with Tablet PC Program Agreement Years 7-12; added references to BBC Student Acceptable Use of Technology Policy Agreement and1-1 Device Program Agreement Years Prep-6	1 Jan 2022