



Student ICT Usage Policy

STUDENT ICT USAGE POLICY

Newhaven College places a high value on the development and maintenance of positive, healthy and respectful relationships and a supportive environment for all members of the school community. The primary purpose of digital technologies at Newhaven College is to enrich student learning. As a school, we prioritise having a safe and respectful culture in which digital technologies are used ethically and responsibly. Our Student User Agreement for the use of digital technologies at Newhaven College reflects our college values and our commitment to child safety and digital wellbeing. The guidelines contained within this agreement, support and encourage students to be proactive and take responsibility for themselves and others.

All students are required to sign the Student ICT Usage Agreement which acknowledges that they have read and understood the College's expectations at the commencement of each school year. By signing this Agreement students commit to adhering to all relevant Newhaven College policies and State and Commonwealth laws. This adherence applies to the lawful operation of College or student provided digital technologies and infrastructure on and off the school site.

Parents/Guardians should also be clear about the expectations within this agreement. The college will support students to understand how to care for their computers and to understand how to be responsible digital citizens.

THE RESPONSIBILITY AND EXPECTATION OF DIGITAL CITIZENSHIP

It is expected that students will be responsible digital citizens when using digital technology. Students will be supported in developing digital citizenship through understanding the ethical, cultural, and societal issues related to Information and Communication Technologies (ICT). Students will practice responsible use of ICT and develop positive attitudes towards ICT that foster learning, personal growth, collaboration and productivity.

SHOWING RESPECT WHEN USING DIGITAL TECHNOLOGIES

As a student at Newhaven College I agree to show **respect**. When using any device, application, software or website, I will show respect by:

- respecting the rights, wishes and confidentiality of others
- treating others kindly
- only communicating in a respectful way to others and about others
- only taking photos or recording video sound of any person after receiving permission
- protecting the privacy and safety of myself and others by not uploading photographs, video or sound taken at school into the public domain (eg. The internet, social media)
- valuing the rights of myself and my peers to learn without distraction in class by only using an electronic device for educational purposes and when invited to do so by my teacher.
- crediting the author, publisher or creator of any information, videos or images I use in my learning
- valuing and upholding the good standing of Newhaven College and those within its community
- looking after my device by always storing and transporting it in a protective case

BEING RESPONSIBLE WHEN USING DIGITAL TECHNOLOGIES

As a student at Newhaven College I agree to **be responsible**. When using an electronic device, I will be responsible by:

- labelling device clearly for identification purposes
- ensuring my device is fully charged for the school day
- storing all Newhaven College related schoolwork on my Newhaven College Microsoft OneDrive account so that it is securely stored and backed up
- keeping my electronic device secure during the school day by not leaving the device unattended and storing it in a locked locker
- ensuring the security of my electronic device by taking it with me at the end of each school day
- only using my electronic devices for learning whilst at school
- only having legally licensed or purchased software and downloaded content that is available legally
- ensuring all notifications and tools such as iMessage are set to 'mute' to minimise interruptions to learning

STAYING SAFE WHEN USING DIGITAL TECHNOLOGIES

As a student at Newhaven College I agree to **stay safe**. When using an electronic device, I will stay safe by:

- creating a secure password that follows Newhaven College password guidelines and keeping this password secret
- ensuring my device has up to date anti-virus software installed
- adhering to the Student ICT Usage Agreement by only using my electronic device in accordance with the College's expectations
- telling a teacher, parent or trusted friend if I become aware of bullying
- ensuring my device has appropriately licensed/legal software
- only using the school's Wi-Fi network whilst at school
- ensuring my device does not have any VPN/Proxy or Tunnelling software enabled whilst on College premises
- understanding it is my responsibility to ensure the security of the device and how it will be stored while engaging in school activities

I understand that:

- my parents and I are responsible for the repair and maintenance of my device
- Newhaven College accepts no liability for the theft damage or loss of my device on or off site at Newhaven College. (Newhaven College recommends that all devices are insured)

I understand that the College may:

- monitor traffic and material sent and received using the college's ICT network.
- use filtering and/or monitoring software to restrict access to certain sites and data, including email.
- audit its computer network, internet access facilities, computers and other school ICT equipment/devices or commission an independent forensic audit

ICT Usage and Mobile Phone Agreement - Student Declaration

When using digital technologies I agree to be a respectful, responsible and safe user at all times, as outlined in the above Agreement.

Student's Name: _____ Home Group: _____

Your signatures on this document indicate that you have read the ICT Usage Agreement carefully, understand its significance and accept your responsibilities as stated.

Student's Signature: _____ Date: _____

ICT Usage and Mobile Phone Agreement - Parent/Guardian Declaration

As the parent /guardian of this student, I have read the ICT Usage Agreement. I understand that network access is extended to my child for educational purposes.

Parent or Guardian's Name (please print): _____

Parent or Guardian's Signature: _____

Date: _____

Please sign and return only this page to your Home Group teacher by 21 February 2025. Please retain all other pages of the ICT Usage Agreement and Mobile Phone Agreement for your information.

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