ICT - INTERNET USE POLICY

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Updated Date: 2016
Next Review Date: 2018

Rationale

Navigator College (herein known as “the College”) is committed to Technologically Advanced Practices. This desire aims to ensure that all stakeholders have access to the widest variety of information resources available. The College places emphasis on the attributes of collaboration, teamwork, quality and achievement, which Information Communication Technology facilitates. This policy aims to promote open communication between all stakeholders, the research and sharing of information, and to create efficiencies in an ever-increasing time poor society. However, technology should not become detrimental for users building face-to-face interpersonal relationships. This policy applies to all stakeholders defined below and as such, each stakeholder becomes responsible for adhering to the highest standards outlined. The College is committed to reviewing this policy regularly, and any feedback should be directed to the ICT Coordinator.

Definitions

“Accident” relates to a circumstance where non-intentional damage to a device takes place so as to impair its use and/or reduces its financial value.
“Breach” of this policy is the act of non-compliance to the terms set out, both intentionally and non-intentionally.
“Community” includes all stakeholders of Navigator College Incorporated, including the College Council, Employees, Students, Parents and Volunteers.
“Device” relates to any electronic resources, and includes but is not limited to iPads, laptops, printers and phones.
“ICT Device Levy” occurs over a three year period on entry to Year 4, Year 7 and Year 10. The applicable ICT Device Levy is published in the College’s fee schedule.
“Leaving” is when a stakeholder leaves due to an accepted resignation, a withdrawal of enrolment, or completes voluntary service with the College. Periods of leave, including leave without pay, does not constitute leaving.
“Life” relates to the period a device is considered to be operating at its peak performance. This period is three years for a laptop computer and three years for an iPad.
“Malicious damage” is the deliberate act of damaging any device that results in its impaired use and/or reduces the financial value of the device.

“Policy” relates to this policy, the Navigator College Information Communication Technology (ICT) Policy.

“Sanction” includes the prescribed consequence and/or penalty for breach of this policy.

“The College” includes the physical and intellectual property of Navigator College Incorporated and its associated entities.

“User account” relates to the electronic identity a stakeholder is provided in order to use Information Communication Technology resources. The individual stakeholder the user account is assigned to is responsible for all actions taken whilst using this account.

**Printing and photocopying**

Navigator College is committed to reducing waste, and as an International Baccalaureate educator, we are mindfully responsible of our finite resources. One such way we can work towards this is reducing our printing and photocopying footprint.

Employees are provided a staff identification card which contains combined printing and photocopying credit. Credit will be allocated at the beginning of the term at the direction of the Business Manager and/or ICT Coordinator. This credit will be charged to an appropriate budget line. As employees utilise printing and photocopying, their balance will reduce and this can be viewed on the Windows desktop, or card device next to the photocopier located in the Administration building.

When employees reach zero credit, they will be unable to utilise printing and photocopying technology. Employees will need to apply for additional credit to their Faculty Head, Head of School or Supervisor. On approval, the ICT Coordinator and/or Business Manager will be notified, and additional credit applied.

Employees are encouraged to consider whether colour is necessary as it comes at a significant expense. Colour photocopying is only available in the Administration building. However, colour printers are available throughout the College.

Students of Navigator College will be provided with credit at the beginning of each term. Students in Reception to Year 11 will be provided $5.00 per term, and Year 12 students will be provided $10.00 per term. When students reach zero balance, they will be required to purchase additional credit from the Student Services Office prior to being able to print.

**User accounts**

Upon acceptance of employment or enrolment, a stakeholder will be provided with a user account which includes an email address. Volunteers and pre-service teachers will be provided with the credentials to use a generic account.

Associated with the user account is a password. This password must not be divulged to anyone, except the ICT Department on request.

The user account determines what access a user has. Access to Network resources, software, email and other ICT resources is at the discretion of the Principal and/or ICT Coordinator.
Upon leaving the College, an individual’s user account will be disabled for a period of three months prior to deletion, and during this time, the user will be removed from Global Address Lists and will not receive any College emails.

**Internet access**
The Internet connection at Navigator College is provided for primarily College related business, not personal interest. The Internet connection is not to be used to download material unrelated to College business. This includes, but is not limited to, games, music and movies. An exception to this is educational applications, which may be downloaded and installed following the approval of the respective Head of School.
No stakeholder shall knowingly access or download any pornographic or sexually explicit material. No individual shall knowingly access or download any material that is or could be perceived as dangerous, illegal, containing violence or the like.

**Email**
The use of email is for the purpose of electronic communication relating to College business. The College will not tolerate spam, annoying, harassing or abusive emails. Email is considered to be harassment where it is perceived as harassment by the receiver in any way.
No individual shall send or knowingly receive any pornographic or other sexually explicit material.

**Backups**
The College creates backups of Network data on a nightly basis. Employees should note that any documents created as a part of their employment at the College is the College’s intellectual property. This information may be retrieved anytime at the direction of the Principal and/or ICT Coordinator.
Students are responsible for creating a backup of their data on a regular basis. The ICT Department will provide training to users seeking clarification on backing up their data.

**Classroom equipment**
Classroom equipment has been procured by taking into account the compatibility of devices. No stakeholder may interfere (including disconnect) any classroom equipment without the prior consent of the Principal, Head of School and/or Principal.

**Bringing personal devices to the College**
The College does not allow private devices to be used at the College, unless there is an operational requirement (such as guest speakers) for a device to be used within the College, and the ICT Department has certified that the device is free of malware, including viruses, and does not pose a threat to the College’s Network.
Charging devices
The College provides facilities to employees to charge their devices. Student devices are to be trickled charged at home, overnight, and as such, students may not charge their devices at the College. Should a student arrive at the College without charge in their laptop or it goes flat during the day, they will be provided with alternative resources, including paper and pens, to complete their required work.

Monitoring
The College ensures responsible use of ICT by the monitoring of devices and/or users. This monitoring includes:

- Email;
- Internet access, including filtering;
- Live viewing of computers and/or recording actions for further investigation;
- Files to ensure that illegal and/or copyrighted information is not stored on the College’s Network, devices or associated property.

The ICT Department receives alerts relating to inappropriate use of ICT resources, and this monitoring takes place regardless of whether College devices are on the College’s premises. Users who attempt to avoid such monitoring, or interfere with such technology, will be liable to sanction/s outlined in this policy.

Borrowing laptops
The College makes available limited devices where there is not an administered programme associated with that year level. The loaning of these devices is on a per lesson basis, and is the responsibility of the allocated teacher, and the teacher is responsible for retrieving and returning these devices, and reporting any damage to the ICT Department and/and Head of School.

Loan devices
The ICT Department only provides loan devices to stakeholders where a device is being repaired as a result of accidental damage. Where a device has been maliciously damaged, or not charged, the College will only provide alternative resources, including paper and pens, to support the stakeholder until the device is returned from repair.

Insurance
The College has insurance arrangements for College owned devices that have been issued to students as part of the ICT Device Levy. This insurance covers the loss, theft or damage that exceeds the warranty excess of $50 for accidental damage. This insurance does not cover iPad devices off the College’s campus. Insurance does not cover malicious damage and the cost of repair or replacement will be billed to the family.
Reporting inappropriate use
All stakeholders are responsible for reporting observed and/or suspected inappropriate use of ICT resources to the Principal, Head of School or ICT Coordinator at the earliest opportunity.

Acceptable usage
The behaviour of each stakeholder using the Navigator College Network must be appropriate at all times, and must not be in breach of any College policy. An investigation of any user using the Network inappropriately will take place, and all relevant College policies will be applied in conjunction with any sections that apply from this policy.

Accidental laptop damage
Over the life of a laptop, two accidental damage claims may be made. The excess fee of $50.00 for accidental damage claims applies.
Beyond the first two claims subsequent accidental damage will result in the College obtaining a quotation for repair and invoicing the parent(s) and/or carer(s) for the repair of such damage. This invoice will also include an administration fee of $25.00 for the time taken to resolve such matters.

Malicious damage
Where malicious damage takes place, the College will notify the respective parent(s) or and/or carer(s). Malicious use constitutes a breach of this policy and the College may hold a student liable for disciplinary action, and apply a sanction as outlined in this policy.
Where malicious use takes place, the College deems this is not an accident. In this circumstance, the College will obtain a quotation for repair and invoice the parent(s) and/or carer(s) for the repair work to be undertaken. This invoice will also include an administration fee of $25.00.

Students leaving the College who have been allocated a College owned device
Students entering years 4, 7 and 10 are charged an ICT Device Levy as published in the College’s fee schedule, and will be issued a College owned device. If a student leaves the College within the three year cycle of ICT Device Levy payments starting, the College will provide an opportunity for the parent(s) and/or carer(s) to pay a recalculated amount to complete the three year commitment to the ICT Device Levy, and transfer ownership of the device to the student. On transfer of ownership, the device will be returned to its factory settings, including the removal of all software.
Should the parent(s) and/or carer(s) choose not to pay the recalculated remainder of the ICT Device Levy, the College will retain the device for reallocation. The College will inspect the device based upon its condition, and if repairs are required, a quote will be retrieved, and this amount will be invoiced to the family.
Students who enrol after the start of a three year ICT Device Levy cycle

Students who enrol at the College after the start of a three year ICT Device Levy cycle will be issued a laptop from within the College’s pool, and the ICT Device Levy will be pro-rated.

Transfer of ownership

At the completion of Year 6, Year 9 and Year 10, the College will issue an invoice of $1.00 to transfer the College owned device to the family. This transfer of ownership will result in returning the device to its factory settings, and will not include any software.

Damage to employee issued devices

Where an employee issued device is damaged, the ICT Department will determine whether the damage is accidental or malicious. Should it be suspected that the damage is malicious, the ICT Coordinator will inform the Principal and an investigation will be undertaken. It may be necessary to apply a sanction while an investigation is undertaken. Where the damage is found to be accidental, the College will organise the repair of the device, and provide the employee with an alternative device to support them until their assigned device has been returned from repair.

Sanctions

At the direction of the Principal, the College may impose the sanctions within this section following a breach of this policy. Other College policies may be still applied in addition to any sanction(s) imposed in this section.

- Disabling the user account
- Disabling of Internet access
- Disabling of Email access
- Disabling of printing access
- Seizure of device
- A written acknowledgement of the breach which will be filed by the College
- Referral of the matter to authorities including the South Australian Police and the Australian Federal Police.
- A combination of the above sanctions.

The Principal may delegate the responsibility for decision making within this section as necessary.