



<b>Policy Name</b>	<b>Information Technology &amp; Usage Policy</b>
<b>Related Policies and Legislation</b>	AISWA Guidelines – Mobile Phones, E-mail and Internet
<b>Policy Category</b>	Behaviour Management
<b>Relevant Audience</b>	All Treetops Community
<b>Date of Issue / Last Revision</b>	02 May 2011 21 May 2015 27 October 2016 <b>28 March 2019</b>
<b>Date Set for Review</b>	<b>March 2020</b>
<b>Person/s Responsible for Review</b>	Treetops Administration

## Information Technology & Usage Policy

### **Purpose**

This policy has been developed to assist relevant staff to put in place school-based processes and procedures that will both protect and inform staff and students in their use of Information Technology (IT) services.

This policy sets out the cyber-safety issues, IT usage guidelines and the security, administration and internal rules which should be observed when using the technology provided by Treetops Montessori School and those provided by individuals, such as personal mobile phones.

### **Background**

IT services provided to students at Treetops Montessori School will only be used for learning related activities and appropriate usage time limits will be adopted. Treetops Montessori School will make every reasonable effort to provide a safe and secure online learning experience for students when using the school's computers and/or computer services. The school acknowledges that some individuals will use their personal devices (laptops, tablets, smartphones etc.) to access the school's computer services. This policy also applies to that usage. Treetops Montessori School acknowledges that it is not possible to guarantee that students will not be exposed to inappropriate material and students will therefore be educated in the risks associated with some online activities and the need to adopt protective online behaviours.

## **Scope**

This policy applies to all teachers, students and employees of the school using IT enabled devices and/or computer services at Treetops Montessori School. All staff and students who use these facilities must be aware of the terms of this policy in order to minimise potential damage to themselves, their colleagues, students and the school, which may arise as a result of misuse of these facilities.

## **Procedures**

Teachers and Student Supervisors must:

- Follow the usage guidelines that form part of this policy.
- Provide appropriate supervision for students using IT services at school.
- Maintain student passwords in a confidential and secure manner.
- Advise students they should not reveal personal information including names, addresses, financial details, telephone numbers or images (video or photographic) of themselves or others using the school internet facilities apart from when using their own school email addresses.
- Advise students of the need to:
  - be aware of the legal requirements regarding copyright when downloading information;
  - gain permission before electronically publishing users' works or drawings;
  - acknowledge the creator or author of any material published; and
  - observe appropriate copyright clearance including acknowledging the author or source of any information used.
- Instruct students that they must not allow any other person to use their IT account.
- Instruct students that the consequences of misusing the IT services will be withdrawal of access to the computer services.

## **School Property**

The school is the owner of copyright in all email messages created by its students and employees in performing their duties.

## **Monitoring**

- Activities conducted using the school's online services may be logged and accessed for administrative, legal or security purposes.
- From time to time, the contents and usage of email may be examined by the school or by a third party on the school's behalf. This will include electronic communications which are sent to the school or from the school, or internally within the school.
- Email must be structured in recognition of the fact that the school may from time to time have the need to examine its contents.
- The school's IT network is a business and educational tool to be used primarily for these purposes. Users have the responsibility to use these resources in an appropriate, professional and lawful manner.
- All messages on the school's system will be treated as education or business related messages, which may be monitored. No information or document transmitted or stored on the school's network will be treated as private.
- The school may monitor the use of the Internet, both during school or working hours and outside of those hours. This includes sites and content visited and the length of time spent on the Internet
- Emails will be archived by the school as it considers appropriate.

### **Personal Use of School Internet and Email Facilities**

- Staff are permitted to use the Internet and email facilities to send and receive personal messages, provided that such use is kept to a minimum and does not interfere with the performance of work duties or contradict their contract agreement.
- Staff use of the Internet or email for personal purposes is still subject to the same terms and conditions as otherwise described in this Policy.
- Staff are expected to respect the needs of their colleagues and use the Internet and email in a timely and efficient manner.
- It is expected that such minimal personal staff use will be in keeping with all school policies, and will not injure the reputation of the school or cause embarrassment to any community member.
- Excessive or inappropriate use of email or Internet facilities for personal reasons during working hours may lead to disciplinary action.
- Students are not allowed to use the school's internet and email facilities for personal use (including sending and receiving emails, and accessing social media).

### **Content of Email, Social Media and Web Pages**

- Email and social media correspondence will be treated in the same way as any other correspondence; that is as a permanent record which may be read/viewed by persons other than the addressee and which could result in personal or the school's liability.
- Email and social media users and/or the school may be liable for what is said in an email or social media message. Email / social media are neither private nor secret. Messages may be copied, saved, intercepted, archived and may be subject to discovery in litigation. The audience of an inappropriate comment in an email or social media message may be unexpected and extremely widespread.
- The Internet or email should never be used to:
  - Abuse, vilify, defame, harass or discriminate (by virtue of sex, race, religion, national origin or other).
  - Send or receive obscene or pornographic material.
  - Injure the reputation of the school or in a manner that may cause embarrassment to the school.
  - Spam or mass email or to send or receive chain mail. (Mass emailing of items such as *Clippings, Little Twigs, permission slips etc.* by the Office to Treetops families is permitted)
  - Infringe the copyright or other intellectual property rights of another person.
  - Perform any other unlawful or inappropriate act.
- In determining whether an email and/or social media message falls within any of the categories listed above, or is generally inappropriate, the school will consider the response and sensitivities of the recipient of an email or social media message rather than the intention of the sender.
- If inappropriate material is received by email or social media it should be deleted immediately and not forwarded to anyone else. The sender should be discouraged from sending further material of that nature.
- Comments that are not appropriate in the workplace or school environment are also inappropriate when sent by email or social media. Email and social media messages can easily be misconstrued and therefore words and attached documents should be carefully chosen and expressed in a clear professional manner.
- Use of the school's computer network in a manner inconsistent with this policy or in any other inappropriate manner, including but not limited to use for the purposes referred to in point 3 of *Content*, will give rise to disciplinary action.

## **Privacy**

- Staff and students may have access to, or handle personal information relating to others, including students, colleagues, contractors, parents and suppliers. Email and social media messages should not be used to disclose personal information of another except in accordance with the school's Privacy Policy or with proper authorisation.
- The Privacy Act requires the user and the school take reasonable steps to protect the personal information that is held from misuse and unauthorised access. Do not allow IT resources to be used by unauthorised parties, which specifically includes anyone who is not an employee or student of the school. (unless a Confidentiality Agreement is signed)
- Where staff and students assigned a log-in code and password to use the school's IT network, it is the individual or classroom teachers' responsibility to ensure that these details are not disclosed to anyone else. (An exception is the designated IT Coordinator)
- In order to comply with the school's obligation under the Privacy Act, users are to use the blind copy option when sending email to multiple recipients where disclosure of those person's email addresses will impinge upon their privacy.