OUR MISSION
Shaping rigorous minds
and compassionate hearts

OUR VALUES
Wisdom, Grit,
Love and Hope

OUR VISION
SCBC is a thriving Christian community
that inspires learning as a means of
transforming and empowering lives

SOUTH COAST
BAPTIST COLLEGE

4.1.12   SCBC ICT Acceptable Use Policy

Responsible Digital Citizenship: Use of Electronic Equipment

It is very important that within our society our students are responsible and discerning users of all forms of digital technologies and services. At South Coast Baptist College our expectation for all students to use digital technologies in a responsible manner is clear to protect our community (students, staff, parents), provide an effective learning environment, and maintain a secure and reliable network.

Students who choose to act outside the guidelines that have been set up to make sure all community members remain safe and maximise their learning opportunities when using digital technologies will face disciplinary action and/or restriction from the College digital infrastructure. Severe breaches may result in expulsion.

Digital technologies refer to all computer hardware, software, systems, networks, and telecommunication devices or services used or accessed within the College campus or connected to the College in any way.

The College will not be responsible for the loss, misuse or damage to any personal electronic devices brought onto the campus.

AS A SOUTH COAST BAPTIST COLLEGE STUDENT, I HAVE RESPONSIBILITIES FOR:		
My own safety	To be a successful learner at SCBC, I need to make sure that I do not compromise my safety, or act in any way that might risk my safety. This includes the way I use online resources and the way I keep my equipment and information secure	• I understand that all learning management software and systems are for education purposes only to ensure that I learn, and not for conducting private matters or for entertainment purposes. • I use the internet at SCBC for learning and communication about learning. I use the internet in other places in a way that protects my identity and reputation. • I understand that my mobile phone cannot be accessed between 8.25 am to 3.20 pm. I can only use my phone when permission to do so is given. (See Discipline Policy for more detailed information on appropriate use of mobile phones). • I understand that smart watches are not permitted at school.

		• I understand that SCBC has the right to check all written, graphic, audio, and other materials created, produced, communicated, stored, or accessed within the College for inappropriate content.
My learning	To be a successful learner at SCBC, I need to become independent. This means that I must take responsibility for what I do and make sure that I do it when it needs to be done.	• I understand that use of student home drives, student emails or any other method of storage or communication provided by SCBC is for educational material only. • I understand that the apps and books on my electronic device are my responsibility. • I understand that I will face disciplinary action if I access any electronic device for non-educational purposes whilst on the College campus. • I understand that I should only access my electronic device when instructed to do so by the teacher. • I understand that it is my responsibility to bring the right items to class, both technological and otherwise. My electronic device is charged and in working order. I have resources and homework.
Acting in a safe way towards others	I understand that SCBC is a community of people and I need to consider others' safety when I act. This includes their physical and emotional safety.	• I will respect the privacy of others. This includes students, parents/guardians and members of the SCBC staff. I will not use their work or post photos, videos, audio or information about them without their express written consent, both on and off the College campus. • I understand that I will be held accountable 24/7 for inappropriate use of social media directed towards another SCBC community member. This includes (but is not limited) to sexting, online bullying and harassment. • I recognise that SCBC is determined to be a safe school. Any action that physically or emotionally threatens or humiliates another student or damages the learning environment will not be tolerated.
Acting in an ethical way towards others	I understand that SCBC is a community of people and I need to consider others in the way I act, especially to make sure that I do not infringe on their rights in the pursuit of mine.	• I understand that work that I present as mine should be mine. This includes work that might be downloaded or copied. Gaining academic credit for work I have not done is not acceptable practice and it damages my learning. This is called plagiarism and is not acceptable and will not be tolerated. • I understand that school resources in the Library, sports field, network, and classroom are for everyone's use. I should not monopolise these resources nor should I damage them. This includes physical and virtual damage.

My own actions	At SCBC I must take responsibility for the things I do.	- I must not attempt to remove, bypass, or circumvent any security, filtering or monitoring put in place by the College. - I understand that I must not perform any actions on my electronic devices that will degrade the network performance. - If I am logged on to the network, then the activities conducted under that log are my responsibility. It is important that I protect my identity including my password, my email address and my home drives. - I understand that if I attempt to use the login details of another SCBC community member that I will face disciplinary action. - I understand that I must take reasonable steps to make sure that I do not bring any software on to the College network that could cause a security risk to the SCBC community. - I understand that I must not access external networks (such as hotspots, VPN's) to bypass the SCBC network's firewall. - I understand that I am not to use the 3G/4G/5G wireless network to bypass the SCBC network's security protocols. - I understand that whilst I am at the College I am required to use only the College WIFI network. - I understand that deliberately accessing inappropriate material will not be tolerated. This includes (but is not limited to) threatening, sexually explicit, harassing materials, offensive or discriminatory materials, or material that may be harmful either physically or emotionally. - I understand that I am not to use earphones/headphones or to listen to music unless directed to by a teacher. Wireless earbuds are not permitted at school.
My own equipment	At SCBC it is my responsibility to maintain and protect my own equipment.	- I understand that all electronic equipment should be treated with care, and any damage promptly reported to the IT Department. - I understand that only personal electronic devices that have been authorised by the IT Department can access the College network. - I understand that to protect my electronic devices from damage they should be placed in a suitably protective case or bag, and when not in use, secured in a locker with a padlock. - I understand that it is my responsibility to charge my electronic device each night so that it has enough power to work for the entire day. - I understand that I must back up my work on the College network and at home.

		• I understand that issues with technology is no excuse for work not being submitted by the due date and it is not a legitimate excuse for granting an extension.
Managing my screen time	I understand that to be a successful learner it is my responsibility to manage my screen time at school and at home	• I understand that I cannot use my electronic device during break times unless under the direct supervision of a staff member. • I understand that spending excessive amounts of time online can significantly impact my health, friendships, family life and my academic performance at school.

This Policy outlines how South Coast Baptist College (SCBC) expects its community members to behave with technology. It is for the purpose of protecting our community, providing an effective learning environment, and maintaining a secure and reliable network. Information and Communication Technology (ICT) refers to all computer hardware, software, systems, networks, and telecommunication devices or services used or accessed within the College campus or connected to the College in any way.

This Policy applies in conjunction with the Privacy Act 1988 (Cth), Cybercrime Act 2001 (Cth), Criminal Code (WA), Censorship Act 1996 (WA), Equal Opportunity Act 1984 (WA), Freedom of Information Act 2010 (Cth), and the Copyright Act 1968 (Cth).

- All ICT relating to SCBC is for educational purposes only, they are not to be used for conducting private matters or for entertainment purposes.
- Use of student home drives, student emails or any other method of storage or communication provided by the college is for educational material only.
- The College retains the right to install management software, applications, packages and updates to any device on the College network.
- All ICT equipment should be treated with care, and any damage promptly reported to a teacher.
- Specific personal ICT devices are only allowed to access the College network when explicitly authorised by the College. This rule relates to specific year groups and very specific circumstances. Any devices not authorised for use on the College network are liable to be confiscated.
- The College retains the right to check all written, graphic, audio, and other materials created, produced, communicated, stored, or accessed within the College community. This includes materials on College ICT equipment, any personal devices used on the College campus, and external online services provided by the College. This can occur with no prior warning, at any time.
- Community members should make no attempt to remove, bypass, or circumvent any security, filtering or monitoring put in place by the College.
- Any community members actions that degrade the network performance in any way may have their ICT access restricted or removed.
- Various data logs are retained for over 12 months and can be reviewed for rule breaches, with the possibility of retrospective disciplinary action.
- Community members shall take personal responsibility when using the College's ICT infrastructure. They must protect their personal information and data, maintaining a high level of security to avoid compromising their own safety and the safety of other members of the community.
- Community members must take reasonable measure to ensure they do not bring any software on to the College network that could create a security risk to the community.
- Community members should be respectful of others online privacy at all times, both on and off College campus.
- Transmitting or deliberately accessing inappropriate material is not tolerated. This includes (but is not limited to) threatening, sexually explicit, harassing, offensive or discriminatory materials.
- Bullying or harassment of any community members and anyone external to the College is not tolerated.
- If a community member is issued login details they are to retain and not disclose those details to anyone else. Members attempting to use other members login details will face disciplinary measures.

- College owned ICT equipment is not to be removed from the campus, except with explicit permission.
- The College will not be responsible for the loss, misuse or damage of any personal ICT devices.

Any breaches of the acceptable use policy can result in disciplinary action and/or restriction from the College ICT infrastructure. Severe breaches (as decided by the Head of School) can result in immediate expulsion and reporting to appropriate State authorities.

I understand that the ICT acceptable use policy may be updated when required and all community members will be notified via the SCBC website.

I and my parents / guardians have read, understood and agree to abide by all the expectations outlined in this acceptable use policy and acknowledge it is a requirement for access rights to SCBC ICT.

Student's full name: _____

Student's signature: _____

Student's year level: _____

Parent/Guardian name: _____

Parent/Guardian signature: _____

Date: _____

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Policy Reviewed: 01/04/2022

Next Review Date: Term 1, 2024