

ICT Acceptable Use Policy and Protocols

Policy

Rationale

Faith Lutheran College Redlands seeks to uphold the values of the Lutheran Church of Australia. These values reflect the Word of God and the love of God revealed through the writings and teachings of the Bible. Therefore, it is our responsibility to be good stewards of the gifts and resources God gives to us. Technology is one such resource that we are called upon to use responsibly. This policy outlines measures that all must take to engage with digital technology in a safe and responsible way.

Technology includes computers, handheld devices (electronic devices, smartphones, tablets, smart watches), printers, cameras, internet and email facilities, and other associated electronic and mechanical hardware and software.

The use of ICT and Technology resources at Faith Lutheran College Redlands is a privilege, which involves the acceptance of certain responsibilities.

Who does this Policy apply to?

This policy applies to all members* of the FLCR community:

- students
- staff
- parents
- contractors
- volunteers
- visitors

**This applies to all people involved with the College who are defined as workers in the Work Health and Safety Act 2011 (<https://www.legislation.qld.gov.au/view/pdf/inforce/current/act-2011-018>).*

In using ICT resources in one of the roles, as defined above, I must:

- use appropriately and not access, copy, or distribute any material that is controversial, illegal, defamatory, threatening, inappropriate, obscene, or offensive.
- adhere to privacy laws by not sharing confidential information such as addresses, telephone numbers.
- be aware of copyright, intellectual property or licensing laws and not download, install, or transfer any software or material that violates these.
- not send, transfer, or create computer viruses.
- only access materials I have permission to and not seek access to files or messages intended for or belonging to others. If I accidentally access something I must not directly, or indirectly, move, delete, or modify any files.
- treat people kindly and with respect and not be involved with electronic or physical vandalism, harassment, or bullying.
- be respectful of people's privacy and not capture, manipulate, or transmit photos of members of staff or students without their prior approval.
- only use my own login details and must not access other logins.
- communicate in a professional manner that is in line with the College's Code of Conduct.

The college reserves the right to inspect the content on personal devices used at the College or College events if College personnel determine there may be cause to suspect that such devices are not being used in accordance with College guidelines or procedures.

Specific Protocols	
Staff	<ul style="list-style-type: none"> • Use ICT in a conscientious manner to increase the effectiveness of learning and communication within and outside of the College and reflect the values of the College. • Support the ethos of the College, its teachers and its existing rules and regulations and adhere to the College's values including mail etiquette and social media. • Must use emails to communicate with colleagues, parents, and any members of the public in an appropriate manner that is relationship building. • Staff will not have social media contact with current or past students. Staff should always treat students, past or present, as students as per <u>QCT Professional Boundaries</u>. • Staff will not have social media contact with their student's parents, past or present, where the primary connection is that the child attends, or attended, the school. • Act professionally and appropriately on any social media or public platforms, remembering that what you share online is always public.
Students	<ul style="list-style-type: none"> • Use ICT and BYOD devices in a responsible manner to increase the effectiveness of learning and communication within and outside of the College and reflect the values of the College. • Remember to exercise care and discretion with use of online communication. Work on the assumption that content may be viewed by, sent, forwarded, or transmitted to someone other than who was intended to view the communication. • Use of VPN is not permitted and will be blocked from the network if in use. • Mobile phones are to be used in line with the College's <i>Mobile Phone Protocol</i>. • I agree to follow the relevant guidelines in the Junior School and Secondary School BYOD Student Device Agreement.
Parents	<ul style="list-style-type: none"> • Support the ethos of the College, its teachers and its existing rules and regulations and adhere to the College's values including mail etiquette and social media. • All methods of communication are through the appropriate school channels, e.g. College email and not through social media or public forums. • Support the College community by avoiding the sharing of negative comments about students, parents, staff, and the College in general in public forums (e.g. Facebook). As this type of behaviour is not in line with our College values and may contravene enrolment contracts. • For your awareness staff have been advised of the professional standards expected of them with regards to social media. This could mean they do not accept connection requests on different social media platforms.

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