

Landsdale Christian School ICT Responsible Use Policy

Introduction

At Landsdale Christian School, technology plays a vital role in fostering an engaging and dynamic learning environment. Our Information and Communication Technology (ICT) Responsible Use Policy reflects our commitment to maintaining a safe, respectful, and Christ-centred digital environment. Guided by the Seventh-day Adventist philosophy of education, we aim to integrate Christ-like values into every aspect of technology use, supporting spiritual, academic, and personal growth.

This policy outlines the standards for responsible ICT usage, emphasising the importance of respect, safety, and integrity in digital interactions.

Rationale

ICT enhances learning, teaching, and administration by providing access to valuable resources and communication tools. However, the misuse of technology can undermine safety, disrupt learning, and compromise ethical standards. This policy ensures that students understand the expectations and boundaries for ICT use at school, promoting accountability and informed digital citizenship.

Core Principles Governing ICT Use:

- **Accessibility:** ICT resources are allocated based on educational needs and availability.
- **Privacy:** Users must respect the confidentiality of others and uphold data protection standards.
- **Ethics:** All ICT use must align with legal, ethical, and Adventist values.
- **Accountability:** ICT resources must be used responsibly, ensuring cost efficiency and sustainability.
- **Responsibility:** Promoting balance and self-regulation to encourage holistic growth and wellbeing.

Scope

This policy applies to:

- All ICT resources provided by the school, including computers, tablets, networks, and software.
- Personal devices such as mobile phones and wearable technology used on school premises.
- Digital interactions during school activities, excursions, and any event involving school equipment or resources.

The policy also encompasses off-campus behaviour, especially when it affects the school community or involves breaches of acceptable conduct.

ICT Acceptable Use

Students are encouraged to use ICT responsibly, with a focus on supporting educational and spiritual development. Examples of acceptable use include:

- Researching academic topics.
- Communicating with teachers via email or direct messaging for assistance or clarification regarding schoolwork should occur during contact times only (not before school, during recess, or at lunch).
- Completing assignments and teacher-directed activities.
- Using approved learning platforms and collaborative tools.

ICT Unacceptable Use

To maintain a safe and respectful environment, students must avoid:

- Engaging in cyberbullying, harassment, or sharing offensive content.
- Accessing or distributing material that is sexually explicit, defamatory, or racially insensitive.
- Plagiarising or failing to acknowledge the sources of information or media.
- Sharing passwords or accessing another student's accounts.
- Using unauthorised communication platforms during school hours (e.g., Snapchat, Discord).
- Capturing personal information, images, or videos without consent.
- Sharing personal information, images, or videos without consent.
- The use of a Virtual Private Network ("VPN"). A VPN encrypts internet traffic, masking user identity, allowing bypassing of school network security restrictions.

Violations will be addressed promptly according to the school's Behaviour Management Policy.

Mobile Phone and Personal Device Policy

Landsdale Christian School acknowledges the importance of communication between students and parents before and after school hours. However, to minimise distractions and ensure safety:

- Mobile phones and personal devices (e.g., smart watches) must be deposited in the designated homeroom 'Phone Box' during homeroom and remain there throughout the school day.
- Devices may only be returned for emergencies or teacher-authorised activities.
- Use of mobile phones or electronic devices during excursions is prohibited unless specifically approved by a teacher.

Social Media and Digital Interactions

Social media and online collaboration tools have become integral to modern communication. However, misuse of these platforms can harm the school community. Students must:

- Not have a social media account under the age of 16, as outlined in the amendments to the **Online Safety Act 2021**. This legislation is designed to protect young individuals from online risks, including

exposure to harmful content and cyberbullying. Schools and parents should support this mandate by educating students on digital safety.

- Adhere to the school's standards of digital behaviour, maintaining respect and integrity in all online engagements.
- Refrain from using social media during school hours.
- Not engage in social media activity that damages the reputation or standing of the school. This includes posting content or behaving online in a manner that reflects poorly on the school's values, ethos, or community.
- Report any instances of cyberbullying or inappropriate online behaviour to a teacher, Dean, Head of Secondary, Principal or the ICT Administrator.

Student Password Security

- Students are issued unique passwords upon enrolment, which must not be shared.
- Any suspected password compromise should be reported immediately to the ICT Administrator.
- Unauthorised use of another student's credentials may result in disciplinary action.

E-Safety and Digital Wellbeing

Landsdale Christian School is committed to teaching students about safe and ethical online practices. This includes:

- Recognising and avoiding harmful online behaviour.
- Understanding the impact of their digital footprint.
- Navigating online relationships responsibly.
- Promoting balance and self-control in the planned usage of devices in learning activities.
- Modelling the healthy use of technology in a balanced lifestyle.
- Creating opportunities for students to disengage with technology, such as on camps, excursions and break times during the school day.

Monitoring and Compliance

To ensure the safe use of ICT resources:

- The school reserves the right to monitor all student activity on the school network; including internet usage, communications via approved and provided means (SEQTA and student email) and the use of a VPN.
- Filters are implemented to block access to inappropriate websites or content, ensuring a safe and secure online environment for students. VPNs (Virtual Private Networks) are prohibited because they can bypass these filters by encrypting internet traffic and masking the user's identity.
- Staff are encouraged to report any breaches of this policy to the ICT department for prompt action.
- Students sign the LCS student Code of Conduct before gaining access to the school network.

Consequences for Misuse

Misuse of ICT resources will result in consequences aligned with the school's disciplinary framework. Depending on the severity of the breach, consequences may include:

- Warnings or parent/guardian notifications.
- Detention for misuse of device
- Temporarily or permanently revoking ICT access for students who breach policies or engage in inappropriate online behaviour.
- For severe or repeated offences, suspension or reconsideration of enrolment.

Integration with Other Policies

This ICT Responsible Use Policy aligns with:

- Behaviour Management Policy
- Social Media Guidelines
- Academic Integrity Policy

Together, these policies ensure a holistic approach to nurturing responsible and ethical behaviour both online and offline.

Review and Updates

This policy is reviewed annually to incorporate advancements in technology and address emerging challenges in online safety. The school community is encouraged to participate in discussions to keep the guidelines relevant and effective.

For further clarification or assistance, please contact the ICT Administrator or the Head of Secondary.