Purpose
The purpose of this policy is to ensure that all use of Bulleen Heights School’s Information, Communications and Technology (ICT) systems is legal, ethical and consistent with the values and objectives of Bulleen Heights School.

The safety of students is paramount. Staff have a duty of care to protect students from potential dangers when using all ICT systems.

It is the responsibility of all users to abide by the policy.

Scope
This policy applies to the use of all aspects of BULLEEN HEIGHTS SCHOOL ICT systems, networks, software and hardware collectively referred to as “BULLEEN HEIGHTS SCHOOL ICT systems”

This Policy governs the use of Bulleen Heights School ICT systems and includes but is not limited to:

- Publishing and browsing on the Internet (including Intranet and Extranet)
- Downloading or accessing files from the Internet or other electronic sources
- Email / list servers, mailing lists or other like services / Instant messaging / Chats
- Electronic bulletins/notice boards / discussion/news groups
- Weblogs (‘blogs’)
- Video conferencing
- Streaming media
- Copying, saving or distributing files
- Printing material

Rationale
The use of Bulleen Heights School ICT systems carries with it responsibilities and guidelines outlined in the policy.

The provision of Bulleen Heights School ICT systems is to improve and enhance learning and teaching, and conduct of the business and functions. It is essential that use of this resource be managed effectively to ensure that it is used in an appropriate manner.

Business Purposes
Use of Bulleen Heights School ICT systems is primarily for BULLEEN HEIGHTS SCHOOL purposes.

Users of BULLEEN HEIGHTS SCHOOL ICT systems may use BULLEEN HEIGHTS SCHOOL ICT systems for personal use provided the use is not excessive and does not breach this policy. Users will not engage in excessive personal use of BULLEEN HEIGHTS SCHOOL ICT systems during working hours.
Responsibility

It is the responsibility of the Bulleen Heights Leadership Team to:

- provide access to this policy
- identify a review period
- remind staff of this policy

It is the responsibility of all Bulleen Heights users to have read this policy and abide by it.

It is the responsibility of all classroom teachers and support staff to supervise appropriate student usage and safety. This includes cyber safety and cyber bullying.

Access and Monitoring

Use of BULLEEN HEIGHTS SCHOOL ICT systems may be monitored by Authorised Persons.

From time to time, Authorised Persons may examine or monitor the records of BULLEEN HEIGHTS SCHOOL ICT systems including for operational, maintenance, compliance, auditing, security or investigative purposes. For example, electronic communications and web sites visited may be monitored. BULLEEN HEIGHTS SCHOOL may investigate a complaint arising from the use of BULLEEN HEIGHTS SCHOOL ICT systems.

Use of BULLEEN HEIGHTS SCHOOL ICT systems is provided to users on condition that it is agreed that BULLEEN HEIGHTS SCHOOL ICT systems are monitored in accordance with this policy. Use of BULLEEN HEIGHTS SCHOOL ICT systems constitutes consent to monitoring in accordance with this Policy.

Copyright Infringement

The copyright material of third parties (for example, software, database files, documentation, cartoons, articles, graphic files, music files, text and downloaded information) must not be used without authorisation to do so.

Illegal Use and Material

Bulleen Heights ICT resources must not be used in any manner contrary to the law or likely to contravene the law.

Offensive or Inappropriate Material

Use of Bulleen Heights ICT resources must be appropriate to a work place environment. This includes but is not limited to the content of electronic communications, whether sent internally or externally.

Confidentiality

Electronic communication is not a secure means of communication. While every attempt is made to ensure the security of BULLEEN HEIGHTS SCHOOL ICT systems, users must be aware that this security is not guaranteed, particularly when communicated to an external party. The sender should consider the confidentiality of the material they intend to send when choosing the appropriate means of communication.
**Attribution**

Users are accountable for all use of BULLEEN HEIGHTS SCHOOL ICT systems that have been made available to them or leased to them for work purposes and all use of BULLEEN HEIGHTS SCHOOL ICT systems performed with their User-ID. Users must maintain full supervision and physical control of BULLEEN HEIGHTS SCHOOL ICT equipment, including notebook computers, at all times. User-IDs and passwords must be kept secure and confidential. User-IDs and passwords should not be disclosed to anyone, including disclosure to line managers or above. Users must not allow or facilitate unauthorised access to BULLEEN HEIGHTS SCHOOL ICT systems through the disclosure or sharing of passwords or other information designed for security purposes.

**Records Management**

Electronic Communications are public records and subject to the provisions of the Public Records Act 1973 (Vic).

BULLEEN HEIGHTS SCHOOL record management practices for management of email messages must comply with BULLEEN HEIGHTS SCHOOL policies and guidelines on recordkeeping and management of electronic communications as amended from time to time.

Email messages that are routine or of a short term facilitative nature should be deleted when reference ceases, as distinct from ongoing business records such as policy or operational records.

As few messages as possible should be maintained in a user’s mail box.

**Social Media Advice**

Bulleen Heights School has a duty of care to take reasonable steps to protect students and staff from any harm that should have reasonably been foreseen. The nature and scope of the duty in these circumstances will be the responsibility of the employee. Incidents are not limited to school hours.

The misuse of social media tools is on the increase and constantly changing. It is now being used by some students and parents to deliberately defame or vilify a principal or teacher. The DEECD shares the concerns of teachers and principals and acknowledges that this type of behaviour is unacceptable and will not be tolerated.

We strongly recommend for Bulleen Heights School staff to refrain from the following:

- posting any unprofessional content (photos, video or comments) on any social media tools
- adding a parent or student as a friend on social media
- mentioning Bulleen Heights school, students or parents on any social media tools.
Internet and ICT Usage Policy

We strongly recommend Bulleen Heights School Staff to take the following actions:

- change settings on social media tools to increase privacy
- take time to understand the risks and dangers of using social media tools
- ensure that your online presence is not offensive, unprofessional or defamatory.
- exercise their professional judgement when making decisions about their personal and professional use of social media.

Any inappropriate use from staff, students or parents may result in legal ramifications. If Bulleen Heights Staff need to report inappropriate use of social media please see the principal immediately.

For more information on the existing instruments, policies and guidelines please see the following legislation:

Public Administrations Act 2004

VPS Code of Conduct

Education and Training Reform Act 2006

Information Privacy Act 2000

Acceptable Use Policy

Victorian Teaching Profession Code of Conduct.

Reference