Acceptable use of ICT services, facilities and devices policy.
2026

Samford State School
INDEPENDENT PUBLIC SCHOOL

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ICT and the curriculum

Students use ICT as an integral part of their learning and to equip them to live and work successfully in the digital world. In the Prep to Year 10 Australian Curriculum in all learning areas, students develop capability in using ICT for tasks associated with information access and management, information creation and presentation, problem-solving, decision-making, communication, creative expression and empirical reasoning. This includes conducting research, creating multimedia information products, analysing data, designing solutions to problems, controlling processes and devices, and supporting computation while working independently and in collaboration with others.

Information and communication technology (ICT), including access to and use of the internet and email, are essential tools for schools in the provision of innovative educational programs. Students develop knowledge, skills and dispositions around ICT and its use, and the ability to transfer these across environments and applications. They learn to use ICT with confidence, care and consideration, understanding its possibilities, limitations and impact on individuals, groups and communities.

Schools are constantly exploring new and innovative ways to incorporate safe and secure ICT use into the educational program.

Student access to the department's ICT services, facilities and devices
The department's Digital Strategy 2024-2028 supports the investment in new foundations for contemporary learning, with near-seamless access to information and digital technologies at any time, any place and on any device. Essential tools for providing these innovative educational programs include the intranet, internet, email and network services (such as printers, display units and interactive whiteboards) that are available through the department's ICT network. These technologies are vital for the contemporary educational program provided in schools.

At all times students, while using these ICT services, facilities and devices, will be required to act in line with the requirements of the Student Code of Conduct and any specific rules of Samford State School.

In addition, students and their parents should:

- understand the responsibility and behaviour requirements (as outlined by the school) that come with accessing the department's ICT services and network facilities
- ensure they have the skills to report and discontinue access to harmful information if presented via the internet or email
- be aware that:
  - access to ICT services, facilities and devices provides valuable learning experiences for students and supports the school's teaching and learning programs

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- ○ ICT services, facilities and devices should be used appropriately as outlined in the Student Code of Conduct
- ○ the school is not responsible for safeguarding information saved/stored by students on departmentally owned student computers or mobile devices
- ○ schools may remotely access departmentally owned student computers or mobile devices for management purposes
- ○ students who use a school's ICT services, facilities and devices in a manner that is not appropriate may be subject to disciplinary action by the school, which could include restricting network access
- ○ illegal, dangerous or offensive information may be accessed or accidentally displayed despite internal departmental controls to manage content on the internet
- ○ teachers will always exercise their duty of care, but avoiding or reducing access to harmful information also requires responsible use by the student

Policies and Procedures

Authorisation and control

The principal reserves the right to restrict student access to the school's ICT services, facilities and devices if access and usage requirements are not met or are breached. However restricted access will not disrupt the provision of the student's educational program. For example, a student with restricted school network access may be allocated a stand-alone computer to continue their educational program activities.

The Department of Education monitors access to and use of its network. For example, email and internet monitoring occurs to identify inappropriate use, protect system security and maintain system performance in determining compliance with state and departmental policy.

The department may conduct security audits and scans and restrict or deny access to the department's network by any personal mobile device if there is any suspicion that the integrity of the network might be at risk.

Responsibilities for using the school's ICT facilities and devices – Student and parent responsibilities

Acceptable use by a student

It is acceptable for students at Samford State School to use ICT devices and network infrastructure for:

- assigned class work and assignments set by teachers
- developing appropriate literacy, communication and information skills

- authoring text, artwork, audio and visual material for publication on the intranet or internet for educational purposes as supervised and approved by the school
- conducting general research for school activities and projects
- communicating or collaborating with other students, teachers, or experts in relation to schoolwork
- accessing online references such as dictionaries, encyclopedias, etc.
- researching and learning through the department's eLearning environment
- be courteous, considerate and respectful of others when using ICT devices
- switch off and place the ICT device out of sight during classes, before and after school, and during lunch breaks <u>unless</u> the device is being used in a teacher directed activity to enhance learning
- seek teacher's approval where they wish to use an ICT device under special circumstances
- use their personal mobile device for private use (e.g. communicating with own parent/carer) after school and in accordance with the Student Code of Conduct.

What is unacceptable / inappropriate use / behaviour by a student?

It is unacceptable for students to:

- use an ICT device in an unlawful manner
- have notifications on their BYOD enabled. This includes on smart watches.
- Disable their device from accessing the 'classroom' application.
- use an ICT device in technology-free designated spaces or times
- download, distribute or publish offensive messages or pictures
- use obscene, inflammatory, racist, discriminatory or derogatory language
- use language and/or threats of violence that may amount to bullying and/or harassment, or even stalking
- insult, harass or attack others or use obscene or abusive language
- deliberately waste printing and internet resources
- damage computers, printers or network equipment
- commit plagiarism or violate copyright laws
- ignore teacher directions for the use of social media, online email and internet chat
- send chain letters or spam email (junk mail)
- knowingly download viruses or any other programs capable of breaching the department's network security
- use in-phone cameras anywhere a normal camera would be considered inappropriate, such as in change rooms or toilets

- use an ICT device to cheat during exams or assessments
- view or respond to messages received from family or friends during school hours
- invade someone's privacy by recording personal conversations or daily activities and/or the further distribution (e.g. forwarding, texting, uploading, Bluetooth use etc.) of such material.

Consequences of unacceptable/ inappropriate use/behaviour by a student

Teachers use pedagogical and classroom management strategies to support the appropriate use of ICT devices. Consequence of misuse of ICT devices will follow existing classroom and school expectations aligned to the School's Responsible Behaviour Plan for Students.

As with any inappropriate or unacceptable behaviour at Samford State School, the Student Code of Conduct stipulates the guidelines for action following such behaviour. It is important for students, parents and staff to know that state school principals have the authority to take disciplinary action to address student behaviours that occur outside of school hours or school grounds. This includes cyberbullying and other online behaviours that adversely affect, or that are likely to adversely affect, the good order and management of the school. Parents and students who have concerns about online incidents occurring during school holidays should immediately seek assistance through the Office of the e-Safety Commissioner or the Queensland Police Service.

Privacy of Information
- Usernames and passwords are to be kept by the student and not divulged to other students.
- Students cannot use another student or staff member's username or password to access the school's network, including not trespassing in another person's files, home drive or e-mail.
- Students should not divulge personal information (e.g. name, parent's name, address), via the internet or e-mail, to unknown entities or for reasons other than to fulfil the educational program requirements of the school.

Third Party Websites and Apps
Samford State School will utilise third party web-based service providers to aid students' learning. For your child to use these services, their teacher will need to register them as a user. Registering with these providers requires student personal information to be disclosed to the provider of the service. Registration may include disclosing the following information about your student:

- Student Name (First Name ONLY) or unique Departmental identifier

- Year group

- Class Teacher and

- Student Education Queensland email address

At the beginning of each school year, parents will be asked to provide permission for their child to be registered within some third-party sites. A list will be supplied, and parents will be asked to complete a consent form which includes extensive information and links related to how the websites collect information and where this information is stored. If there are queries around the storage of student's information, we would encourage you to contact the Principal. Please note that, given the significant opportunities that these services provide, the school will contact you to discuss your reasons should you not consent or fail to provide a response.

Time Spent on ICT devices

Time spent on ICT devices during any day varies according to the needs of the curriculum. Teachers are mindful of student engagement and the physical and mental requirements of their students. Teachers choose the best way to deliver a lesson and the best way for students to demonstrate their understanding based on a range of factors such as the Australian Curriculum, student needs, classroom resources, space, and type of content. As with the use of any tool, the ICT device chosen, will be when it best suits the need.

Writing

Students will continue to use handwriting as their primary form of communication in the classroom. Handwriting development is part of the Australian Curriculum and Samford State School adheres to these requirements.

Damage at School

Teachers at school will monitor all devices and rules are in place to prevent foreseeable problems and damage however, from time to time, accidents may occur. If any damage to a device is through negligence of the school, the school will cover the cost of repair. If damage is caused by deliberate or careless actions of a student (owner or others), the situation will be investigated by the leadership team, as per the School's Responsible Behaviour Plan and consequences (repair or replacement) are at the discretion of the principal.

Occupational Health and Safety

Teachers will regularly reinforce the following advice to students when using an ICT device:

- Taking regular rest breaks
- Not using the ICT device for more than 2 hours in any session.
- Working in an environment free from glare.
- Using the ICT device on a desk rather than on the lap whenever possible.

- Changing the viewing angle to minimise the need to bend the neck.
- Using a chair that maintains good posture.
- Reducing the need to carry the device (where practicable).

Potential Hazards

The main feature of mobile devices that causes problems is the minimal amount of ergonomic adjustment – this promotes poor posture. Potential injuries that can occur through using ICT devices include:

- Occupational Overuse syndrome (OOS) [also known as repetitive strain injury (RSI)] as a result of sustained unnatural postures and/or prolonged tension on muscles, tendons, and other soft tissues.
- Eyestrain through use in environments where there is poor lighting, glare, or reflection, and as a result of straining to view details on small screens.
- Manual handling strain through carrying the device for extended periods and/or lifting them out of awkward spaces. Strain may be the aggravation of an existing injury.
- Tripping hazards can also exist where the mobile device has external cables attached such as mains power cords or external drive connectors.

Minimising the Risk of Strain or Injury

Teachers will regularly reinforce the following advice to students when using a device:

- Placing the ICT device on a desk at a height where the elbows are at 90 degrees and the wrists kept straight.
- Sitting in a comfortable chair at a desk.
- Avoid using the device for extended periods (maximum of 2 hours in any session).
- Setting the screen at an angle that reduces, as far as possible, the need to bend your neck and minimises reflection.

Preventing Eye Strain

Teachers will regularly reinforce the following advice to students when using an ICT device to reduce the risk of eyestrain and headaches:

- Working in environments free from glare or reflection.
- Ensuring adequate lighting.
- Increasing font size for comfortable viewing.
- Positioning the device screen for comfortable viewing distance.
- Taking frequent rest breaks.
- Regularly blinking to lubricate eyes.

- Adjusting the screen brightness, colours and/or contrasts can also assist in reducing eyestrain.

Preventing Hearing Damage

It is unlikely that students will use headphones for extended periods of use throughout the school day. Teachers will regularly reinforce the following advice to students when using an ICT device to prevent hearing damage:

- Limiting the time spent listening with headphones
- Having rest breaks of an hour for ears to recover after an hour of listening
- If other people can hear the sound from the headphones then the volume is too loud
- If a student listening raises his/her voice speaking to others while listening it is likely the volume is too loud
- There is also the option of adjusting the maximum volume limit on the ICT device itself

Appendix 1.1:
Samford State School – ICT Device Responsible Use Policy 2026

Prep to Year 5

This document details the **Responsible Use Policy** for students using school owned ICT devices at Samford State School. Our goal is the safe and responsible use of facilities, services and resources available to students.

Student:

I understand that the school's information and communication technology (ICT) services, facilities and devices provide me with access to a range of essential learning tools, including access to the internet. I understand that the internet can connect me to useful information around the world.

While I have access to the school's ICT services, facilities and devices:

- I will use it only for educational purposes;
- I will not undertake or look for anything that is illegal, dangerous or offensive; and
- I will not reveal my password or allow anyone else to use my school account.

Specifically in relation to internet usage, should any offensive information appear on my screen I will close the window and immediately inform my teacher quietly.

If I receive or view any inappropriate content at school, I will tell my teacher.

When using email or the internet I will not:

- reveal names, home addresses or phone numbers – mine or that of any other person
- use the school's ICT service, facilities and devices (including the internet) to annoy or offend anyone else.

I understand that my online behaviours are capable of impacting on the good order and management of the school whether I am using the school's ICT services, facilities and devices inside or outside of school hours.

If I bring a smart watch to school, I understand that notifications must be disabled and that I cannot use it to make or receive calls or send messages. If I need to contact someone at home, I will attend

the office. If I bring a mobile phone to school, I understand it must be handed into the office at the beginning of the school day and collected at the end of the day.

I understand that if the school decides I have broken the rules for using its ICT services, facilities and devices, appropriate action may be taken as per the school's Student Code of Conduct, which may include loss of access to the network (including the internet) for a period of time.

I have read and understood these conditions and the Student Code of Conduct.
I agree to abide by the above conditions:

_____ (Student's name)   _____ (Date)

Parent or Guardian:

I understand that the school provides my child with access to the school's information and communication technology (ICT) services, facilities and devices (including the internet) for valuable learning experiences. Regarding internet access, I understand that this will give my child access to information from around the world; that the school cannot control what is available online; and that a small part of that information can be illegal, dangerous or offensive.

I accept that, while teachers will always exercise their duty of care, protection against exposure to harmful information should depend upon responsible use by my child. Additionally, I will ensure that my child understands and adheres to the school's appropriate behaviour requirements and will not engage in inappropriate use of the school's ICT services, facilities and devices. Furthermore, I will advise the school if any inappropriate material is received by my child that may have come from the school or from other students.

I understand that the school is not responsible for safeguarding information stored by my child on a departmentally owned student computer or mobile device. I understand that the school may remotely access the departmentally owned student computer or mobile device for management purposes.

I understand that the school does not accept liability for any loss or damage suffered to personal mobile devices because of using the department's services, facilities and devices. Further, no liability will be accepted by the school in the event of loss, theft or damage to any mobile device unless it can be established that the loss, theft or damage resulted from the school's/department's negligence.

I believe _____ (name of student) understands this responsibility, and I hereby give my permission for him/her to access and use the school's ICT services, facilities and devices (including the internet) under the school rules. I understand where inappropriate online behaviours negatively affect the good order and management of the school, the school may commence

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disciplinary actions in line with this user agreement or the Student Code of Conduct. This may include loss of access and usage of the school's ICT services, facilities and devices for some time.

I have read and understood these conditions and the Student Code of Conduct.
I agree to abide by the above conditions:

_____(Parent/Guardian's name)

_____ (Parent/Guardian's signature) _____ (Date)

Appendix 1.2:
Samford State School – ICT and BYOD Device Responsible Use Policy 2026

Year 6 only

This document details the *Responsible Use Policy* for students using school owned **and** personally owned ICT devices at Samford State School. Our goal is the safe and responsible use of facilities, services and resources available to students.

Student:
I understand that the school's information and communication technology (ICT) services, facilities and devices provide me with access to a range of essential learning tools, including access to the internet. I understand that the internet can connect me to useful information around the world.

While I have access to the school's ICT services, facilities and devices:

- I will use it only for educational purposes;
- I will not undertake or look for anything that is illegal, dangerous or offensive; and
- I will not reveal my password or allow anyone else to use my school account.

Specifically in relation to internet usage, should any offensive information appear on my screen I will close the window and immediately inform my teacher quietly, or tell my parents/guardians if I am at home.

If I receive or view any inappropriate content at school, I will tell my teacher. If I receive any at home, I will tell my parents/guardians.

When using email or the internet I will not:

- reveal names, home addresses or phone numbers – mine or that of any other person
- use the school's ICT service, facilities and devices (including the internet) to annoy or offend anyone else.

If I bring a smart watch to school, I understand that notifications must be disabled and that I cannot use it to make or receive calls or send messages. If I need to contact someone at home, I will attend the office. If I bring a mobile phone to school, I understand it must be handed into the office at the beginning of the school day and collected at the end of the day.

I understand that my online behaviours are capable of impacting on the good order and management of the school whether I am using the school's ICT services, facilities and devices inside or outside of school hours.

Samford State School states the following points as our responsible behaviour and use personally owned devices by students:

Mobile devices may be used for:

- Engaging in class work and assignments, set by teachers
- Developing *collaboration, creativity, critical thinking and communication* skills and behaviours
- Producing staff-approved *text, artwork, audio and visual material* for educational purposes
- Accessing online references such as dictionaries, encyclopaedias and safe websites
- Researching and learning through the school's eLearning environment

Mobile device responsible use includes:

- Being courteous, considerate and respectful to others, when using a device
- Switching the device off during class when not in use/teacher-directed
- Seeking teacher approval to use devices
- Ensuring devices are ready for learning (fully charged each day)

Samford State School deems the following to be <u>irresponsible</u> behaviour and use of devices by students:

- Using the device in an unlawful manner
- Having notifications on a BYOD enabled. This includes on smart watches.
- Disabling a device from accessing the 'classroom' application.
- Downloading, distributing or publishing offensive messages and/or pictures without permission
- Insulting, harassing, obscene or abusive language
- Engaging in acts of cyberbullying
- Deliberately wasting printing and internet resources
- Intentionally damaging devices, accessories, peripherals, printers, network/school equipment
- Committing plagiarism
- Violating copyright laws
- Using unsupervised internet chat functionalities
- Sending/forwarding inappropriate emails (e.g. chain letters, spam)
- Accessing private networks during school hours and whilst travelling to and from school
- Knowingly downloading viruses or programs capable of breaching network security
- Inappropriate use of the camera (e.g. filming or taking images, without permission)

In addition, Samford State School states that:

• Users are ***responsible for the security, maintenance and integrity*** of their devices and accounts.
• ***Strong, private passwords*** are created to protect device and accounts (not easily guessed or shared).
• Concerns of ***hacked accounts must be reported*** immediately
• Students act as ***positive digital ambassadors*** of our school.
• Students will ***not copy or share software, information, graphics or data*** files. Copyright breaches may be subject to prosecution from external agencies.
• The ***school provides cybersafety and digital citizenship education***. This includes, but is not limited to, cyberbullying, safe internet and email practices, and safe physical use of devices.
• Students are ***responsible for behaving*** in accordance with cybersafety and digital citizenship practices.
• ***Inappropriate material must be removed*** from devices before coming to school.
• Devices must have a ***protective case***, considering screen protection.
• The device must be ***clearly-labelled*** with the student's name.
• Students apply the Samford State School ***regulated wallpaper*** to their lock and home screens.
• Families are responsible for ***purchasing insurance*** on devices brought to school.

The following is to be completed by <u>both</u> the STUDENT and the PARENT/CAREGIVER:

• I have ***read and understood*** the Samford State School Mobile Device Responsible Use Policy.
• I have ***read and understood*** the Student Code of Conduct.
• I ***agree to follow*** the guidelines outlined in this document.
• I understand that if the school decides I have broken the rules for using its ICT services, facilities and devices, appropriate action may be taken as per the school's Student Code of Conduct, which may include loss of access to the network (including the internet) for a period of time.

Students Name: …………………………………………. *(Please print)* **Class:** ……………

Student's Signature: ………………………………………… **Date:** …………….

Parent/Caregiver's Name: ……………………………………………. *(Please print)*

Parent/ Caregiver's Signature: ………………………………………… **Date:** …………….

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