



Acceptable Use of Technology and Social Media Policy

Status:	Current	Supersedes: All previous Rockhampton Girls Grammar School Acceptable Use of Technology and Social Media Policies
Authorised by:	Girls Grammar Executive	Date of Authorisation: December 2023
References:	<ul style="list-style-type: none">• <i>Anti-Discrimination Act 1991 (Qld)</i>• <i>Child Protection Act 1999 (Qld)</i>• <i>Privacy Act 1988</i>• <i>Work Health and Safety Act 2011 (Qld)</i>• <i>Queensland Criminal Code</i>• <i>Commonwealth Criminal Code</i>• <i>Crimes Act 1914</i>• <i>RGGS-026-POL-PRIVACY POLICY</i>• <i>RGGS-065-POL-POSITIVE BEHAVIOUR MANAGEMENT</i>• <i>RGGS-141-POL-ANTI-HARASSMENT POLICY</i>• <i>RGGS-144-GDL-STAFF HANDBOOK</i>• <i>RGGS-037-POL-STAFF CODE OF CONDUCT</i>• <i>RGGS-252-GDL-PARENT & STUDENT HANDBOOK</i>• <i>RGGS-063-POL-MOBILE PHONE POLICY</i>• <i>Rockhampton Girls Grammar School Information Security Policy</i>• <i>Rockhampton Girls Grammar School Assessment & Reporting Policy</i>• <i>Rockhampton Girls Grammar School Electronic Communication Policy</i>	
Review Date:	This policy will be reviewed each year, or as appropriate, to take account new legislation or changes to the school's operations and practices and to make sure it remains appropriate to the changing environment.	Next Review Date: December 2024
Policy Owner:	Board of Trustees of Rockhampton Girls Grammar School <i>trading as</i> Rockhampton Girls Grammar School	Access: All Staff - Policies Procedures and Forms\DATA, IT AND INFORMATION\POLICIES AND PROCEDURES



Table of Contents

PURPOSE OF THE POLICY	3
POLICY.....	3
SCOPE.....	3
PROCEDURE.....	3
AREAS.....	5
CONDITIONS OF SUPPLY	7
PRIVACY IMPLICATIONS.....	7
USER DECLARATION	8



PURPOSE OF THE POLICY

The purpose of this policy is to outline the expectations and standards for student and staff use of laptops, technology and social media. Social media includes any form of online communication or social communications including but not limited to: Facebook, Snapchat, Instagram, YouTube, Twitter, TikTok, forums, blogs, microblogs, photo sharing, video sharing, Wikis, podcasts, email, chatrooms and discussion boards.

This document also outlines guidelines for the security and confidentiality of electronic information at Rockhampton Girls Grammar School.

POLICY

Rockhampton Girls Grammar School provides students and staff with technology for educational use. The resources provided include laptops, printers, interactive whiteboards, data projectors, email and internet access.

SCOPE

The policy applies to all staff, students and other users of the school electronic communication facilities and covers the use of school laptops/computers and other electronic devices, including internet access, email protocols, electronic records access and security of information and confidentiality requirements.

Responsibility

Principal

Point of Contact

Director of IT

PROCEDURE

Users are granted access to the school's network, internet and email system. ICT usage must comply with the following guidelines.

- **Copyright** – Only software purchased or approved by the school, and installed by the school, can be used on school equipment. It is illegal to copy copyrighted software contrary to the License Agreement; 'pirate' software is not permitted on any school-owned device.
- **Internet** – Rockhampton Girls Grammar School supplies internet access for education-related communication, collaboration and research. All staff, students, visitors and guests should be aware that all internet access is logged. While on school premises, all internet access by students must be made through the school network. Students use of mobile internet or smart devices to access the internet is not permitted. If students are found misusing their access to the internet or email, they will be referred to the Principal and disciplinary action may result.
- **Classroom Management Software** – While accessing their school-owned device, whether on school premises or at home, students should be aware that their screen can be monitored by the School at any time.
- **Plagiarism** – Users are expected to respect the privacy and ownership of others' work at all times. This includes not plagiarising information they find on the internet and presenting it as their own work, or copying work of other users, with or without permission.
- **Access and security** – Computer systems at the school are protected by password access as well as multifactor authentication and physical barriers where possible. Every user is responsible for the security of school systems and for ensuring their passwords are kept safe. At no time should user account details be shared except as requested by IT staff. Laptops issued to users are for the exclusive use of that user. The user should only permit Rockhampton Girls Grammar School authorised technician access. Staff or students who access school systems using another individual's access code will be referred to the Principal and may face disciplinary action.



- Staff and students may not use emails, social media or any form of technology to impersonate or falsely represent another person. Staff or students who do this will be referred to the Principal and will face disciplinary action.
- When laptops or devices are not in use, even for short periods, they must be locked, in sleep mode or shut down. When staff leave a laptop unattended (e.g. if they leave their desk area for a period of time), they must ensure the laptop has been locked before leaving it unattended.
- **Student Laptop Care and Safety** – School-supplied laptops remain the property of Rockhampton Girls Grammar School and must be well maintained and kept in good working order. They must be carried around school by using the school-provided laptop bag. During school hours, laptops must be secured at all times. This means they should either be in your possession or in a locked locker. Under no circumstances are laptops to be left unattended, in bags, in classrooms, around the school or in unlocked lockers. Laptops are not to be left at school overnight or over a weekend. Unattended laptops that are found by staff will be taken to IT Department .
- **Staff Laptop Care and Safety** – School-supplied laptops remain the property of Rockhampton Girls Grammar School and must be well maintained and kept in good working order.

Users are not authorised to change the cosmetic appearance of the laptop in any way – this includes stickers and graffiti on the laptop or laptop case. Intentional damage or marking of the laptop will be rectified at the user's expense. Any damage must be immediately reported to the IT Department.

- **Multifactor Authentication** – All accounts (other than students) that are used outside of the school network require multifactor authentication to be configured. The Microsoft Authenticator app needs to be installed on your personal mobile phone to permit access to your accounts when using home or public internet connections.
- **Insurance** – replacement of misplaced, lost or stolen laptops which were not stored securely is the responsibility of the user and parents will be billed for their replacement. Parents will also be charged for damage to laptops that occurs as a result of misuse of laptops or laptops being left unattended or unsecured.
- **Data backup** – the school provides a safe and secure platform for the storage of school related documents. This platform is backed up each evening. It is the responsibility of the user to ensure that they are storing their documents in the appropriate location (as advised by the school) and ensuring that their machine is syncing with the school servers.

While the school makes every effort to keep a backup copy, it is recommended that all secondary students keep a copy of their documents on USB or portable HDD to prevent the loss of important documents in the event an issue occurs. Students are not permitted to save movies / tv shows or music in their documents folder. If these are found to be in a student's documents folder, the school may delete them.

- **Cyber Bullying** – It is a criminal offence to use laptops, mobile phones or other electronic devices to bully, menace, harass or offend another person. Individuals who use laptops or social media to engage in personal attacks, harass another person, or post private information about another person, take or send photos or objectionable images or bully others, or who use vulgar, derogatory or obscene language, will face disciplinary action. Users found using the school's system or any non-school electronic device, including mobile phones, for cyber bullying should expect severe disciplinary action, up to and including, cancellation of enrolment and/or reporting to the police.
- **Offensive material** – Deliberate attempts to seek, use or transmit material that is illegal (including copyright infringement), or which would be regarded by reasonable persons as offensive, is not permitted. Should offensive materials be received, they should be reported to the IT Department. The Principal has the final say in deciding what is or is not offensive in the school context but will be guided by Section 85ZE of the Commonwealth Crimes Act which states that a person shall not knowingly or recklessly: 'Use telecommunication services supplied by a carrier in such a way as would be regarded by reasonable persons, as being in all circumstances, offensive.' Use of the Internet in an offensive manner can result in criminal prosecution.



- **Staff Social Media** – Staff have responsibilities in relation to social media and therefore are expected to be familiar with the School's **STAFF CODE OF CONDUCT (RGGS-037-POL)**.

AREAS

The following table outlines responsibilities in relation to technology and social media.

Area	Student responsibilities
Passwords	<ul style="list-style-type: none">• Passwords must be kept private and secure. They are not to be shared with other individuals, even friends.• The stronger a password is, the harder it is to break. A password should have a minimum of 10 characters and should be complex.
Standards	<ul style="list-style-type: none">• Devices must be fully charged at home and are not to be charged during class without teacher permission.• Whilst on school property, access to the internet is only via the school network. This includes on personal devices.• Personal devices are to be used in accordance with the MOBILE PHONE POLICY (RGGS-063-POL).• Students are not to use technology during class time unless directed by a teacher. All use should be for educational purposes and should not impact on learning.• Wired headphones and earphones should only be used in class time for educational purposes and under the direction of teachers. Wired headphones and earphones are not to be worn around the school grounds during school hours.• Social media is prohibited during the school day.• Devices, including but not limited to mobile phones, iPads and laptops, are not to be used at lunch time. Laptops may be used in the library for educational purposes.• Rockhampton Girls Grammar School will not provide staff or students access to their Girls Grammar email account after they have left the school.• When leaving Rockhampton Girls Grammar School: Staff and Students must not copy, delete, move or alter emails or information owned by or relating to Girls Grammar.
Mobile Phones	<ul style="list-style-type: none">• Mobile phones are to be used as per the MOBILE PHONE POLICY (RGGS-063-POL).
Use of recording devices	<ul style="list-style-type: none">• In-phone cameras are not to be used anywhere where a normal camera would be considered inappropriate e.g. change rooms or toilets.• Students may not take photographs, audio or video of other students on school property or at school events, or in school uniform, without the permission of both the school and the student(s) being photographed/filmed.• Students are not permitted to photograph, record audio or video staff without the express permission of the staff member.• Students are not to share or upload school related photographs, audio recordings or videos.
Email	<ul style="list-style-type: none">• Students are not permitted to access distribution lists or class lists or to send bulk email messages to large numbers of users.• The school's email system must only be used for communication directly linked to a student's education and/or school matters. Staff and students are not permitted to use their school email address for personal correspondence.• Emails sent must represent the school in a positive light and uphold appropriate email etiquette including a salutation, respectful tone and language.• Staff are not required to respond to emails from students outside of normal working hours.• Emails sent or received outside an individual's normal working hours are not expected to be read and/or actioned. Where possible emails should not be sent to parents or students outside the hours of 9pm to 6am.• Students are not to email to external parties during school hours unless specifically instructed to do so by their classroom teacher.



	<ul style="list-style-type: none">• Staff and students must not use personal email accounts (eg, Gmail or Hotmail) for school matters.
School reputation	<ul style="list-style-type: none">• Students may not use the school name, or any images where the school or Rockhampton Girls Grammar School students are identifiable, such as students in uniform, without the express permission of the school. This includes but is not limited to posting images or video footage on social media sites.• Student engagement with technology and the use of social media must not impact on the reputation of the school, or any previous/current school staff or any previous/current students.
Social media	<ul style="list-style-type: none">• Students and staff are not to post images or messages about Rockhampton Girls Grammar School staff or students, either current or past, without the express permission of the Principal.• Students and staff are not to send or post messages that contain obscene language, images and/ or threats of violence and/or material that may amount to sexting, pornography, bullying, harassment or stalking or anything of themselves or anyone else in school uniform on any platform.• Students must access their personal profiles only and not log onto the profiles of others, nor should they create false profiles.• Students may only download, or stream via the school network material directly related to their learning during school hours.• Social media access is prohibited during school hours.• Students must not at any time send invitations or friend requests or contact current or former staff of the School via social media platforms or otherwise communicate via social media platforms.• Staff must not at any time accept invitations or friend requests or contact current or former students of the School or otherwise communicate via social media platforms unless such channels of communication have been expressly authorised for delivering school based approved content, information or curriculum or extra-curricular orientated activities or information.
School and system security	<ul style="list-style-type: none">• Students must report inappropriate/unacceptable sites/ material/ documents or viruses immediately to IT staff.• Students must avoid putting the school network at risk by accessing it with a non-school approved device (wireless or internet enabled or software programs e.g. VPNs).• Students must interact with technology and social media on the school network in a lawful way and for educational purposes.• Students may not use their school email address for membership of sites except for educational websites under teacher direction. Students are not permitted to use their school email address for non-school related communications.• Use of technology and social media on the school network may be monitored, logged and checked for appropriateness and the school may remove illegal material from its systems.• Suspicious emails should be reported to IT via the Phish Alert tool in Outlook.
Virus protect and Firewalls	<ul style="list-style-type: none">• By default, the school activates and locks the firewall "ON" on the laptop to protect unwanted access to the laptop. At no time should a user try and turn this feature "OFF".• Antivirus is also supplied and maintained by the school. If the laptop gets a virus it is the responsibility of the user to stop using the laptop and to notify the I.T. Department immediately to have the issue rectified.
Examinations	<ul style="list-style-type: none">• Students must not bring any unapproved devices, watches, phones or smart gadgets into an examination room. These must be secured in lockers.• If a student brings a device to the examination room, it must be placed on the teacher's desk at the front of the room.



Privacy and Web Applications	<ul style="list-style-type: none">• Staff and Students must not copy personal information, sensitive information, student information, or school related data into online web applications unless approved by IT. This includes the use of artificial intelligence (AI) tools.• School data should be stored in the appropriate locations. School data should not be stored on external USB drives, or within personal accounts.• Staff and Students should not use school resources (eg, laptops and email) for personal use that is considered private and/or confidential.
Artificial Intelligence	<ul style="list-style-type: none">• The use of Generative AI in the classroom will need to be balanced and primarily used to enhance, augment, or complement human skills.• Users of AI should understand that the data can be inaccurate or biased.• Students must not use artificial intelligence tools unless explicitly allowed by their teacher. approved for use in that subject.• AI tools must not be used to create (or modify) content for assessment that is required to be your own. Approved AI tools used in the creation of any assessment must be referenced.• Staff must consider privacy implications in the use of Generative AI.

CONDITIONS OF SUPPLY

In accepting a laptop computer from Rockhampton Girls Grammar School, you agree to follow the conditions as set out below.

You agree to:

- abide by the Rockhampton Girls Grammar School Acceptable Use of Technology and Social Media Policy.
- care for your laptop.
- store your laptop securely as per the guidelines in the (AUP).
- report any accidental damage or loss.
- accept responsibility for lost laptops.
- accept responsibility for any damage that is not considered normal wear and tear covered by warranty.
- pay for any damage claim lodged for your machine, outside of the first ADP claim each calendar year.
- back up all essential data to the school network at regular intervals as set out in the AUP.
- allow only Rockhampton Girls Grammar School approved technicians to carry out maintenance and repair your laptop.

PRIVACY IMPLICATIONS

In signing this agreement, you are acknowledging that you understand that the use of the network is monitored and logged you agree to ensure that:

- the integrity of the network is maintained
- the network is being used for authorised and appropriate activities; and
- you take responsibility for all data you store on the network. Laptops and or other devices attached to the network are considered public. Any such data may be viewed or examined by staff under the direction of the Principal. Information considered private and confidential should not be kept on the Rockhampton Girls Grammar School supplied laptop.
- should you wish to install your own legal copies of software (e.g. for conference purposes), you will first discuss your needs with the IT Department.
- School data should be stored in the appropriate locations. School data should not be stored on external USB drives, or within personal accounts.
- Staff and Students should not use school resources (eg, laptops and email) for personal use that is considered private and/or confidential.



You also acknowledge that you have read this policy and understand that:

- any reported, or identified breach of this policy will be investigated;
- a breach of this policy may also involve a breach of other Rockhampton Girls Grammar School policies.

USER DECLARATION

I _____ have read, understand and agree to the above agreement.

Signature

Date

Board of Trustees of Rockhampton Girls Grammar School *trading as*
Rockhampton Girls Grammar School
CRICOS Provider No: 00508E