

# Creek Street Cristian College

## Internet Usage Policy

**Policy No. 14**  
**Policy Owner: College Council**  
**Responsible Person: Principal**

**Implemented: 2003**

## Contents

1. Creek Street Christian College Vision, Mission and Philosophy Statements .....	3
1.1 College Vision.....	3
1.2 College Mission .....	3
1.3 College Philosophy .....	3
2. Introduction .....	4
3. Purpose .....	4
4. Policy.....	4
5. Procedures .....	4
6. Responsibilities .....	5
7. Policy review .....	5
8. Related policies.....	5
9. Appendices.....	5
<b>Acceptable Use Policy .....</b>	<b>6</b>

# 1. Creek Street Christian College Vision, Mission and Philosophy Statements

## 1.1 College Vision

Creek Street Christian College (hereafter 'the College') has been established to provide Christian education and training to students so that they are equipped to impact their community, our nation, and the world for the Lord Jesus Christ.

## 1.2 College Mission

The College has been established to provide families with a Christian education, within a caring and disciplined environment that will enable students to fully develop their God-given talents and academic abilities, so that they are able to contribute effectively to the changing society of which they are a part.

The College encourages and supports students to develop a positive and wholesome outlook on life, to become self-disciplined people and to be responsible and caring members of the community, both locally and internationally.

## 1.3 College Philosophy

At the College, our approach to learning is holistic in nature. We have a commitment to the development of the whole student in a Christian environment. A Christian education provides unparalleled opportunities for students to discover their passions and nurture their talents. We teach, equip, activate, and release the students with the wisdom which comes from God.

Our four foundation of a true Christian Education are to learn to:

### **Know and Understand...**

Our programs are designed to engage the learners by stimulating wonder and dynamic educational experiences. The students develop a deeper connection to content, understand that learning areas are related to each other and the world beyond the classroom. Our students take risks, become independent thinkers in a rapidly changing world, seeking and acquiring new skills and knowledge at every stage of life.

### **Apply/do...**

Learning is developed through experience, action, and engagement. Through real-life experiential learning students at the College understand how to put their knowledge and skills into action in meaningful and positive ways locally, nationally, and globally. We believe the Bible is God's revelation to man and that it contains the principles and values that show us how to live and do what God has called us to do.

### **Collaborate...**

God created us for relationships. In fact, the greatest commandment - love your God with all heart, all your soul, and all your mind (Matthew 22:37) helps us build, maintain, and expand our relationship with God and others. At the College, much of what we learn is about ourselves in relation to experiences with others. Through this our students develop collaborative, interpersonal, social and language skills to help them develop an appreciation for the wider world and their place within it.

### **Become...**

From Early Learning Centre (ELC) to Year 12, the students begin on a journey of discovering and embracing all God has made them to be and are helped to become their best versions of themselves. Students graduate from the College as open-minded, compassionate, balanced, resilient global citizens.

## 2. Introduction

The internet provides students with unprecedented opportunities to obtain information, engage in discussion, and liaise with individuals, organisations, and groups world-wide so as to increase skills, knowledge and abilities.

## 3. Purpose

The purpose of this policy is to improve student outcomes by increasing access to worldwide information while also developing skills to discriminate and stay safe by using appropriate internet usage safety strategies.

## 4. Policy

Students are permitted to supervised or permission granted use of the internet. This must be done while in class and not out of the classroom or on College grounds at recess, lunch, before or after College unless certain conditions are met.

Students are not permitted in a computer room without permission and if permission is given for a computer lab or iPad to be used out of class time then the teacher who gives permission is to take responsibility for the students correct use of that device and the internet.

## 5. Procedures

Our College actively supports access by students to the widest variety of information resources available, accompanied by the development of the skills necessary to filter, analyse, interpret, and evaluate information encountered.

All students and staff at our College will have filtered internet and email access. All students and staff will have their own password protected internet access and log on. Such access is a privilege that infers responsibility, and not simply a right to be expected.

An IT coordinator is appointed to liaise with staff to manage all email access, maintenance of the College's website, web filters, and all other issues related to internet access with students. This coordinator will work in conjunction with the college's IT support company.

The College has a filter system installed to monitor internet access. Should a student or staff member access an unacceptable site the IT support company and/or IT coordinator will notify the Principal or Assistant Principal who will follow-up immediately.

The College undertakes to ensure that information published on the internet by students or the College (e.g., Facebook and Instagram) is of a high standard and meets legal requirements and standards of general practice within the community in relation to copyright, safety, and decency.

Any information placed on the internet that uses the College's name or claims to represent the College in some way must be approved by the College principal. All information on the internet representing the college must not contravene or contradict the acceptable moral standards or values as expected of the Christian ethos of the College.

All parents are requested upon enrolment to give written permission for their child's photo to be placed on the internet or college website. All photos are to be screened to exclude those students for which parents have denied permission.

All students shall be responsible for notifying their teacher of any inappropriate material so that access can be blocked.

All staff shall be responsible for notifying the IT coordinator of any inappropriate material so that access can be blocked

Consequences of publishing, accessing, or failing to notify the IT coordinator of inappropriate material shall include the removal of access rights.

Signed parent and student consent for students in Year 5 and above is required to be completed in order to gain access to the internet.

Privacy of students, parents, staff, and other users must be recognised and always respected. When identifying students, only students first name will be used.

Staff are expected to utilise and integrate technologies, including on-line learning opportunities into their programs for all students noting that Year 7 - 12 students have their own personal device.

Staff and students are not permitted to maintain an online relationship as per social media e.g., Facebook.

Students from Year 3 to Year 12 have their own email address which is to be used for College purposes under supervision in the classroom during class hours.

Students and staff have different internet access restrictions to maintain safety of our students.

## 6. Responsibilities

The Principal in conjunction with the Senior Management Team and IT coordinator will be responsible for ensuring that this policy is enforced.

Teachers will be responsible for making sure that all students in their care are following the correct protocols as outlined in this policy. Teachers are responsible for making sure all work is screened for accuracy, appropriateness, grammar and spelling prior to publication on the internet.

The College will provide appropriate professional development and support for staff.

The College will provide appropriate cybersafe education to students and parents on a regular basis considering the College zero tolerance to child abuse and the Child Safe Policy (Policy No. 40)

## 7. Policy review

This policy will be reviewed every two years.

## 8. Related policies

Acceptable Use Policy

## 9. Appendices

See below.

## **Acceptable Use Policy**

### **1:1 iPad (Year 7 - 8) / laptop or iPad (Year 9 - 11) Program 2021**

#### **Instructions for Parents and Guardians**

1. Please read this agreement carefully.
2. Discuss the contents with your child.
3. Sign the attached agreement on Operoo by the 1<sup>st</sup> of February 2021.

**NOTE: Students will not be permitted to use their iPad/laptop prior to this agreement being signed.**

Whilst the Internet and 24/7 online access allow for an untold wealth of information and knowledge, this also allows access to the wider world and some questionable and ungodly influences. As such, the college needs to ensure that all students abide by a comprehensive and robust Acceptable Use Policy which governs proper and safe internet and technology use in accordance with our Christian ethos and values.

Creek Street Christian College (hereafter CSCC/the College) provides internet access for its students in the 1:1 iPad/Laptop program, along with related computer hardware and facilities. In doing so, the College recognises that the internet contains material inappropriate for College and student use. Whilst care is taken to ensure that students will use the Internet for positive educational outcomes including blocking and screening known objectionable sites through internet filters, the College cannot guarantee that students will not at any time access inappropriate materials as no system is totally fool proof.

Students at CSCC are taught safe use of the internet including cyber-safety and good digital citizenship in the connected global village of internet users. The College is committed to educate and support students in dealing with these areas of life. We would also expect that our parents will support the College in ensuring the same standard of moral conduct, in line with the college's Christian ethos and values, is encouraged in the home environment.

This document details the acceptable and unacceptable behaviour of students in their use of 1:1 program.

#### **College Responsibilities**

At CSCC we:

- Outline the Christian ethos and values of the College to our community
- Have an Acceptable Use Policy that specifies expected behaviours when students use digital technology, access the Internet, and use iPads and Laptops in the College
- Provide a filtered Internet Service
- Provide supervision and direction during online activities in the classroom when using digital technologies for learning
- Support and train students in developing good digital citizenship skills and being cyber-safe and cyber-smart
- Provide support to parents/guardians of the College's Acceptable Use Policy as required
- Use mobile devices and technologies for educational purposes (e.g. photos/ videos during excursions)

The College **does not provide/is not responsible for:**

- Access to the Internet for personal and social purposes not related to class or lesson needs
- Protection and care of personal mobile devices like iPads and laptops as they are the responsibility of the students
- Damage of any kind sustained to the personal mobile device whilst on the College premises as they are the personal responsibility of the student user
- Damage of any kind sustained to the personal mobile device, loss or theft, whilst in the parent's/caregiver's possession after College hours or during College holidays
- Unacceptable conduct (as deemed in this document) committed in the home environment or outside the College.

**iPad Rules of Use**

- iPads/laptops are not to be used at CSCC before or after College or at Recess or Lunch times unless under direct teacher supervision
- iPads/laptops are to be kept locked in student lockers at all times when not in use at the College
- iPads are to have 'Find My iPad' enabled at all times
- Students are not permitted to remove the College configuration profile (Meraki) from their iPad/laptop
- All iPads to be carried within a case approved by the College to provide optimum protection
- iPads/laptops cannot be charged at the College with student charge cords as all electrical cords used within the College are required to be regularly tag tested
- iPads/laptops do not mix with food and drinks so no eating and drinking is permitted while using the devices
- Parents are to practise active vigilance to ensure iPads/laptops are used at the appropriate times and manner in the home environment
- Parents are advised not to have the iPads/laptops charging in the students' bedroom as it may affect sleep and wind-down patterns for the day
- Parents need to have home Wi-Fi networks set up with password protection
- iPads/laptops are to be used according to tasks outlined by the teacher within the classroom environment and/or within the College grounds as deemed fit by the teacher
- iPads/laptops are to be used as personal devices. Students are highly discouraged from lending their devices to their friends for them to use on their behalf, except for taking permitted photos or videos. Owners absolve other users of all responsibility for unintentional damage
- Students should not use iPads/laptops to take photos, film or sound record their friends/teachers/College staff/parents without their prior knowledge and consent
- iPads/laptops should not be used as toys or objects of play for any reason not detailed as above
- Students should take the highest level of care of their iPads/laptops at all times, ensuring that they are not placed in situations where they could be damaged or stolen.

'And whatever things are true, whatever things are noble, whatever things are just, whatever things are pure, whatever things are lovely, whatever things are of good report, if there is any virtue and if there is anything praiseworthy— meditate on these things.'

Philippians 4:8

## Student Acceptable Use

When I use a mobile device like an iPad/laptop, I agree to:

- Ensure the device is brought to the College charged and functioning with a minimum charge of 50%
- Only use the College wireless network (which provides access to appropriate sites) not 3G or 4G or 5G
- Be a safe, responsible and ethical user, who applies Godly principles, whenever and wherever I use it
- Not to download unauthorised or inappropriate apps onto my iPad/laptop
- Use the device as part of my learning through lessons at CSCC
- Use the mobile device in a manner that esteems the value of others – meaning I shall not use the device to bully, belittle, be unkind to someone else, whether in the College or anytime online
- Support others by being respectful in how I communicate with them and never write or participate in online bullying (this includes forwarding messages and supporting others in harmful, inappropriate or hurtful online behaviour)
- Be respectful in the photos I take or video I capture and never use these as a tool for bullying
- Seek to understand the terms and conditions of websites and online communities and be aware that content I upload or post in my digital footprint may be accessible many years later
- Seek appropriate (written permission) from individuals involved before publishing or sending photos
- If I come across something that makes me uncomfortable, is offensive or I am unsure of, I agree to turn off the screen and let a trusted adult know right away. That may be a parent or teacher or a family member I trust.
- Protect my privacy rights and those of other students by not giving out personal details including full names, telephone numbers, addresses and images
- Use social networking sites for educational purposes only as directed by teachers
- Abide by copyright procedures when using content on websites (ask permission to use images, text, audio and video and cite references where necessary)
- Think critically about other users' intellectual property and how I use content posted on the Internet.
- Not interfere with network security, the data of another user or attempt to log into the network with username or password of another student or staff member
- Not reveal my personal passwords to anyone except the system administrator or the teacher
- Allow access to my device by any authorised member of staff, at any time, for checking and compliance purposes
- Understand that if inappropriate materials or apps (out of line with the Christian ethos of the College) are found on my iPad/laptop I will be instructed to delete them by an authorised member of staff.

'Don't be selfish; don't try to impress others. Be humble, thinking of others as better than yourselves. Don't look out only for your own interests, but take an interest in others, too'

Philippians 2:3-4

## Student Unacceptable Use

When I use a mobile device like an iPad/laptop, I agree not to:

- Use the device for ungodly, illegal or inappropriate activities. These activities may include, but are not limited to: intentions to trick someone else, misrepresent myself as someone else for whatever intention, visit websites that promote ungodly values, obtain something without proper purchase and payment (unless it is free), cause my friend or classmate to feel small, ridiculed and more unworthy than what God sees them or do anything with the intention to trick, cheat someone or obtain something with falsehood
- Use electronic devices to engage in immoral, illegal, fraudulent, dangerous or deceptive activities e.g. hacking, harassment, making or accessing obscene, violent, pornographic or discriminatory comments or material, or any materials including coarse language and anything of a sexual nature
- Create or access offensive materials intentionally
- Use chatrooms or social networking sites except by special arrangement with the learning area teacher who has organised this for specific educational purposes
- Access other students' work folders or access, alter or delete their files
- Divulge details such as home addresses, phone number, personal details, about themselves or others via e-mail or other modes, unless approved by a teacher
- Agree or arrange to meet with someone I have met online
- Infringe on copyright or plagiarise materials found on the Internet
- Buy or sell goods over the Internet without parent permission
- Attempt to gain unlawful access, or obtaining passwords, to interfere with any other computer system
- Download from the Internet any music, video clips, games or any other non-educational material without the specific permission of a teacher
- Post or forward private information about another person online
- Message other students, friends or family during College hours.
- Record, podcast or broadcast any class without the teacher's permission. Students cannot take, upload, post, email, images, video or sound, containing a member of Creek Street Christian College Staff and Students for any purpose, including the upload onto social media sites (e.g. Facebook, YouTube etc.)
- Play games whilst at College apart from those directed by the teacher for educational purposes
- Use a Virtual Private Network (VPN) to bypass the College security settings
- Remove Meraki
- Take part in any activity which may bring the College into disrepute, either in or out of College.

## Consequences for Misdemeanour

This Acceptable Use Agreement also applies during College excursions, camps and extra-curricular activities.

Any additional behaviours and uses which do not comply with the standards and ethos of the College and the legal system will be dealt with via behaviour management protocols as deemed necessary by the College. In the event of any breach of the conditions and expectations outlined in this contract, further disciplinary action will be taken by the College and may include:

- Immediate review or suspension of privileges of the use of iPad/laptop in the College, pending review by the Principal
- Confiscation of the personal electronic device and parents requested to collect device from the Principal or Assistant Principal
- Appropriate measure of discipline in line with College policy on a case-by-case basis, which may include detentions, suspensions and cancelation of enrolment.
- Notification of actions to the Police and /or the relevant authorities.

For further support with online issues students can call Kids Helpline on 1800 55 1800

Parents/carers call Parent line 12 22 89

Further information on CyberSafety can be found at [www.cybersmart.gov.au](http://www.cybersmart.gov.au)

Policy Developed 2014 / Revised 2018- Will be regularly updated and changes made when appropriate.

## **Acceptable Use Policy**

### **1:1 iPad (Year 7 - 8) / laptop or Ipad (Year 9 - 11) Program 2021**

#### **Student Section**

I have read the College's terms and conditions for electronic device usage at CSCC as detailed above and understand that the College provides access to the Internet for educational purposes only. I agree to comply unreservedly with all requirements listed and understand that these privileges will be cancelled immediately if I violate the usage requirements and that further action may be taken by the College.

**Student Name:** .....

**Student Signature:** .....

**Year Level:** .....      **Date:** .....

**Note: Students will sign a hard copy of this document at the College.**

#### **Parent Section**

I have read the College's Acceptable Use Policy 1:1 iPad (Year 7 - 8) / laptop or Ipad (Year 9 - 11) Program 2021. I understand that the College provides access to the Internet for educational purposes. I give permission for my child to use the Internet and their personal electronic devices subject to the conditions outlined in the above contract. I agree to uphold and maintain the high standards detailed in this document, in the home environment, in accordance with biblical principles.

**Note: Parents will sign this agreement electronically via Operoo.**