



ACCEPTABLE USAGE OF TECHNOLOGY POLICY

Parkes Christian School is committed to its mission to be a Christ-centered, Kindergarten to Year 12 school equipping and developing students to effectively integrate Biblical truth and academic learning into their daily lives to impact their community for Christ. PCS recognises that the use of instructional technology is one way of meeting the school's vision and equipping students with the necessary skills to be responsible and productive citizens.

This policy applies to all technology resources in use by PCS students, whether student-owned, school-owned or school issued. It includes but is not limited to computers, phones, video equipment, copiers, printers, email addresses and information storage devices. The use of these resources is a privilege and must be treated as such by all students. PCS provides students with access to its technology resources for academic purposes only. PCS reserves the right to access and monitor all aspects of its technology systems and devices, and students should not expect any information stored on PCS equipment or systems to be private.

Any failure to follow the guidelines and rules that are listed below is a violation of the school's Acceptable Use Policy. The consequences of violating these policies will be consistent with the school's discipline policy. For violations, access to technology may be revoked for a period of time in addition to detention, suspension, or expulsion from school or other sanctions in line with the school Student Engagement Matrix.

General Guidelines

- Each teacher has the discretion to allow and regulate the use of technology devices in the classroom and on specific projects.
- Approved devices must be in silent mode, or muted, while on school grounds, unless otherwise allowed by a teacher. Headphones may be used with teacher permission.
- Devices may not be used for plagiarism on assignments, engaging in exam malpractice or for non-instructional purposes (such as making personal phone calls and text messaging).
- Students may not use devices to record, transmit, or post photographic images or video of a person or persons during class time, unless otherwise allowed by a teacher.
- Students may not use devices to write messages that are demeaning or disrespectful.
- Devices may only be used to access internet sites which are relevant to the classroom curriculum.

Non-School Issued Devices

- Non-School issued devices including, but not limited to, phones, iPads and laptops are generally not expected to be brought to school. Any devices that are brought to school are done so at the student's own risk.
- Bringing a device on premises that infects the network with a virus or program designed to damage, alter, destroy, or provide access to unauthorised data or information is prohibited.
- Processing or accessing information on school property related to hacking, altering or bypassing network security policies is prohibited and may be punishable by law.
- Each user is responsible for his/her own device and should use it responsibly and appropriately. PCS takes no responsibility for stolen, lost, or damaged devices, including lost or corrupted data on those devices.

Technology Usage Guidelines

1. Students are to use school internet access for strictly academic purposes. Examples of websites or images that may not be viewed at PCS include but are not limited to the following:
 - a. recreational use of sites such as Twitter, Facebook, YouTube, Pandora, etc.
 - b. gaming or gambling sites
 - c. pornographic or otherwise sexually explicit sites
 - d. sites promoting “how to” documents encouraging violence or illegal acts
 - e. sites that promote racism, hate speech or extremist behaviour
2. Students may not use technological tools with malicious intent, for example, to bully or harass others, including creating false accounts to embarrass, harass, or intimidate others. Students may not knowingly post information that could cause damage or the danger of disruption to PCS or any other organisation or person.
3. All students must respect the privacy of others. Any attempt to access private electronic files, phone, or email messages is considered theft.
4. Students may not use their PCS email to sign up for social media or other website accounts.
5. Students may not in any way vandalise equipment or software that belongs to PCS or any other organisation to which PCS has access. Examples of unacceptable behavior include but are not limited to the following:
 - a. damaging, hacking, or destroying networks, computer hardware or software
 - b. physical abuse to equipment
 - c. the creation or intentional use of malicious programs
6. If damage occurs to any PCS technology equipment, devices, or software, whether accidentally, or with intent, the damage should be reported to a teacher or administrator. Students should not attempt to self-repair or troubleshoot technology problems. Students or the responsible party may be held responsible for the cost of repairing devices or equipment.
7. Year 3 to Year 12 students are expected to check and read their PCS email daily. Faculty and administrators use email to communicate with students and for official notices.
8. Students may never share their PCS email password with anyone else. Stolen or lost passwords can create significant problems for the student and for the school.
9. Students may not transmit, retrieve or store communications of an obscene, discriminatory, offensive or harassing nature or containing derogatory, disrespectful, or inflammatory language.
10. Students may not use PCS technological systems for any purpose that is illegal and/or violates school rules.
11. Students may not misuse PCS or personal distribution lists or discussion groups for sending irrelevant messages.
12. Students may not use PCS technology systems or devices for private gain or any commercial purpose.
13. Students must adhere to the license agreements for installing/copying software that is purchased by the school.

Student Agreement and Compliance

I accept and agree to abide by the guidelines and rules in the PCS Acceptable Usage of Technology Policy. I realise that the use of technology at PCS is a privilege, not a right. I accept that inappropriate behavior may lead to penalties including revoking my use of technology, disciplinary action, and/or expulsion from school.

I will be a good steward of computer equipment, and I will not tamper with hardware, software, or desktop configurations. I agree not to participate in the transfer or viewing of inappropriate or illegal materials through the PCS internet connection. I understand that in some cases the transfer of such material may result in legal action against me.

Student Name: _____

Date: _____

Student Signature: _____ Parent Signature: _____