

DSM Policy

Use of IT and media equipment

Rationale

IT and media equipment are important learning and work tools for students, staff, volunteers and guest. Users should be able to use these tools and resources safely at the Deutsche Schule Melbourne.

The aim of this policy is to protect all users of IT and media equipment and the resources to which they give access; and to protect the equipment and resources from abuse, misuse and damage potentially caused by users.

Definitions

The school

Deutsche Schule Melbourne – A German English Bilingual School

Users

Students, parents, staff, volunteers and guests.

Equipment & Resources

ICT and media equipment covers all computers, video, photo, sound and other digital equipment across the school together with the use of all associated networks, internet access, email, hardware and software, printers, copiers and scanners, data storage, computer accounts and telephone and voicemail services.

The Network

Any computer networks, global (Internet) or otherwise, accessed through the school's computers or through privately owned computers brought onto the school's premises.

The IT Coordinator

A responsible person to whom the Head Teacher has delegated organization and responsibility for IT and media equipment.

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Principles

- Deutsche Schule Melbourne expects all users to use the equipment and resources responsibly.
- Users to use the equipment and resources as a teaching and learning strategy to encourage research, self-directed learning and collaboration and to share and obtain information for educational purposes only.
- Users must recognize that use is a privilege not a right and that privilege always entails responsibility.
- To protect users from potential dangers, DSM monitors the use of computers and resources, by installing filtering software.
- DSM will provide students with guidelines for the safe use of equipment and resources and aims to raise student awareness of cyber ethics.
- The Head Teacher of the School is responsible for reviewing the policy and for dealing with any breaches of the policy.

Goals

- To provide students with increased opportunities to produce meaningful work for a variety of purposes.
- To provide staff with opportunities to improve their teaching and learning strategies through research, training and collaboration tasks via the internet.

Strategies

Student Safety and the Internet

- The school will offer guidance to its students on the appropriate uses of its computers and the network. The school's guidance in this regard will be tailored to the age groups of the respective users. The following strategies will be implemented to ensure inappropriate access to materials does not occur.
- Students will be taught a variety of related skills appropriate to their level, including evaluating and analysing information and how to be critical users of the Internet.

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- Use of the Internet will occur only under the supervision and in plain view of a teacher.
- Students will seek permission before downloading information from an Internet site.

Authorised use of computers and the network

- Staff of the School may gain access to the network only through an authorised account registered in their name and all use of the network must be linked to such an authorised account.
- The network is to be used for school purposes only.
- The School may provide persons other than school staff and students with network access, if approved by the Head Teacher.
- If an account holder knows or suspects his/her account has been used by another person, the account holder must immediately notify the Head Teacher or the IT Coordinator.

Unauthorised use of computers and the network

- The school reserves the right to take any action it deems appropriate to prevent or remedy unauthorised use of the school's computers and the network or to discipline the particular user.
- The school also reserves the right to monitor the use of its computers and access to the network in order to ensure compliance with the policies of the school.
- Unauthorised use of the school's computers and the network includes but is not limited to the following:
 - sending, storing or displaying offensive messages or pictures
 - damaging the school's computers, systems, networks and information
 - downloading of upgrades, free software or any kind of software
 - installation or use of peer to peer files sharing programs (such as Kazaa, BitTorrent, DC++ and similar)
 - internet gambling, downloading and playing of unauthorised games
 - access websites of dubious content (violence, racism and hatred, encouragement to commit crime, information on weapon making, sexual materials and similar)
 - letting other users know your password
 - unauthorised use of the school's computers or the network for commercial, private purposes or other non-educational purposes

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- using the network to disrupt its use by others
- disrespect of others' privacy and intellectual property
- breaches of copyright
- Failure to follow the policy may result in the suspension or loss of an access account, disciplinary action and, if necessary, a report to the relevant law enforcement authority.

Handheld Devices

Handheld devices include but are not limited to mobile phones, tablet computers, game consoles, e-Readers etc.

Handheld devices are private property and as such their use is not permitted during school hours. Handheld devices must be turned off or set to 'mute' during school hours and cannot be charged at the school or connected to the schools network or internet.

If students need to contact their parents/guardians while on school grounds, students need to seek permission of their teacher.

Privacy

The internet and electronic communication (e-mail, chat rooms, blogging, social networks and similar) are public spaces and it is important that users protect their privacy and security and that of other users when using these resources.

- Keep login and password details private.
- Inform the Head Teacher or IT Coordinator if you think your password is no longer private or you have inadvertently discovered someone else's password.
- Do not publish your or other people's personal details on the internet or via e-communication.
- Do not use photo's, video or audio recordings from other people without their express consent for online publishing or e-communications.

Personal views and official representation

- The school supports the responsible exchange of intellectual opinion and debate that is fostered by use of the network. However, users must be aware that their contributions to correspondence and

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discussion may be construed to be representative of the school's position.

- Where the user is representing the views of the school, the communication must identify the individual and his/her position within the school. Where the view expressed is the "official" school view, the authorised source and author of that view should be identified.
- A user must not purport to express views on behalf of the school without official authorisation to do so, or to allow another person to reasonably misconstrue that a personal view represents the official position of the school. In circumstances where readers might reasonably conclude a personal view is representative of the school, the user must clearly state that the opinion expressed is that of the writer, and not necessarily that of the school, or words to that effect.

Compliance with the Law

- Users must not use the school's computers or the network in breach of a law. In addition to school penalties, there are legal sanctions for improper use of the network.
- Users must not use the school's network to harass, abuse or otherwise seek to offend or discriminate against others. Users must not defame any individual or organisation.

Copyright

- Users of the school's computers and the network must not use material stored on the school's computers or materials accessible from the network in a manner that breaches copyright.
- Staff and students will from time to time publish material on the network. Any editorial changes to such material should only be made with the express permission of the copyright owner.
- Staff or students who publish information relating to, and on behalf of, the School must obtain permission to do so from the appropriate authority. The authorised source and author of official school information must be identified in published material of that nature.

Electronic Mail

The school provides its staff with access to electronic mail. The broadcast of e-mail messages to large numbers of recipients is only to occur where the message is an official notification of the school or for the purposes of maintaining the effective operations of the electronic mail service.

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E-mail addresses of students and student family members are not to be released to external parties without the student's or student's family members express consent.

Guidelines for students

Using computers and the Internet

The Internet is a vast network that can link computers around the world. The Internet can also help us to communicate with other people and to access information that can sometimes help us with school work.

At the Deutsche Schule Melbourne, all access to the Internet is supervised by an adult, and is for educational purposes only. Students can only access Internet sites chosen by or known to teachers to ensure the sites are appropriate for the children.

Before any use of the Internet at school, students will be oriented to these guidelines by their teacher to ensure that they use the Internet safely and appropriately. Students will:

- only access information that is needed for their school work with the permission of a teacher.
- always follow the instructions of the teacher regarding the use of computers and the Internet.
- make sure that anything they write on the computer contains appropriate content.
- take great care when using computer equipment.
- be cooperative when using the computer and will make sure that everyone has a fair turn.
- only use first names on the Internet and email communications.
- not give out addresses or personal information about themselves or anyone else.
- agree to follow our school's computer rules.
- know that if they do not take care when using computers and the internet, they might not be able to use the computers.

Revised, August 2012