Technology Policy

Purpose:

This policy sets out acceptable and expected use of technology at Fintona Girls’ School. The policy applies to its use at School and at home if a student is accessing the School’s network or using a device owned by the School.

Scope:

This policy applies to all users of technology at Fintona Girls’ School including but not limited to Students, Staff, Parents and the extended Fintona Community as well as people contracted by the school.

Policy:

This policy covers all technologies, production tools, including but not restricted to the School network, the Internet, email, ipads, itouches, CDs DVDs USB, images, text, audio, video, data storage devices, cameras, games or other devices owned by Fintona Girls’ School.

Acceptable Use

There are many unacceptable uses or technology, which include, but are not limited to, the following:

- Accessing, copying, creating, uploading, downloading, storing or distributing abusive, threatening, pornographic, obscene or sexually explicit material or websites
- Violating any Local, State, Federal or international laws or statutes
- Vandalising, damaging or disabling the property of another or the School
- Accessing another individual’s material, information or files without permission
- Violating copyright law or otherwise using the intellectual property of another individual or organisation without permission or correct acknowledgement (see Fintona Copyright Policy)
- Using technology to bully or intimidate another person (see A Positive Community document)
- Sending offensive email which may bring the School’s name into disrepute
- Using school printers to produce a hard copy of information not related to school work
- Using school hardware and or software to illegally duplicate software or infringe copyright

Unacceptable use of technology at Fintona may result in a range of consequences, determined by the Principal, depending on the severity of the violation.
Security and safety

Staff take an active role in educating all students in appropriate use of technology and cyber safety. All users of the School network have a responsibility to act in a safe manner; this includes, but is not limited to:

- Not using another’s account or login details
- Not divulging passwords
- Not posting personal details on the network or the details of others
- Posting personal details online or the details of others
- Ensuring passwords are secure and suitably complex and changed on a regular basis
- Never downloading material whose origin or content you are uncertain about

Fintona users of technology have a responsibility to report any breaches of the Technology Policy to a member of staff.

In the event that a student is exposed to inappropriate material or a negative experience they must report this to a member of staff.

Monitoring

The School network uses a firewall to protect emails and restrict access to websites. Other monitoring devices ensure the integrity of school use. The network is monitored by Fintona staff who will investigate potential problems and act on any misuse of the system.

Email

Users of the email system should follow these guidelines and conventions:

- Ensure messages are addressed to the appropriate recipient
- Only subscribe to list servers and distribution lists which directly relate to your study, or are of special interest to you.
- Construct messages accurately (spelling and grammar) and efficiently (subject fields and attachments)
- Users of the email system must also be aware the following are not permitted:
- The creation and exchange of advertisements, solicitations, chain letters and other unsolicited email.
- Reading or sending messages from another user's account
- Altering or copying messages from another user's account
Internet

Students are expected to;

- Understand that information that is published on the internet may be inaccurate or may misrepresent a person or situation and will take care in their use of this information
- Use the School’s internet only to access curriculum related information.

Legislation:

Section 85ZE of the Commonwealth Crimes Act
Education and Training Reform Act 2006 (Vic.)
Education and Training Reform Regulations 2007 (Vic.)