

## Information & Communications Technology Policy

### Introduction

The purpose of this policy is to outline the requirements for users of the Lycée Condorcet Sydney (LCS) Information & Communications Technology (ICT) infrastructure with regards to the use of the Internet and electronic communications.

### Policy objective

Through this policy, LCS aims to achieve the following outcomes:

- Protect users by informing them of their responsibilities associated with the use of the Internet and electronic communications;
- Manage the risks associated with the use of the Internet and electronic communications;

### 1. Policy Statement

- a. In addition to complying with local laws, all Internet and electronic communications usage must be consistent with LCS policies - the Communications Charter in particular, and the Staff, Parents and Students Codes of Conduct.
- b. The LCS ICT systems shall not be used for the creation or distribution of any disruptive or offensive messages, including but not limited to offensive comments about race, gender, disabilities, age, sexual orientation, pornography, religious beliefs and practices, political beliefs, or national origin.
- c. The following behaviour by a user is considered unacceptable:
  - use of company systems to set up personal businesses.
  - forwarding of company confidential messages to external locations.
  - accessing, distributing, disseminating or storing images, texts or materials that might be considered indecent, pornographic, obscene or illegal.
  - accessing, distributing, disseminating or storing images, texts or materials that might be considered discriminatory, offensive or abusive, in that the context is a personal attack, sexist or racist, or might be considered as harassment.
  - accessing distributing, disseminating or storing copyrighted information in a way that violates the copyright.
  - unauthorised use of a password or mailbox.
  - broadcasting unsolicited personal views on social, political, religious or other non-business related matters.
  - transmitting unsolicited commercial or advertising material.
  - undertaking deliberate activities that waste staff effort or networked resources.
  - introducing any form of computer virus or malware into the LCS computer network.

## 2. Personal Third Party Services

- a. Users are prohibited from using personal third-party services such as Google, Yahoo, and MSN Hotmail etc. to conduct LCS business, to create or record any binding transactions, or to store or retain documents and email on behalf of LCS. Such communications and transactions should be conducted using official LCS email accounts and software services provided by the LCS.

## 3. Email

- a. LCS will provide central electronic mail accounts for staff and students of LCS. The provision of electronic mail accounts to other members of the LCS community will be at the discretion of LCS.
- b. All email correspondence is to be respectful and courteous at all times.
- c. The official domain for LCS correspondence is "condorcet.com.au".
- d. The official LCS email account should be used for LCS business-related purposes. Personal communication from the LCS account is permitted on a limited and non-commercial basis.
- e. Email accounts are not to be shared and credentials are to remain confidential.
- f. Important email communications should be retained.
- g. Arrangements are to be made by users for handling email when they are on leave or otherwise absent.
- h. LCS reserves the right to suspend, delete or transfer any email account at any time.
- i. When an employee or student leaves the LCS, their account will be suspended or transferred to another user.
- j. Users should have no expectation of privacy in anything they store, send or receive on the company's email system.
- k. Users should not expect that their emails are any more certain of being delivered than regular mail.
- l. Users should realise that 'clear text' email messages may be seen by anyone other than the intended recipient.
- m. Users should be aware that it is possible for hackers to forge email, making it appear to originate with others; therefore, they should treat all emails with some degree of circumspection.
- n. Users of email should understand that there are some circumstances in which the contents of their email may be disclosed to others: it may be accidental or deliberate and conscious.
- o. Notwithstanding the privacy issues with email, all users are expected to treat other people's email and computer files as strictly confidential
- p. Wherever possible, private addresses should not be disclosed to other recipients. When sending to multiple recipients, private or personal addresses should be included as a blind carbon copy (BCC).
- q. In order to encourage a more personal approach to communication, users are only to communicate information electronically. Discussions or opinions should be communicated in face-to-face meetings.
- r. Email distribution groups are reserved for important information and must be used sparingly. Email groups should not be used to share opinions, or discussion. Queries regarding the use of email distribution groups should be referred to the Communications Manager.

#### 4. Social Media

- a. We encourage teachers, students, staff, and other school community members to use social media as a way to connect with others, share educational resources, and enhance the classroom experience.
- b. In the social media world, the lines are blurred between what is public or private, personal or professional. Unless you are specifically authorised to speak on behalf of the school as a spokesperson, **you should state that the views expressed in your postings are your own.**
- c. If you are approved to represent the school, then you should be open about your affiliation with the school and the role/position you hold. Only discuss school-related matters that are within your area of responsibility.
- d. Whenever you communicate about the school, its bodies, or the members of its community you are required to abide by the LCS Communication Charter.

#### 5. Bring Your Own Device(BYOD) and laptops

Students who are accessing the LCS systems using their own devices or LCS supplied portable devices have the following responsibilities:

- a. To care for and keep the device secure at all times.
- b. To acknowledge that the school cannot be held liable for any damage to or theft of BYOD devices.
- c. To have any school requested apps installed on a BYOD device.
- d. To install the latest antivirus and anti-malware software on a BYOD device if appropriate.
- e. To not have any “hacking” software such as network scanners installed on a device.
- f. To not attach any BYOD device to school owned equipment without permission of the LCS.
- g. To be aware that BYOD devices may have their serial number and Media Access Control (MAC) address recorded by the school for purposes of device identification.
- h. Students are not to conduct any high bandwidth activities such as system updates, peer to peer torrent downloads, gaming, movie downloads or streaming. Torrent and other non-productive traffic will be identified and network access revoked.
- i. Where the use of laptops is generally permitted in class, courtesy to both the teacher as well as other students means that laptops should only be used for tasks being undertaken at that time in class. For example, email, Facebook, Twitter and instant messaging programs should not be used during class. Similarly, all mobile phones and personal communication devices should be switched off or put on silent while in class.

## 6. Cyber safety

When using LCS or BYOD devices to access school provided email and Internet services students will:

- a. Ensure that they access the Internet only within the school proxy and filtering system provided.
- b. Ensure that communication through Internet and email services is related to learning.
- c. Keep passwords confidential, current and private.
- d. Log-off at the end of each session to ensure that nobody else can use their account.
- e. Promptly tell their teacher if they suspect they have received a computer virus or spam (i.e. unsolicited email) or if they receive a message that is inappropriate or makes them feel uncomfortable.
- f. Seek advice if another user seeks excessive personal information, asks to be telephoned, offers gifts by email or wants to meet a student.
- g. Keep personal information including names, addresses, photographs, credit card details and telephone numbers, of themselves or others private.

When using LCS services or BYOD devices at school students will not, and will not attempt to:

- h. Disable settings for virus protection, spam and Internet filtering that have been applied by the school, and not attempt to evade them through use of proxy sites.
- i. Disable system provided apps.
- j. Allow others to use their personal accounts.
- k. Deliberately use the digital identity of another person to send messages to others or for any other purposes.
- l. Enter 'chat' or 'social networking' Internet sites without the permission of a teacher.
- m. Intentionally download unauthorised software, graphics or music that are not associated with the learning activity as directed by a staff member.
- n. Search for or access inappropriate images, sexually explicit websites or material reasonably considered objectionable, defamatory or offensive.
- o. Damage or disable computers, computer systems or networks or distribute damaging files or viruses.
- p. Disclose or upload personal information about another person (including name, address, photos, phone numbers).
- q. Take photos or video of other students, teachers or any other member of the school community without their express consent.
- r. Publish copyright material without proper permission or creative common attributions.

## 7. Monitoring

- a. Users should be aware that the LCS IT Department may monitor and store information on the use of computing and communications facilities in the following areas:
  - emails sent and received through LCS email systems.
  - Logs, backups and archives of all Internet access and network usage.
  - Phone logs and information relating to incoming and outgoing calls.
  - Logs of network activity.

- b. The LCS IT Department LCS may monitor or log electronic communication without prior notice, however the LCS IT Department is not under any obligation to monitor or log any activity.

## 8. Inappropriate Content

- a. The LCS IT Department has taken reasonable steps to prevent inappropriate materials being viewed by users of the LCS ICT systems. Automated tools are used to block inappropriate web and e-mail content.
- b. LCS cannot be held responsible should the automated tools fail to block a site or email and show inappropriate content. Methods for circumventing the tools can be developed and sites or messages may not be blocked for any number of reasons.
- c. Users who discover they have connected to a web site that contains unacceptable material must immediately disconnect from that site and report the web site to the LCS IT Department.
- d. The ability to connect with a specific web site does not imply that it is permitted to visit that site.

## 9. Contractors and Volunteers

- a. Contractors, consultants and volunteers working with the LCS must be aware of this policy and comply with it accordingly. Conduct that is inconsistent with this policy may result in the engagement of a contractor, consultant or volunteer being terminated.
- b. If you are engaging or managing external consultants, contractors or volunteers, it is your responsibility to make them aware of the School's expectations of conduct during the period of their engagement.

## 10. Compliance

- a. All users of the LCS computer services are expected to be familiar with and comply with this policy. Violations of this policy can lead to disciplinary action up to and including dismissal.
- b. Unlawful activities may be referred to the appropriate authorities for criminal/civil action.
- c. Staff who are aware of, or observe a suspected violation of this policy, are responsible for reporting the incident to their supervisor.
- d. Any disciplinary action will be undertaken in accordance with the LCS Grievances and Complaints Policy.

## 11. Disclaimer

- a. The LCS accepts no responsibility for any damage to or loss of information, data, hardware or software arising directly or indirectly from use of the LCS computing and communications facilities or for any consequential loss or damage.

Date of Policy: 07 May 2019  
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Proposed review date of policy: May 2020