

Good News Lutheran School

eSchool Acceptable Use Policy

When using Good News Lutheran School (GNLS) supplied ICT equipment, resources or services, staff, students, parents and visitors must abide by the following statements:

I use the iPad as a tool for learning

- I will only use GNLS ICTs (including the Internet) for approved activities.
- I will not attempt to access or use GNLS ICT hardware, software or information systems that I am not authorised to access.
- I will not attempt to access Internet sites that are offensive to Christian ethics or accepted community standards, or that breach Commonwealth or State Law. I will not access or store offensive images, video or audio on GNLS equipment.
- I will not attempt to download or install applications (software) on GNLS ICT equipment without explicit instruction and express authorisation of the GNLS ICT Manager or Principal, or their authorised delegate.
- I will not use the GNLS ICT facilities for any personal commercial purpose, political lobbying, product advertisement or similar unless authorised to do so by the School.
- I will check with an authorised GNLS staff member if I am unsure about the appropriateness of an activity on my computer.

I handle technology equipment responsibly and with respect

- I will treat all GNLS ICT equipment with respect and due care. Vandalism or any attempt to harm or destroy the data of others will result in the suspension of my user rights and further consequences as determined appropriate by the School.
- I will not modify, in any way, the configuration of GNLS ICT equipment without explicit instruction and express authorisation from the GNLS ICT Manager or Principal.
- I will regularly backup my data.
- I will try to troubleshoot any GNLS ICT equipment issues before seeking assistance.
- I will keep GNLS ICT equipment clean and ready for use at all times.
- I will transport GNLS ICT equipment carefully at all times.
- I will take all reasonable precautions to ensure that GNLS ICT equipment is not lost, stolen or damaged.
- I understand that there is a cost to repair / replace lost, stolen or damaged GNLS ICT equipment.
- I will alert the GNLS ICT Manager as soon as possible if any GNLS ICT equipment is lost, stolen or damaged.

I am a responsible digital citizen

- I will not share any GNLS ICT passwords with another person unless directed by an authorised person.
- I will not reveal personal information about myself or anyone else over the Internet or via other digital technologies including: full name, addresses, phone numbers, email addresses and photos or videos of myself or others unless authorised to do so.
- I will only use images or videos of others with their permission.
- I will not send emails or participate in other online communications that are offensive to Christian ethics or accepted community standards, or that breach Commonwealth or State Law. I will not use digital technologies to harass or bully another person. I will abide by conventions of netiquette and be respectful of others.
- I will not use the GNLS ICT facilities to breach copyright. This includes the illegal downloading and sharing of music, images and videos. I will avoid plagiarism by properly acknowledging the source of any material that is copied or quoted and will adhere to the fair usage laws. I will ensure when downloading or copying music, images and videos that I have obtained the appropriate authorisation to do so, and will only download files that I am legally entitled to.
- I will promptly report any inappropriate material that is accidentally accessed to an authorised GNLS staff member.
- I will abide by any additional terms and conditions or policies that are appropriate to my use of GNLS ICT equipment, resources or services.

Any breaches of this statement will be reviewed and the offender, at the Principal's discretion, may lose part or full access to Good News Lutheran School ICT equipment, resources or services. In addition, appropriate disciplinary action may be taken. If Commonwealth or State Laws have been breached, the Principal will refer the breach to the appropriate authorities.