



**KINGSWAY**  
CHRISTIAN COLLEGE

Cricos Provider #01855M

# ONE TO ONE PROGRAMME ACCEPTABLE USER POLICY

## Document Control

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1.0	August 2014	Principal	August 2017

## ONE TO ONE PROGRAMME : ACCEPTABLE USER POLICY

Kingsway Christian College is pleased to be able to offer our students access to the Kingsway Technology network. We are determined to provide learning opportunities that encompasses technology in positive ways, which connects our students locally and globally, and where the technology is simply another tool in our learning experience rather than an end in itself.

As a College we will leverage existing and emerging technologies as a way to teach 21<sup>st</sup> Century skills that prepare our students in a competitive global electronic age. Part of this initiative is the need to ensure that students are taught when and how these tools are appropriately and effectively used.

The College's information technology resources, including email and internet access, are provided for educational purposes. If you have any doubt about whether a contemplated activity is acceptable, ask your immediate teacher or supervisor. Adherence to the following policy is required for continued access to the College's technological resources.

Users must respect and protect the privacy of others by:

- Using only assigned accounts
- Only viewing, using, or copying passwords, data, or networks to which they are authorised
- Refraining from distributing private information about others or themselves

Users must respect and protect the integrity, availability and security of all electronic resources by:

- Observing all College internet filters and posted network security practices
- Reporting security risks or violations to a teacher or network administrator
- Not destroying or damaging data, networks, or other resources that do not belong to them, without clear permission from the owner.
- Conserving, protecting, and sharing these resources with other users
- Notifying a staff member or administrator of computer or network malfunctions

Users must respect and protect the intellectual property of others by:

- Following copyright laws
- Citing sources when using others' work  
(The use of Turnitin will ensure adherence)

Users must respect and practice the principles of our community by:

- Communicating only in ways that are kind and respectful
- Reporting threatening or discomfoting materials to a teacher or administrator
- Not intentionally accessing, transmitting, copying or creating material that is illegal (such as obscenity or stolen materials)
- Avoiding spam, chain letters or other mass unsolicited mail
- Refraining from buying, selling, advertising or otherwise conducting business, unless approved as a school project

### **Consequences for Violation**

Violations of these rules will result in disciplinary action, including the loss of a user's privilege to use the College's information technology resources. Further discipline may be imposed in accordance with the College Discipline policy, up to and including expulsion depending on the degree and severity of the violation.

### **Supervision and Monitoring**

The use of the Kingsway Technology network is not private. College and network administrators and their authorised employees monitor the use of information technology resources to help ensure that the users are secure and in conformity with this policy. The College reserves the right to examine, use, and disclose any data found on the College's information networks in order to further the health, safety, discipline, or security of any student or other person or to protect property. The information may also be used in determination of disciplinary actions and will be provided as evidence of crime to the Police Department if required.

### **Insurance and Liability**

- It is strongly recommended that parents insure their child's device for loss and damage. The College accepts no responsibility for the loss or damage of the device. Wilful or deliberate damage will be dealt with according to the College discipline policy
- As the device is neither owned nor managed by the College, the College is not in a position to offer technical support.