



POLICY

ICT Responsible Use

Purpose

This policy governs the use of all electronic communications at Firbank Grammar School (FGS), including mobile communication devices, mobile phones, iPads, laptops and notebooks.

The use of Information and Communications Technology (ICT) broadens educational horizons and therefore is seen as an integral component of curriculum delivery and a rich opportunity to support learning and development. ICT offers powerful tools that can transform student learning. Students can develop and demonstrate their understanding of concepts and content in all learning areas through using ICT.

It is also important that students know how to use ICT efficiently and responsibly, as well as learning how to protect themselves and secure their data. Digital technologies enable enhanced learning that is interactive, collaborative, personalised and engaging. Students acquire valuable skills and knowledge to prepare them to thrive in our globalized and interconnected world. While it is a valuable tool, it must be used responsibly and in accordance with positive cybersafe practices. If not used appropriately, mobile devices and digital technology may present risks to students' safety and wellbeing.

FGS is committed to educating all students to be safe, responsible and careful in their use of technologies, and to empower students to use technologies to reach their full potential. FGS values access, equity and inclusion to all our school community, which extends to the provision of ICT for all our students. Parents are encouraged to engage with their respective Head of Campus to discuss how this can best be provided should parents have difficulty in supplying the required resources for their children.

Scope

This Policy applies to all Firbank Grammar Parents, Guardians, Staff and School Students.

Policy Outline

As a tool of the learning process, ICT enables students to research information from a wide variety of sources, to communicate readily with others and to prepare, redraft and store work.

Electronic research is ever changing with the use of A.I (Artificial Intelligence) and communication skills are part of a portfolio of skills which students need in order to become lifelong learners. Access to electronic communications is a privilege and not a right. Legitimate use is specifically for educational purposes only.

These include:

- research activities as part of the school curriculum producing work that relates to associated learning activities
- the use of email for exchanging appropriate information and engaging in collaborative projects

At FGS we:

- use ICT to enhance learning opportunities across all areas of curriculum
- target use to educational or developmental objectives
- support the development of student confidence and competence in the use of ICT and cyber citizenship
- actively promote safe, responsible, and discerning use of digital technologies by educating students about online privacy, intellectual property and copyright and the importance of maintaining their own privacy online
- responsibly address and issues or incidents that have the potential to impact on the wellbeing of students
- educate students on appropriate responses to any dangers or threats to wellbeing that they may encounter when using the internet
- have Technology Guidelines (found in the student handbook) which outline expectations when using ICT on campus or for learning purposes during learning at home (including remote learning).
- support parents and guardians to understand safe and responsible use and the strategies that can be implemented at home
- provide a filtered internet service whilst on campus to block access to inappropriate content.

Expectations about acceptable behaviour for students apply to the use of both physical hardware and software, and communications technologies. Firbank Grammar School reserves the right to monitor ICT use by all students to ensure compliance with this policy. Incidents of misuse, inappropriate online behaviour, concerning comments, posting of inappropriate images or cyberbullying are taken very seriously and dependent on the behaviour could result in:

- meeting with Wellbeing Leader and/or Director of Wellbeing
- restorative practice
- conflict resolution
- parent meeting
- exclusion from school or school activity
- restitution of property
- school suspension
- report to external agencies such as the Police or child protection
- expulsion

General Computer Use

- Students are provided devices or may be required to supply their own devices for use at the school, which must meet the specifications required to ensure curriculum delivery.



- All messages, information and data sent and received using the Schools telecommunications network are the property of the FGS.
- Students use their own password when logging into the network and using another person's password is not permitted.
- Using another person's programs or data without permission is not permitted.
- Work must be stored in the space allocated to each student.
- In line with copyright laws, the work of others must be appropriately acknowledged
- Using impolite, abusive or otherwise objectionable language in either public or private documents is prohibited. Using any material that is deemed by the Principal to be against the school's values is prohibited.
- Students must not use the ICT in a manner which brings the school into disrepute.
- Use of ICT must be curriculum related.
- Software installation on school hardware must be carried out by a member of staff.
- Students must not vandalize hardware, data or material via the use of the Internet.
- Students must not upload or create viruses.
- The network shall not be used for:
 - Circumventing security measures on school or remote computers or networks, data or material via the use of the Internet.
 - Downloading and circulating unacceptable or offensive information.
- Information published on the Internet may be inaccurate or may misrepresent a person or situation. Accordingly, students must critically evaluate this information and use with due care and consideration.
- Students should not upload images of the School or any other information that identifies the School for their own personal use on the Internet or any social media platform without the permission of the Principal. This includes pictures of themselves in school uniform, teachers or images from school events (especially on such web spaces such as Facebook, Instagram, Snap Chat, BeReal, You Tube and Tik Tok). Whilst the list of possibilities is endless, in all matters of concern, discretion as to which material is inappropriate rests with the Principal.

School Internet

Students should not knowingly use the Internet to generate, access, retrieve or distribute material that is deemed offensive according to law e.g. downloading, distributing or viewing pornography, racist or other material which degrades another person. This relates to media such as images, videos, words and music as well as use of A.I to create such material as deep fake images or videos.

- If unacceptable material is accidentally located, students must notify a staff member immediately.
- The Internet must not be used for commercial transactions or profit.
- FGS accepts no responsibility for purchases via credit cards or for meeting the requirements of any other contract.
- The Internet must not be used for political purposes.
- Online publications, e.g. Blogs, Wikis, are formal publications and their contents and use must only be for educational purposes. They will be checked and approved by the appropriate member of staff.



Communication

Examples of unacceptable use of Communication technologies include:

- sending or displaying offensive and anti- social material, messages or images
- using obscene language
- harassing, threatening, insulting or attacking others
- sending messages that result in losses of the recipient's work or damage the system
- identity theft via mobile phones or social media networks
- using the network to disrupt its use by other individuals or by connecting networks
- disrespect of others' privacy and intellectual property
- trespassing in the folders or files of others
- using other users' email addresses and passwords
- using any means to avoid scrutiny by teachers of work in progress
- damaging computers, computer systems or computer networks (for example, by the creation, introduction or spreading of computer viruses, damaging hardware, altering source codes or software settings, etc)
- use of material copied from the Internet without acknowledgement
- employing the network for commercial purposes or activities by for-profit institutions or organisations, product advertisement or political lobbying
- sending messages or images which bring the School into disrepute
- intentionally wasting time or resources

Artificial Intelligence (AI)

AI tools such as ChatGPT and Copilot should not be used to generate disrespectful or offensive content, and the use must comply with this policy. To promote academic integrity, FGS will educate and monitor student use of AI, Staff will critically evaluate use of AI generated content to ensure these tools are not used to undermine authentic learning and assessment and to avoid plagiarism.

Mobile Phones

Appropriate use of mobile phones is covered by the Student Mobile Phone Policy.

Social Media

Appropriate use of social media is covered by the Social Media Policy.

Roles and Responsibilities

Principal, Deputy Principal and Heads of Campus:

- Ensuring effective systems are in place to ensure that standards and guidelines are set for acceptable use of ICT, and that these are communicated effectively to all students, staff and parents.
- Ensure ICT aligns with the school curriculum requirements.

Staff:

- Required to read and understand the ICT policy and enforce its application as part of their supervision duties of students.
- Any misuse by students is to be dealt with as per the Policy



Students and Parents:

- Students are required to have read and understood the policy and to have signed the Technology Agreement at the commencement of the school year or when new technology device is supplied.
- Students are expected to comply with this policy.
- Students are expected to promptly alert teachers of any suspicious activities that they may observe or be exposed to through the use of ICT.
- Parents acknowledge and understand that teachers are unable to appropriately supervise device and communication usage whilst students are not under the teachers care. Parents are to ensure appropriate supervision is provided to students at these times.

Information Technology Department:

- Support students and staff in the implementation of this policy, through provision of support and sufficient technological system controls.
- Provide access to students to hardware, software and communication technologies as directed by the School.

Relevant Legislation and Information

[Online Safety a Guide for Parent's and Carer's](#)
[Social media age restrictions | eSafety Commissioner](#)
 Safety Amendment (Social Media Minimum Age) Act 2024
 Education and Training Reform Act 2006

Related Policies

- Information Communication and Technology Agreement
- Behaviour Management Policy
- Relationships and Engagement Commitment
- Privacy Policy
- Social Media Policy
- Academic Integrity Policy
- Student Mobile Phone Policy

Approval

Policy Issue date	April 2025
Policy Owner	Deputy Head of Senior School
Document updated by	Risk and Compliance
Document reviewed by	SLT/ ICT Manager
Document approved/endorsed by	Principal
Next Review date	April 2029



Help for non-English speakers.
 If you need help to understand this policy,
 please contact us at
enquiries@firbank.vic.edu.au

The school community may provide feedback on this document by emailing: communications@firbank.vic.edu.au