



# ICT POLICIES AND PROCEDURES GUIDELINES FOR GMAS

# Social Media Policy

**SOCIAL MEDIA POLICY**  
Revised 2015 V:1.0

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*Located in P:/2017 Staff Handbook, R:/2017 Staff Handbook, R:/Policies & Orientation files for New Admin, EA, Grounds Staff, JS, SS & New Staff Member*

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## 1. Introduction

It has been estimated that, across the globe, two people start a weblog every second. Add this to the phenomenal growth in Facebook, Twitter and other online forums and it's clear that the internet is rearranging many things about how schools communicate. Furthermore, as the Australian Curriculum specifies "Communicating with ICT", via conduits including those classified as social media, as an expected skill for students across the curriculum, teaching staff should be expected to be conversant in the use and appropriate application of social media contexts.

With this in mind, GMAS recommends that staff are conversant with our Social Media Policy to ensure staff behaviour on Social Networks is responsible and acceptable by school standards.

It is the responsibility of GMAS regarding the construction of a fair and useable policy for social media engagement.

## 2. Defining Social Media

Social media refers to the use of web-based and mobile technologies to turn communication into an interactive dialogue. Social media may be defined as "a group of Internet-based applications that build on the ideological and technological foundations.....that allow the creation and exchange of user-generated content."

Social media, therefore, are a group of online media that allow social communication, as a superset beyond more conventional notions of social communication. Anthony Mayfield in his eBook "What is Social Media?" says the new kinds of online media share most of the following characteristics:

**Participation:** everyone who is interested has the opportunity to contribute and provide feedback on an issue through social media. The line between media and audience is blurred.

**Openness:** the majority of social media services encourage feedback and contribution allowing users to vote, comment and share information. Any form of barrier prohibiting access and the sharing of content is non-existent. Very little is a secret anymore. The results of sporting events, awards ceremonies, the death of a celebrity (at its peak there were over 6,000 tweets per second recorded on Twitter in response to the announcement of the death of Apple co-founder Steve Jobs) or the occurrence of a natural disaster are able to be broadcasted to the whole world within seconds.

**Conversation:** social media are seen as a conversation between two, three or more users whereas traditional media is generally a one-way broadcast.

**Community:** people who share a common interest (such as a school, sporting team, particular film genre or political view) are able to communicate effectively and instantaneously as soon as something occurs.

**Connectedness:** most kinds of social media allow for links to other websites, video material, resources and people, creating a web of connectivity between users and content.

There are various forms of social media and there are always new forms of social media being developed. Currently, the main forms of social media include, but are not limited to:

- **Social networking sites:** Facebook , MySpace, Google+, Foursquare, LinkedIn, Bebo and Friendster;
- **Video and photo sharing websites:** Content Communities such as Flickr, wessabe and YouTube;
- **Micro-blogging sites:** Twitter, Posterous, Dailybooth;
- **Blogs:** including corporate blogs and personal blogs or blogs hosted by traditional media publications;
- **Podcasts:** including corporate podcasts and personal podcasts;
- **Forums and discussion boards:** e.g. local discussion boards, Whirlpool, Yahoo! Groups or Google Groups;
- **Virtual game worlds:** e.g. World of Warcraft;
- **Virtual Social Worlds:** e.g. Second Life;
- **Online encyclopaedias:** e.g. Wikis such as Wikipedia, Geo-wiki, GeoNames and Sidewiki; and
- Any other websites that allow individual users or companies to use simple publishing tools, (together called **Social Media**).

### 3. Relevant Legislation

The laws that apply in the 'real world' also apply in cyberspace.

Although there are a several benefits that social media can bring to both personal usage and school purposes, there are certain risks and implications that can arise. While the law has not entirely caught up with technology and there is no one specific piece of legislation that regulates social media sites and the use of social media, it is important to keep in mind that what staff and employers do with social media can have real world legal consequences.

Schools need to be mindful that they must provide clear guidance to their staff in their social media policy to ensure staff are aware of their social media responsibilities in the workplace. There have also been cases where the inappropriate use of social media against co-workers (such as harassment) outside of work hours has resulted in staff being dismissed for serious misconduct.

Recent decisions by Fair Work Australia have again confirmed that proof of excessive use or the inappropriate use of social media during or outside of work hours may constitute a valid reason for termination of employment.

Employers have used Facebook profiles as evidence in workers compensation cases and to dismiss rogue staff who have continually failed to show up for work without any apparent reason.

Examples of Acts that may be associated with the use of social media:

- Fair Work Act 2009
- Privacy Act 1988
- Telecommunications (Interception and Access) Act 1979
- Telecommunications Act 1997 (Note: the Cybercrime Legislation Amendment Bill 2011- still being debated in the Senate)
- Criminal Code Amendment (Cyber Predators) Act 2006
- Copyright Act, 1968
- Copyright Amendment (Digital Agenda) Act 2000
- Copyright Amendment (Moral Rights) Act 2000
- School Education Act 1999

- School Education Regulations 2000

Staff are advised that social media conversations may also be covered within school policies pertaining to privacy, defamation and intellectual property. Staff need to be aware of the concept of leaving a “digital footprint”, i.e. communication via social media and email is virtually indelible.

#### **4. Social Media and Marketing**

Social media marketing refers to the process of gaining website traffic or attention through social media sites.

Social media marketing programs usually centre on efforts to create content that attracts attention and encourages readers to share it with their social networks. A message spreads from user to user and presumably resonates because it appears to come from a trusted, third-party source, as opposed to the school itself. Hence, this form of marketing is driven by word-of-mouth, meaning it results in earned media rather than paid media.

Social media has become a platform that is easily accessible to anyone with internet access. Increased communication for organisations fosters brand awareness and often, improved customer service. Social media serves as a relatively inexpensive platform for schools to implement marketing campaigns. Our school is aware that a poorly delivered online presence, via any social media conduit, can work against a school’s reputation. It is now common practice for media journalists to trawl an organisation’s web-presence for newsworthy items.

Besides research tools, there are many companies providing specialised platforms/tools for social media marketing, such as tools for:

- Social Media Monitoring
- Social Aggregation
- Social Book Marking and Tagging
- Social Analytics and Reporting
- Automation
- Social Media
- Blog Marketing
- Validation

#### **5. Risks associated with online social media activity**

There are risks associated with the use of social media. These include but are not exclusive to:

- Breaches of the school’s Code of Conduct for staff.
- Plagiarism or breach of copyright conditions when using or reproducing material.
- Excessive work-time used browsing social media applications.
- Social media put to an inappropriate use.
- Staff comments inadvertently bringing the school’s reputation into disrepute.
- Staff outlining personal political views whilst using their school contact.
- Staff, through the use of pseudonyms or ‘avatars’ representing themselves as someone else either within the school or outside of the school.
- Staff making promises or statements regarding the school’s operations which are misleading.

- Staff disclosing personal information relating to school staff, students or parents or official information which is confidential or 'commercial-in-confidence'.

## 6. Issues to consider with a Social Media Policy

Why exactly do staff need to use this medium and what should they be doing with it? It is advisable that staff understand they are personally responsible for what they write on social networks. During work time, and occasionally after hours, they are representing the school and have to act in a professional manner as they would through emails or on the telephone.

Whilst it may not be the reality, the general public will often perceive that the views expressed by the individual staff member are the views of the school. Thus, staff must be aware that the manner in which they conduct themselves outside of the school will nearly always be linked back to the school in some way. The main issue of inappropriate social media comment is not the intent of the author but rather how the comment is received.

Staff should identify themselves where possible so the general public understands a human is talking to them. The use of 'avatars' is not recommended.

It is considered critical that confidential information must not be shared on any social media site – both school information and that of your students/parents/other staff. In such matters staff need to refer to the schools confidentiality and fidelity clauses in school policies or staff contracts.

In a similar fashion, staff who denigrate another school, regardless of the type or sector, on a social networking website may do our school harm.

GMAS strongly recommends very clear standards and guidelines regarding staff engaging students as 'friends' on any social networking site or platform. It is suggested that staff exercise caution when contemplating current parents of students as 'friends'.

Staff need to know that our implemented Social Media Policy, is then being monitored e.g. monitoring collaborative project entries (Wikipedia) or public social media communications and content sharing from staff (Facebook , YouTube).

## 7. Guidelines for staff

The following guidelines assist in providing staff with rules when using social media.

Staff:

- Need to read, understand and comply with the School's Internet and Email Usage Policy and Guidelines and the Social Media Policy and Guidelines.
- Should declare their purpose and their position as a representative of the school, using an official staff account. Depending on how close the relationship is to the topic being discussed the staff may wish to provide a graduated level of identification.
- Should not comment in depth on the activities of another sub-school or division of the school apart from providing factual information that is on the public record, unless staff have authority to do so.
- Must avoid any statement that might bring the school into disrepute.
- Must not commit the school to any action or initiative without appropriate authority.

- Must not disclose official information unless authorised to do so or unless it is already in the public domain.
- Should be aware of laws covering libel, defamation, privacy and the protection of intellectual property.
- Must ensure all activities are in line with all other relevant school policies.
- Must be apolitical, impartial and professional and avoid any statements that might be interpreted as advocating government policies or criticising the policies of political parties or groups.
- Must protect personal information entrusted to the school from distribution into the public domain.
- Must have approval from the relevant school manager to use social media in an official capacity.
- Should take note of any copyright/Creative Commons and Intellectual Property notices attached to content they wish to use/repurpose. Additionally staff should cite or otherwise acknowledge content sources when they are known.

## 8. Inappropriate use of Social Media

Inappropriate use, read in conjunction with a school internet/email policy should include, but would not be limited to:

- Conducting private business during working hours.
- Using discriminatory, defamatory, abusive or otherwise objectionable language in content.
- Accessing, downloading or transmitting any kind of sexually explicit material, violent images including graphic images of blood or gore (without medical purpose).
- Accessing, downloading or transmitting information on the use and construction of weapons, explosives and other tools of violence or terrorism.
- Accessing, downloading or transmitting any material deemed to be illegal under WA or Australian Commonwealth law.
- Accessing, downloading or transmitting hate speeches and overt racism; material extolling the inherent or moral superiority or inferiority of a particular race, ethnic group, or sexual orientation; racial epithets; or religious bigotry.
- Compromising the privacy of any person.
- Using services for personal political purposes.
- Using services for industrial campaigns (apart from messages sent by officials of unions and professional associations for informational or consultative purposes).
- Attempting to gain unauthorised access to the computing resources of other organisations.
- Disrupting the integrity of the school's data or information services.

## 9. References

- a) Lavan Legal- Employment Snapshot- "No social media policy results in staff reinstatement" – Ian Curlewis and Michael Jensen, 28 March 2012
- b) "Australia: The world wide web of laws entangling Social Media" Commercial Law Update – Hunt and Hunt Lawyers John Kell and Adam Mazzaferro 04 November 2011

- c) "Protective practices for staff in their interactions with children and young people- Guidelines for staff working or volunteering in education and care settings"- Government of South Australia Department of Education and Children's Services, Catholic Education South Australia, The Association of Independent Schools South Australia, September 2011
  
- d) "What is social media?" Anthony Mayfield iCrossing ebook, 01 January 2008
  
- e) "Social Networking Policy" The Association of Independent Schools New South Wales, 2011
  
- f) "Social Media Marketing", Dave Evans and Jake McKeeWiley Publishing Inc. 2010
  
- g) "What is Social Media Marketing". Search Engine Land. Retrieved 11 January 2012.  
<http://searchengineland.com/guide/what-is-social-media-marketing>.



## 10. Appendix

### Section 10.01 GMAS School Policy

#### Statement of context

The ever-changing and inherently public nature of online communication presents a range of challenges in safeguarding the GMAS community, its staff and most importantly, the safety and security of the school's students.

The school recognises that staff members may use social media channels outside school hours in a private capacity; however, such use can still have a negative impact upon the school and the school wishes to ensure that staff members take great care to avoid this by acting in the school's best interests when on-line at all times either on school or private equipment.

This policy applies to all staff members employed by the school and all persons who work at or with the school in a casual or voluntary capacity.

#### Policy

Staff members must not use the school's computer systems to access social media channels, unless the access is for teaching, pastoral care or educational purposes and the staff member has the permission of the Principal.

Staff members may also be held accountable for any social media use both within and outside the school, on school owned or private equipment, where the school may be recognised and its name brought into disrepute.

Inappropriate use of social media against the employer or co-workers outside of work hours and/or excessive personal use of social media during work hours may, in certain circumstances, result in staff being dismissed for serious misconduct.

#### References

School - Staff Network and Internet Use Acceptable User Agreement (Staff members)  
School - Student Network and Internet Use Acceptable User Agreement (Students)  
School - Privacy policy

#### What are social media channels?

There are various forms of social media channels and there are always new forms of social media being developed. Currently, the main forms of social media include, but are not limited to:

- Social networking sites: Facebook , MySpace, Google+, Foursquare, LinkedIn, Bebo and Friendster;
- Video and photo sharing websites: Content Communities such as Flickr, wessabe and YouTube;
- Micro-blogging sites: Twitter, Posterous, Dailybooth;
- Blogs: including corporate blogs and personal blogs or blogs hosted by traditional media publications;
- Podcasts: including corporate podcasts and personal podcasts;
- Forums and discussion boards: e.g. local discussion boards, Whirlpool, Yahoo! Groups or Google Groups;

- Virtual game worlds: e.g. World of Warcraft;
- Virtual Social Worlds: e.g. Second Life;
- Online encyclopaedias: e.g. Wikis such as Wikipedia, Geo-wiki, GeoNames and Sidewiki; and
- Any other websites that allow individual users or companies to use simple publishing tools, (together called Social Media).

These channels offer individuals the opportunity to connect with people, create and share information and ideas and develop relationships through online communities and networks.

### **Procedures and Rules**

1. Staff members are required to declare their purpose and their position as a representative of the school when using an official staff account.
2. Staff members must not use social media channels, Skype or similar programs to communicate with current students unless for education or teaching purposes and the staff member has the permission of the Principal.
3. A personal relationship with current students via social media channels (for example, adding a current student as a 'friend' or 'follower' on Facebook , MySpace or Twitter or accepting an offer to join theirs) may exceed the accepted bounds of a teacher/student relationship and may leave the staff member open to allegations of improper conduct. Staff members must be aware of "Conditions of Use" for social media sites to be used for teaching purposes and that these conditions could preclude account use by students below certain ages (13 years is frequently stated).
4. Staff members are advised to use professional discretion before accepting ex-students or parents of current students as 'friends' or 'followers' on social media channels.
5. Staff members must not post images that include school staff or students on social media channels.
6. Staff members must not use the school's logo or create school branded accounts which could be interpreted as representing the school;
7. Staff members must not commit the school to any action or initiative without appropriate authority.
8. Consistent with privacy laws and other school policies, staff members must not, under any circumstances, reveal through social media channels confidential, proprietary or privileged information related to the school or its students, staff members, finance, policies or procedures, which is not otherwise publicly available.
9. Staff members should take note of and comply with any copyright/Creative Commons notices attached to content they wish to use/repurpose. Additionally staff must cite or otherwise acknowledge content sources when they are known.
10. Staff members must be apolitical, impartial and professional and avoid any statements that might be interpreted as advocating government policies or criticising the policies of political parties or groups.

11. Staff members must not either during or after hours, under any circumstances, disparage or speak adversely about the school or other schools, school business matters or activities, its staff or its students through social media channels.
12. Staff members are reminded that they should not have any expectation of privacy when it comes to content and information stored or posted in the social media environment. Even if staff members intend to keep the information private, it may unintentionally enter the public domain. For example, online content may inadvertently be viewed or accessed by colleagues, the media, students or families of students.
13. Staff members may not store or post inappropriate content and information in the social media environment, which is capable of being connected with the school, may adversely affect the school's reputation, a student's reputation and the individual staff member's reputation.
14. Staff members may not identify or discuss co-workers or post photographs that include co-workers unless you have obtained their permission first.
15. Breach of this policy may result in disciplinary action being taken against the staff member. Disciplinary action may include limitation or removal of access to school systems or termination of employment or a contractor's engagement with the school.

The above requirements apply regardless of whether you have restricted the access to your personal site to selected persons only.

**Section 10.02      GMAS Internet Mail and Email Policy**



**GEORGIANA MOLLOY ANGLICAN SCHOOL**  
**INTERNET MAIL AND EMAIL POLICY**

**1. - Preamble**

It is the policy of Georgiana Molloy Anglican School to encourage the use of its email services and internet access to access information, to improve better and more efficient client and third party communication and to prohibit unauthorised and improper use of these facilities.

Those who use the school's internet access and email services are required to do so responsibly and must comply with the school's policy on these matters as applicable from time to time and, of course, with State and Federal laws.

Any email account or internet account associated with the school is the property of the school, as is all information originating from those accounts.

Access to the internet and email services is a privilege granted by the school. The school reserves the right to revoke the privilege and restrict access without prior notice, and without the necessity for consent of the user.

Mail addressed to a person at the school is deemed to be school mail and therefore can be opened. Private mail or correspondence should not be addressed to the school address.

**2. - Privacy**

By accessing the internet and email services the user acknowledges that the school can monitor and examine all individual connections and communications.

Subject to item 4 below, Georgiana Molloy Anglican School will afford the same level of privacy protection to individual electronic communications as it does to telephone.

The school respects the privacy of email users. However, the use of the school's telephone or email facilities for private purposes is permitted by the school as a privilege only and upon condition that the usage is not unreasonable in the absolute discretion of the school. The school has the right at all times to limit, restrict or prohibit the use of The school's telephone or email services, and (by necessary implication) its internet access at any time and without notice.

**3. - Confidentiality**

The confidentiality of any mail or email system cannot be assured. Confidentiality may be compromised by unintended redistribution, or because of the inadequacy of current technologies to protect against unauthorised access.

Email can be inadvertently sent to the wrong address. It may also be read by someone other than the intended recipient.

Caution must be exercised in communicating personal and confidentially sensitive information when using email systems that are not protected by encryption and digital signature technologies.

Copies of confidential emails discarded and / or deleted by the user may still be recorded for some considerable time on internet and in-house email servers, the recipient's computer and backup media. Be cautioned that deleting emails will therefore not necessarily remove all traces of it from your computer or from others including the internet service provider's computer.

#### **4. - General Exceptions to the Principles of Privacy and Confidentiality**

Georgiana Molloy Anglican School may deny access to the internet and its mail or email services, and may inspect, monitor, log, track or disclose mail, email or internet access activities under any circumstances including (but not limited to):

##### **Complaints**

If a complaint in relation to misuse of mail, email or internet access is received, or if misuse or abuse is suspected;

##### **Systems and Network Administration**

In the performance of their duties, network and computer operations personnel and system administrators need to ensure the proper functioning of internet access and email services, and may inadvertently see private and confidential information;

##### **Re-direction**

Persons authorised to inspect hard copy or electronic information and mail for the purposes of identification for re-routing, re-direction, forwarding or disposal may see private and confidential communications;

##### **Client Privilege**

Using insecure electronic communication systems per se does not in itself waive client privilege. Each communication with clients is regarded as prima facie privileged, and the user must take due care not to disregard that privilege.

##### **Representing Georgiana Molloy Anglican School**

When using email, or participating in electronic dialogues on the internet, users shall not give the impression that they are representing, giving opinions, or otherwise making statements on behalf of Georgiana Molloy Anglican School unless expressly authorised to do so.

##### **Personal Use of Email**

Georgiana Molloy Anglican School's email systems may be used for incidental personal purposes which are deemed reasonable by Georgiana Molloy Anglican School. Personal external email should clearly indicate that it is a personal communication and unrelated to Georgiana Molloy Anglican School. Users are required to respect and not abuse the privilege of personal email and specifically must not:

- Use Georgiana Molloy Anglican School's email systems, content and mailing lists for personal gain or for any business purpose whatsoever (other than the business of Georgiana Molloy Anglican School)
- Directly or indirectly interfere with the operation of Georgiana Molloy Anglican School's email services
- Interfere with their employment duties, or other obligations to Georgiana Molloy Anglican School
- Burden Georgiana Molloy Anglican School with noticeable systems congestion and/or additional costs

Records arising from personal use of email will be treated no differently from other email when applying this policy in respect of confidentiality, privacy, disclosure and technical administration.

## 5. - **Responsibilities and Duties of Users of GMAS Email and Internet Services**

### **General Obligations**

Use of email services must not compromise professional integrity and duties, or the intent, style and quality of firm communications.

Be aware that email leaves an irrevocable written record.

The comparative ease and immediacy of email communication needs to be tempered with caution. Do not act in haste. Pause and reflect for a moment on any email communication being sent or replied to.

### **Duty of Care to Georgiana Molloy Anglican School**

On behalf of the user there are numerous duties towards Georgiana Molloy Anglican School:

### **System Control and Security**

- Maintain adequate **password protection** for email and internet applications;
- Report **every** breach of system and/or email security;
- Report **unauthorised use** of the user's email account;

### **Respect for Others**

- Do not use either the email system or internet access in a manner that is in conflict with, or harmful to, the interests of Georgiana Molloy Anglican School or your colleagues;
- Protect others' right to privacy and confidentiality;

### **Procedural**

- Keep all emails to under 5MB in size. Bigger emails need authorisation from ICT Manager.

- Respond to email in a timely manner;
- Georgiana Molloy Anglican School email communications must not (without approval) be posted to a public electronic bulletin board, conference, newsgroup or list server;
- Maintain up-to-date email address directories;
- Maintain an archive record of email sent and received together with confirmations, receipts and any attachments;
- Always use Georgiana Molloy Anglican School's approved email signature identifying the school;

### **Electronic Content - Legal Obligations**

Internet access and/or email must not be used to transmit material and statements which are:

- illegal or fraudulent or part of an unlawful activity;
- slanderous, libellous and/or defamatory;
- offensive, obscene, pornographic, or in bad taste;
- abusive and/or threatening of violence;
- incitement to break the law;
- harassment based on sex, race, disability or other protected status;
- anonymous or repeated messages designed to annoy, abuse or torment;
- spam.

### **Authentication and Encryption**

#### **General Obligations**

Users need to be alert to the possibility of forgery, or false attribution. Unless both encrypted transmission and 'authenticated' signature systems are in use, there is no guarantee that the email received was in fact sent by the purported sender.

If authentication and encryption technology is not available, the user should identify themselves to the recipient in some manner.

#### **Authentication**

Where the technology is available emails (including attachments) that require the authority conveyed by a signature must be encrypted and sent and/or received with an authenticated digital signature.

When sending emails ensure that the recipient can identify the sender and the position and authority held by the sender within the school.

Where possible, check the source, integrity and veracity of information downloaded from the internet.

## **Encryption**

Electronic communications can be misdirected, redirected, intercepted, or read en route. Therefore sensitive confidential material should not be sent through unless it is encrypted.

## **Virus Protection**

Users must report all suspected incidents of software viruses or similar contaminants from email attachments and/or downloads from the internet;

## **Access to the Internet and World Wide Web Access**

Access to the internet and World Wide Web is given principally for work related activities or approved educational / training activities.

Incidental and occasional personal use and study use is permitted. This privilege should not be abused and must not affect a user's performance of employment related activities.

Georgiana Molloy Anglican School itself, or through its Internet Service Provider, is able to monitor, log and gather detailed statistics on Georgiana Molloy Anglican School's internet activity.

## **Electronic Dialogue**

Participation in internet/Web based conferences, chat groups, newsgroups, bulletin boards, email list servers and other collaborative electronic discussion forums must be approved by Georgiana Molloy Anglican School and related to the work of the school. Care must be taken when using such internet facilities not to make defamatory, derogatory or offensive remarks.

## **Responsibilities and Obligations**

Do not access, download or distribute material that is in breach of the law, and which others may find offensive or objectionable, such as material, which is pornographic, racist or an incitement to violence.

Copyright laws and intellectual property rights must be respected and honoured at all times.

Software must not be downloaded from the internet without the prior approval of the ICT Manager.

## **Communication with Parents**

In light of confidentiality issues associated with email usage, it is school policy that staff can communicate with parents via email. If an email is received from a parent, follow up by staff can occur via telephone, in person, in writing or via email.

## **Violation of this Policy**

In all circumstances, use of internet access and email systems must be consistent with the law and Georgiana Molloy Anglican School's policies.

This policy is incorporated as part of the terms of employment by GMAS. Subject to the requirements of the law, violation of this policy may result in a range of sanctions from restriction of access to electronic communication facilities, suspension, disciplinary action, and may in serious cases include dismissal.



Section 10.03 Staff Network and Internet Use Acceptable User Agreement

GEORGIANA MOLLOY ANGLICAN SCHOOL



**STAFF NETWORK AND INTERNET USE**  
**ACCEPTABLE USER AGREEMENT**

Georgiana Molloy Anglican School Network, Internet, Technology and electronic mail is provided for educational purposes only.

I hereby agree that whilst using the Georgiana Molloy Anglican School Network, Internet, electronic mail and Electronic Devices (personal or school property):

- I will use the computer resources and the Internet account solely for educational purposes;
- I will observe all copyright laws, including those that relate to computer software and material published on the internet;
- I will respect the rights and privacy of other users;
- I will immediately report any obscene or offensive material I encounter to management staff;
- I understand that logs of my Internet, e-mail access and all stored data can/will be scanned at any given time and kept whenever necessary;
- I am familiar with the school's Social Media Policy ([found on the school's web site](#)) and accept all consequences from non-adherence to these guidelines;
- I will not use any device issued to me by the school in an appropriate manner both in and outside of school hours;
- I am aware that being online with students can lead to damage to a staff member's reputation / immediate career / future career prospects / possible criminal action.

I will **NOT**:

- Use the school computers to play games excepting educational games for educational purposes;
- Use social networks in school time or at school events, due to decreased productivity and adherence by staff to the school's performance requirements, unless specifically curriculum driven and in Teaching / Learning programs;
- Tamper with the system (which includes the network or workstation and its desktop in any way including, but not limited to, the storage of unauthorised software);
- Bring Georgiana Molloy Anglican School into disrepute in any way whatsoever;
- Use/attempt to access another staff member's account or tamper with other accounts in any way;
- Allow anyone else to use my network account or give my password to anyone else;
- Attempt to retrieve, view or disseminate any obscene, offensive, age inappropriate pornographic/explicit or illegal material;
- Use offensive/intimidating language, resort to personal abuse or threaten or engage in physical contact;
- Send offensive, racist or sexist messages;
- Send anonymous or falsely addressed e-mail;
- Use my account for business purposes or financial gain;
- Use my account for political purpose.

I realise that if I do not abide by the above rules, then

1. My Internet and internal e-mail access can be withdrawn;
2. I could be subject to other disciplinary action and may not be able to participate in teaching at the school;
3. Breaching these conditions may lead to withdrawal of the item for a specified time period (schools discretion).

<b>I have read the Staff Computer Network and Internet Agreement, and agree that I will abide by it:</b>		
<b>Staff name (please print)</b>	<b>Staff Signature</b>	<b>Date Received:</b>
_____	_____	___ / ___ / 20___

***Georgiana Molloy Anglican School reserves the right to amend any Teaching and Learning programs and computerised/internet usage as it deems necessary, to ensure continued appropriate use and effective learning for all students in line with educational codes and practices.***

Section 10.04 Student Network and Internet Use Acceptable User Agreement



**GEORGIANA MOLLOY ANGLICAN SCHOOL**

**STUDENT NETWORK AND INTERNET  
USE ACCEPTABLE USER AGREEMENT**

Georgiana Molloy Anglican School Network, Internet, Technology and electronic mail is provided for educational purposes only.

I hereby agree that while my child is using the Georgiana Molloy Anglican School Network, Internet, electronic mail and Electronic Devices (personal or school property):

- They will use the computer resources and their Internet account solely for educational purposes;
- They will observe all copyright laws, including those that relate to computer software and material published on the internet;
- They will respect the rights and privacy of other users;
- They will immediately report any obscene or offensive material they encounter to a staff member;
- They understand that logs of their Internet, e-mail access and all stored data can/will be scanned at any given time and kept whenever necessary;
- They are familiar with the school's Social Media Policy (found on the school's web site) and accept all consequences from non-adherence to these guidelines;
- They will use any device issued to them by the school in an appropriate manner both in and outside of school hours.

They will **NOT**:

- Use the school computers to play games excepting educational games under the direction of a staff member;
- Use social networks in school time or at school events, unless specifically curriculum driven and approval has been given by a staff member;
- Tamper with the system (which includes the network or workstation and its desktop in any way including, but not limited to, the storage of unauthorised software);
- Bring Georgiana Molloy Anglican School into disrepute in any way whatsoever;
- Use/attempt to access another student's account or tamper with other student's accounts in any way;
- Allow anyone else to use their account or give their password to anyone else;
- Attempt to retrieve, view or disseminate any obscene, offensive, age inappropriate pornographic/explicit or illegal material;
- Use offensive/intimidating language, resort to personal abuse or threaten or engage in physical contact;
- Send offensive, racist or sexist messages;
- Send anonymous or falsely addressed e-mail;
- Use their account for business purposes or financial gain;
- Use their account for political purpose.
- Post or upload images of themselves, staff, and other students that have references to the School on the WWW or other mediums. This includes photos taken at the school, school

sanctioned events, camps and sports days. Permission may be sort from the school in special cases prior to posting.

They realise that if they do not abide by the above rules, then

4. Their Internet and internal e-mail access can be withdrawn;
5. They could be subject to other disciplinary action and may not be able to participate in subjects which require regular internet/computer access;
6. Breaching these conditions may lead to withdrawal of the item for a specified time period (schools discretion) and /or withdrawal /suspension of the student for a specified time period (schools discretion).

<b>I have read the Computer Network and Internet Agreement, discussed it with my child, and agree that my child will abide by it.</b>		
<b>Parent/Guardian Signature</b> _____	<b>Student name (please print)</b> _____	<b>Yr level</b> _____
<b>Date Received:</b> ___ / ___ / 20___	<b>Staff member (please print)</b> _____	

***Georgiana Molloy Anglican School reserves the right to amend any Teaching and Learning programs and computerised/internet usage as it deems necessary, to ensure continued appropriate use and effective learning for all students in line with educational codes and practices.***

## Section 10.05 Netiquette



# Netiquette

There are rules for being polite online too! Here are the top 10 Internet etiquette (Netiquette) rules for kids to survive the online world.

**1** Never type everything in capitals. THIS LOOKS LIKE YOU ARE SHOUTING! People will think you are being rude. Stick to normal sentence case when typing emails and messages to anyone.

**2** Always speak to others the way you'd like to be spoken to. Don't speak rudely or swear at other people – how would you like it if someone spoke that way to you?

**3** Use emoticons like :) or :( to get your message across. Sometimes what you write on an email or message may be misunderstood – using emoticons helps with understanding your message. They can also make message look fun.

**4** Be patient – if you are upset about something, wait 10 minutes before you write a message. You might need to calm down and rethink your wording. Remember, once you hit send your message has gone into cyberspace forever.

**5** Get to the point! Try to keep your emails and messages brief so that the person receiving your message is clear on what you mean to say.

**6** Be careful with sending to "Reply All". Do you really want everyone to get this message or only the person who sent it to you?

**7** If someone bullies you or writes something bad to you, tell your parents or your teacher.

**8** Don't reply to message from people or email addresses that you don't know. It could be spam or a virus which will crash your computer. Worse still it could be a stranger who might try to hurt you.

**9** Don't forget to say "hi" and "bye" – it makes your email friendly.

**10** Don't forward chain letters or spam – it only fills up your friends inboxes and might stop them from getting more important information. They may carry viruses and can annoy some people.

## Good emails

- Address the email to the person you are talking to. If someone else needs to know about it, but they aren't directly involved, put their address in the CC line.
- Always put a subject heading in the subject line. This will encourage people to read your email if it is something they are interested in.
- Think about how you will write your message and read it back to make sure it says what you want it to say.
- Sending an email is like sending a postcard. Along the way people can look at your message. Don't say anything in an email that you wouldn't want anyone else to read.
- Keep your emails brief and to the point – it will make your email clearer and easier to read.
- Sign off – don't forget to end the email with your name and contact details in case the person you are emailing needs to ask you questions.
- Spell check! Check your spelling and grammar before sending your email – it's frustrating to receive emails that don't make sense.

Section 10.06 Personal Electronic Device Policy



**GEORGIANA MOLLOY ANGLICAN SCHOOL**

**PERSONAL ELECTRONIC  
DEVICE POLICY**

**Personal Electronic Devices (PEDs)**

Staff, students and visitors have permission to bring personal electronic devices to school.

**The following guidelines are to be adhered to:-**

**Students' Guidelines:** Between the hours of 8.40am & 3.20pm Personal Electronic Devices are not to be in use unless permission has been granted by a staff member.

Where these guidelines are not adhered to a staff member may confiscate a student's PED (usually until the end of the school day). The staff member confiscating the PED may leave it with Student Services where it can be collected by the student at the end of the school day.

Staff may allow the use of PEDs for instructional activity. Year 11 and 12 students can access PEDs during study times as directed by staff.

**Staff Guidelines:** PEDs are not to be switched on during teaching time or school meetings/functions. Permission from Senior Management may be given in circumstances where deemed appropriate.

**Visitors Guidelines:** PEDs are not to be switched on during teaching time or school meetings/functions.

No responsibility is taken for lost, damaged or stolen PEDs at school, or at school activities.

**Ted Kosicki  
Principal**

**Section 10.07      Mobile Phone Policy**

**GEORGIANA MOLLOY ANGLICAN SCHOOL**



**MOBILE PHONE**  
**POLICY**

In writing this policy we recognise the benefits of current technology and the growing appropriate use of these devices within the school and the classroom. We are wary that mobile devices with earphones may cause damage to hearing, be a possible hazard as bells and conversations may not be heard and that students may be isolated from their peers. As such we encourage students to refrain from having the volume up and using earphones during school time.

If students choose to bring their mobile device to GMAS it is their responsibility to keep it safe. Mobile devices and similar devices are allowable in the following situations:

- on bus trips to and from school or sporting trips (but not once off the bus)
- on the bus to and from excursions, with the permission of the staff member (but not once off the bus)
- in teacher directed learning during class where such devices are integral to the learning process
- during study periods and examination preparation times
- where a student has a demonstrated hearing impediment where medical advice supports use of the device

They are not permitted:

- to have the volume at a level whereby someone next to them can hear it or if bells and directions cannot be easily heard
- in the classroom (when not directed by teaching staff)
- in the playgrounds
- at carnivals, such as Athletics, Cross Country or Swimming, or other special community occasions such as Presentation Night, Valete or Foundation Day,
- in examinations (unless directed under Special Provisions), or
- to be connected to any school computer, unless written permission has been given by a staff member

The use of these devices requires the user to be mindful of removing earphones when in conversation or being addressed by a fellow student or staff member.

Many of these devices also have cameras. Care should be taken when using the camera feature. No photo or video should be taken without the permission of the subject. No photo or video should be taken in toilets or change rooms. No photos or video should be uploaded onto websites without the prior written permission of the Head of Sub School.

**Unacceptable Use:**

Students are warned that inappropriate use of mobile phones could be contravening the Privacy Act, Copyright Act, Equal Opportunity Act, Censorship Act, Criminal Code or Cybercrime Act.

These Acts cover such aspects as sexual or racial harassment, bullying in general, possessing indecent material, showing offensive material to a person under 16 years of age, unauthorised access to or infecting communication technology and disclosing personal information.

Students found breaking these rules will have their mobile device confiscated (and held by Student Services) until the end of the day/week. If students break these rules a second time they will be issued with a detention and have their mobile device confiscated (and held by Student Services) for a period of a week or forfeit the right to have the device at GMAS.

Serious breaches of a person's privacy or acts of bullying/cyberbullying by the misuse of a mobile device and/or camera can lead to a student's enrolment being terminated.

Ted Kosicki  
Principal

**Updated March 2017**



Section 10.08 Privacy Policy



**GEORGIANA MOLLOY ANGLICAN SCHOOL**

**PRIVACY POLICY**

**1 PRINCIPLES**

The Anglican Schools Commission (ASC) is firmly committed to and bound by the Australian Privacy Principles contained in the Commonwealth Privacy Act (1988).

This Privacy Policy applies to the ASC and all schools of the ASC and sets out how the ASC and each school manages personal information provided to or collected by it.

The ASC may, from time to time, review and update this Privacy Policy to take into account the new laws and technology, changes to the ASC's operations and practices and to make sure it remains appropriate to the changing work environment.

**2 POLICY**

The ASC and all schools have a responsibility to:

- use and manage personal and sensitive information collected by them in accordance with the Privacy Act.
- inform individuals of the purpose of collecting personal and sensitive information.

This policy covers personal information about individuals who come into the school community and ASC office including staff, students and contractors.

**3 DEFINITIONS**

- *Privacy Act (1988)*  
The Privacy Act (1988) includes the Privacy Amendment (Private Sector) Act 2000.
- *Personal Information*  
Personal information is information or an opinion that allows someone to identify the individual that the information or opinion is about. It can range from very detailed information such as medical records to other less obvious types of identifying information such as an email address. Personal information includes name, address and other contact details; date of birth; next of kin details; financial information; photographic images and attendance records.
- *Sensitive Information*  
Sensitive information is a type of personal information that is given extra protection and must be treated with additional care. It includes any information or opinion about an individual's racial or ethnic origin, political opinions, membership of a political association, religious beliefs or affiliations, philosophical beliefs, government identifiers, nationality, country of birth, languages spoken at home, family court

orders, membership of a professional or trade association, membership of a trade union, sexual preferences or practices, or criminal record. It also includes health information. Sensitive information will be used and disclosed only for the purpose for which it was provided or a directly related secondary purpose, unless you agree otherwise, of the use or disclosure of the sensitive information is allowed by law.

- *Health Information*

Health information is a subset of sensitive information. It is any information or opinion about the health or disability of an individual, the individual's expressed wishes about the future provision of health services and a health service provided, currently or in the future, to an individual that is also personal information. Health information also includes personal information collected in the course of providing a health service. Health information (particularly in relation to student and parent records) includes medical records, disabilities, immunisation details, individual health care plans, counselling reports, nutrition and dietary requirements.

- *Record*

The Privacy Act regulates personal information contained in a 'record'. A 'record' is defined as a 'document' or an 'electronic or other device'. A 'document' includes anything on which there is writing, anything from which sounds, images or writings can be reproduced, drawings or photographs. Some items are excluded from this definition, including a generally available publication (eg. a telephone directory), and anything kept in a library, art gallery or museum for the purposes of reference, study or exhibition.

- *Primary Information/Purpose*

When an individual provides, and the ASC or school collects, personal information, the primary purpose of collection will be determined by the context in which the individual gave the information to the ASC or school, for example, to enrol a pupil or to apply for a job. This is the primary purpose of collection even if the organisation has some additional purposes in mind.

- *Secondary Information*

The ASC or school may use or disclose personal information for a secondary purpose if it has the individual's consent. Consent to the use or disclosure can be expressed or implied. Implied consent arises where consent may reasonably be inferred in the circumstances from the conduct of the individual and the school. If the ASC or the school's use or disclosure has serious consequences for the individual, the ASC or the school would have to be able to show that the individual could have been expected to understand what was going to happen to information about them and gave their consent. In these circumstances, the ASC or school should seek express consent. Examples of Secondary Information - Send newsletters, magazines, mail-outs and correspondence.

#### **4 The Collection of Personal Information**

The ASC and all schools will collect personal information on individuals for a variety of primary purposes. On occasion, the ASC and schools will also need to use this same personal information for secondary purposes that less directly relate to the primary purpose for which the information was collected. This will only occur in ways that the individual might reasonably expect or in ways to which consent has been implied or given.

The type of information the ASC and a school collects and holds includes (but is not limited to) personal information including health and sensitive information, about:

- pupils and parents and/or guardians ('Parents') before, during and after the course of a pupil's enrolment at the school;
- job applicants, staff members, volunteers and contractors, including the ASC Board, school council or committee members, and participants in ASC and school activities, particularly professional development;
- other people who come into contact with the school.

#### **4.1 Personal Information provided by the Individual:**

The ASC and schools will generally collect personal information directly from an individual by way of completed forms. However, given the nature of our operations, we also receive personal information by emails, letters, face-to-face meetings and interviews, telephone calls, through financial transactions and through surveillance activities such as the use of CCTV security cameras or email monitoring. Personal information will be provided by parents, pupils, staff members, job applicants, volunteers, contractors, and all others coming into contact with the ASC or schools.

The person collecting the information is expected to ensure that the person supplying the information is aware of the purpose(s) for which the information is being collected.

#### **4.2 Personal Information provided by Other People:**

In some circumstances the ASC or school may be provided with personal information about an individual from a third party, for example, a report provided by a medical professional or a reference from another school, or a recommendation for Board, council or committee membership.

The person collecting the information is expected to ensure that the person supplying the information is aware of the purpose(s) for which the information is being collected.

#### **4.3 Exception in relation to Employee Records:**

The Privacy Act does not apply to employee records. As a result, this Privacy Policy does not apply to the ASC's or school's treatment of an employee record, where the treatment is directly related to a current or former employment relationship between the ASC or school and employee. Past and present employees of the ASC and its schools cannot automatically access the personal information held about them by the ASC or school.

## **5 The Use Of Personal Information**

Personal information is collected for the primary purpose of collection, and for such other secondary purposes that are related to the primary purpose of collection and reasonably expected, or to which has been provided consent.

At the time of collecting personal information, the ASC or school will make it clear to the individual as to the intended uses of the information.

### **5.1 Pupils and Parents:**

Collection of personal information of pupils and parents is required for the primary purpose of enabling the school to provide schooling for the pupil. This includes satisfying the needs of parents, the needs of the pupil and the needs of the ASC throughout the whole period the pupil is enrolled at the school.

The purposes for which the ASC and a school uses personal information of pupils and parents include:

- to keep parents informed about matters related to their child's schooling, through correspondence, newsletters and magazines;
- day-to-day administration;
- looking after pupils' educational, social, spiritual and medical wellbeing;
- seeking donations and marketing for the school; and to satisfy the ASC's and the

school's legal obligations and allow the school to discharge its duty of care.

In some cases where a school requests personal information about a pupil or parent, if the information requested is not obtained, the school may not be able to enrol or continue the enrolment of the pupil or permit the pupil to take part in a particular activity.

**5.2 Job applicants, staff members and contractors:**

Personal information held about job applicants, staff members and contractors is collected and held for the primary purpose to assess and (if successful) to engage the applicant, staff member or contractor, as the case may be.

In relation to unsuccessful job applicants, permission will be sought to hold the information for any extended period of time, otherwise it will be destroyed after a period of no more than 60 days.

The purposes for which personal information of job applicants, staff members and contractors is used include:

- in administering the individual's employment or contract, as the case may be;
- for insurance purposes;
- seeking funds and marketing for the ASC or school;
- to satisfy the ASC's and the school's legal obligations, for example, in relation to child protection legislation.

**5.3 Volunteers:**

Personal information about volunteers who assist the ASC or schools in their functions or conduct associated activities, such as alumni associations, the ASC Board and school council or committee members, is collected to enable the ASC, schools and the volunteers to work together.

The purposes for which personal information of volunteers is used include:

- to keep volunteers informed of matters relating to ASC or school activities of relevance for the volunteer to fulfil their obligation;
- for insurance purposes;
- seeking funds and marketing for the ASC or school
- to satisfy the ASC's and the school's legal obligations, for example, in relation to child protection legislation.

**5.4 Marketing and fundraising:**

Marketing and seeking donations for the future growth and development is an important part of ensuring that the ASC or school continues to be a quality learning environment in which both pupils and staff thrive. Personal information held may be disclosed to an organisation that assists in the fundraising, for example, an Alumni organisation.

Parents, staff, contractors and other members of the wider ASC or school community may from time to time receive fundraising information. Publications, like newsletters and magazines, which include personal information, may be used for marketing purposes. Sensitive information will not be used for this purpose without the consent of the individual.

**5.5 Exception in relation to related schools:**

The Privacy Act allows each school, being legally related to each of the others conducted by the ASC, to share personal (but not sensitive) information with other schools conducted by the ASC. Other ASC schools may then only use personal information for the purpose for which it was originally collected. This allows schools to transfer information between them, for example, when a pupil transfers from an ASC school to another school conducted by the

ASC.

## 6. The Disclosure of Personal Information

The ASC and schools only use personal information for the purposes for which it was given, or for purposes which are related (or directly related in the case of sensitive information) to one or more of our functions or activities.

At the time of collecting personal information, the ASC and school will make it clear to the individual as to the potential disclosures of the information.

An ASC school may disclose personal information, including sensitive information, held about an individual to:

- The ASC office;
- another school;
- government departments;
- the School's local parish;
- medical practitioners;
- people providing services to the school, including specialist visiting teachers, counsellors and sports coaches;
- recipients of school publications, like newsletters and magazines;
- parents;
- anyone to whom the school has been authorised by you to disclose the information; and
- anyone to whom we are required to disclose the information by law.

### **6.1 Sending information overseas:**

The ASC and schools may disclose personal information about an individual to overseas recipients, for instance, when storing personal information with 'cloud' service providers situated outside Australia or to facilitate a school exchange.

However, personal information about an individual will not be sent outside Australia unless:

- we obtain the consent of the individual (in some cases this consent will be implied) or
- otherwise complying with the Australian Privacy Principles or other applicable privacy legislation; or
- we form the opinion that the disclosure will lessen or prevent a serious threat to the life, health or safety of an individual or to public safety; or we are taking appropriate action in relation to suspected unlawful activity or serious misconduct.

### **6.2. Disclosure of sensitive information:**

Sensitive information will be used and disclosed only for the purpose for which it was provided or a directly related secondary purpose, unless it is agreed otherwise, or the use or disclosure of the sensitive information is allowed by law.

## 7. The Management and Security of Personal Information

The ASC and school staff and individuals who serve on Boards, councils or committees conducting the business of the ASC and schools are required to respect the confidentiality of personal information and the privacy of individuals.

The ASC and schools store personal information in a variety of formats including on databases, in hard copy files and on personal devices including laptop computers, mobile phones, cameras and other recording devices.

The ASC and schools have procedures in place to protect the personal information it holds from misuse, interference and loss, unauthorised access, modification or disclosure by use of various methods including locked storage or paper records and password-protected

access rights to computerised records.

The ASC or school will only identify information about an individual by their name or, if appropriate, an identifier of its own creation.

### **7.1 The Updating Of Personal Information**

The ASC and schools endeavour to ensure that the personal information held is accurate, complete and current. A person may seek to update their personal information by contacting the relevant body at any time.

The Australian Privacy Principles require the ASC and schools not to store personal information longer than necessary.

## **8. Accessing and Correcting Personal Information**

In accordance with the Privacy Act, an individual has the right to obtain access to any personal information which the ASC or school holds about them and to advise the ASC or the school of any perceived inaccuracy. There are some exceptions to this right set out in the Act. Pupils will generally have access to their personal information through their parents, but older pupils may seek access and corrections themselves.

A request to access or update any personal information held by the ASC or school is to be provided in writing to either the Chief Executive Officer or the relevant Principal. In processing such requests, the Chief Executive Officer or Principal will be guided by the Australian Privacy Principles.

Identity verification and specific details on required information may be requested prior to disclosure. A fee may be charged to cover the cost of verifying the application and locating, retrieving, reviewing and copying any material requested. If the information sought is extensive, advice on the likely cost should be provided in advance. If the ASC or school cannot provide you with access to that information, a written notice explaining the reasons for refusal will be provided.

## **9. The Right of Access to Personal Information of Pupils**

The ASC and school respects every parent's right to make decisions concerning their child's education.

Generally, any request for consent and notices in relation to the personal information of a pupil will be referred to the pupil's parents. Consent given by parents will be treated as consent given on behalf of the pupil, and notice to parents will act as notice given to the pupil.

Parents may seek access to personal information held by a school or the ASC about them or their child by contacting the school's Principal. However, there will be occasions when access will be denied. Such occasions would include where release of the information would have an unreasonable impact on the privacy of others, or where the release may result in a breach of the school's duty of care to the pupil.

A school may, at its discretion, on the request of a pupil grant that pupil access to information held by the school about them, or allow a pupil to give or withhold consent to the use of their personal information, independently of their parents. This would normally be done only when the maturity of the pupil and/or the pupil's personal circumstances so warranted.

## **10. Enquiries and Complaints**

If you would like further information about the way the ASC and schools implement this

policy and manage the personal information they hold, or you believe that the ASC or a school has breached the Australian Privacy Principles, you may contact the Chief Executive Officer of the ASC or the relevant school's Principal to register a complaint.

The Chief Executive Officer or relevant school Principal will investigate any complaint and will notify you of a decision in relation to your complaint as soon as is practicable after it has been made.

**11. Review**

The ASC and all schools will review all relevant documentation, including standard collection statements and all other forms, as necessary.

*This policy also located in P:\2017 Staff Handbook, R:\2017 Staff Handbook & R:/Policies*

Section 10.09 Privacy Statement

**GEORGIANA MOLLOY ANGLICAN SCHOOL**



**PRIVACY STATEMENT**

The Privacy Act 1988 as amended by the Privacy Amendment (Private Sector) Act 2000 requires that the following be brought to your attention. Before completing this form please read this information. Completion and lodgement of the form is taken as your acknowledgment and acceptance of the information provided.

1. Georgiana Molloy Anglican School collects personal information, including sensitive information about pupils and parents or guardians before and during the course of a pupil's enrolment at the school. The primary purpose of collecting this information is to enable the school to provide schooling for your son/daughter.
2. Some of the information we collect is to satisfy the school's legal obligations, particularly to enable the school to discharge its duty of care.
3. Certain laws governing or relating to the operation of schools require that certain information is collected. These include Public Health laws and Child Protection laws.
4. Health information about students is sensitive information within the terms of the National Privacy Principles under the Privacy Act. We ask you to provide medical reports about students from time to time.
5. The school from time to time discloses personal and sensitive information to others for administrative and educational purposes. This includes to other schools, government departments, medical practitioners and people providing services to the school, including specialist visiting teachers and sport coaches.
6. If we do not obtain the information referred to above we may not be able to enrol or continue the enrolment of your son/daughter.
7. Personal information collected from pupils is regularly disclosed to their parents or guardian. On occasions information such as academic and sporting achievements, pupil activities and other news is published in school newsletters, magazines and on our website.
8. Parents may seek access to personal information collected about them and their son/daughter by contacting the school. Students may also seek access to personal information about them. However, there will be occasions when access is denied. Such occasions would include where access would have an unreasonable impact on the privacy of others, where access may result in a breach of the school's duty of care to the student, or where students have provided information in confidence.
9. As you may know, the school from time to time engages in fundraising activities. Information received from you may be used to make an appeal to you.



10. We may include your contact details in class lists. If you do not agree to this you must advise us.
11. If you provide the school with the personal information of others, such as doctors or emergency contacts, we encourage you to inform them that you are disclosing that information to the school and why, that they can access that information if they wish and that the school does not usually disclose information to third parties.

**Section 10.10 Laptop Policy**



**GEORGIANA MOLLOY ANGLICAN SCHOOL**

**STAFF AGREEMENT FOR USE OF GMAS CLASSROOM LAPTOPS AT HOME**

**Purpose**

The purpose of this agreement is to state the schools requirements and the expectations for the use of Georgiana Molloy Anglican School's laptops by staff at home.

The use of these laptops at home is to enable staff to:

- Increase their skills and knowledge of the interactive whiteboard software
- Build resources to be used with their class
- Perform Georgiana Molloy Anglican School related work

This agreement should be read in conjunction with the Georgiana Molloy Anglican School Internet and Email Policy contained in the Staff Handbook.

**Insurance**

The GMAS will cover the laptop whilst they are at a staff member's home but not while in transit.

**Conditions of Use**

**In Transit**

- The laptop should be kept out of site at all times and wherever possible, in the boot of the vehicle. No insurance cover while the laptop is in the vehicle.

**At Home**

- The laptop is to be used for Georgiana Molloy Anglican School related work only. It is not to be used for any other paid work or personal purposes.
- No other person (including family) should use the laptop for any purpose.
- Connection to the internet at home is for Georgiana Molloy Anglican School related work only.
- No attempt will be made to install or remove any software on the laptop.
- The laptop needs to be brought to school each day particularly if the laptop is used with an Interactive whiteboard.

**Acceptance**

I understand and agree to abide by the conditions of use as set out in this Staff Agreement for Use of GMAS Classroom Laptops at Home. Violation of these conditions may result in the removal of the right to use the laptop at home and school disciplinary action may be taken.

Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

*This policy also located in P:\2017 Staff Handbook, R:\2017 Staff Handbook & R:/Policies*

**Section 10.11 Mobile Device Acceptable use Policy**



**GEORGIANA MOLLOY ANGLICAN SCHOOL  
STUDENT ONE-TO-ONE MOBILE DEVICE ACCEPTABLE USE POLICY**

The mobile devices issued to students remain school property and are therefore covered by this policy and the Student Network and Internet Use Acceptable User Agreement which specifies the conditions under which a student may access the school network and use the school's computer equipment.

([http://www.gmas.wa.edu.au/information/policies/computer\\_and\\_internet\\_usage\\_policy.html](http://www.gmas.wa.edu.au/information/policies/computer_and_internet_usage_policy.html))

Student: \_\_\_\_\_ Year Group: \_\_\_\_\_ Date: \_\_\_\_\_

Issued Laptop Make and Model: **Apple MacBook Air 11" 128GB**

**Student Agrees to:**

1. That the laptop always remains school property.
2. Bring the device fully charged to school each day.
3. The hard shell cover must remain on the laptop at all times, breakages and loss or damage caused by removing the cover will be charged to the parent.
4. Only transport the device secured in the device bag provided and inside the student school bag.
5. Permit the school to inspect the student's files stored on the device, personal storage device, or the school network at any time. Permit the school to delete files deemed inappropriate.
6. Maintain backups of personal files. The student needs to be aware that the device may be reimaged (all data wiped) at any time by allocated staff if required to fix major software malfunctions.
7. Not deliberately nor intentionally damage, vandalise, graffiti, or otherwise mark the equipment. No stickers or writing on the device or cover is allowed.
8. Not steal the equipment.
9. Not eat or drink near the equipment.
10. Not disassemble, open or upgrade the equipment.
11. Report any damage or malfunction to the Homeroom teacher as soon as possible.
12. Not permit any other person other than the teacher, parent/guardian/sibling, or school staff to use the device. This includes not allowing other students to use the device and accessories.
13. Not use or access another student's devices.
14. Whilst on school grounds, not to access any other network other than the school network. You are NOT permitted to use mobile internet connections in school grounds.
15. Securely store the equipment when the student is unable to remain with the equipment.
16. Not install or uninstall software on the device without permission. No illegal or unlicensed software to be installed on the device. Not to remove or modify the behaviour of LanSchool software.
17. Not use the device as a server (share files on the network directly from the device). No pirate web, P2P, Utorrent etc.

Student initial: \_\_\_\_\_

18. Not publish or use inappropriate material on social media websites. Inappropriate material includes but is not limited to: pornography, vulgarity, defamatory statements, extremist views, private information about yourself or someone else, personal contact details; and photographs, footage, or audio recordings taken of others in private or without their consent. As a general rule: only publish what is okay for everyone in the world to see including your teachers and grandparents.
19. Not publish material which breaches the Copyright Act on your social media websites.
20. Provide my username and password for my computer login to a school staff if requested.
21. Not have any images of teachers or students posted on the web.
22. Not use any illegal streaming services or questionable websites.

*Definition:*

*“The equipment” refers to the mobile device and accessories issued to a student for the one-to-one mobile device scheme, and includes associated equipment used at school, and equipment issued to other students in the programme.*

### **Consequences**

Breach of the Student Network and Internet Use Acceptable User Agreement or the Student Mobile Device Acceptable Use Policy will result in the following consequences:

- The parent/guardian will be required to pay for repairs, including the cost of technician time and other expenses incurred, to any equipment wilfully damaged by their child/student.
- The student will have the device and accessories withdrawn from their use and the student may be withdrawn from the one-to-one mobile device scheme.

### **Guidelines for Laptop Use**

#### Occupational Health and Safety

- When using the device place on a secure firm surface.
- Refrain from placing the device on your lap as the transmission from the laptop may be harmful to sensitive organs.
- Sit at the correct height to allow your elbows to be bent at right angles and your wrists straight. Your hands and wrist must clear the desk and keyboard, with only your fingers touching the keys.
- Take a 10 minute break every 50 minutes of use and ensure good lighting.

#### Transport of the device

- Only transport the device secured in the device bag provided.
- Never place other items into the laptop bag which may press against the laptop.
- The laptop is never to be lifted by holding onto the screen.
- Avoid leaving devices in a vehicle. When this is unavoidable leave them locked out of site.
- The device must not be left in an environment where the temperature is out of the range of 5 to 38 degrees Celsius, such as in a closed vehicle or in direct sunlight.

Home Use of mobile device

- The mobile device is only to be housed in a secure area.
- The device is not to be used by anyone other than the student to whom it has been issued but may be used by parent/guardians/siblings for the purpose of monitoring the student's use of the device.

Student initial: \_\_\_\_\_

Recommendations for Parents/Guardians:

- Do not permit unrestricted access to the internet unless a parent or guardian is present. This is best achieved by providing a space in a common area where the laptop or iPad can be used, and where the screen is clearly visible to the parent/guardian.
- Monitor the length of time your child/student uses the device. Do not permit them to use it for more than 50 minutes without a break of at least 10 minutes.
- Ensure correct occupational health and safety use of the device, such as providing an ergonomic workstation at home.

Report of Loss or Damage

- The devices are covered by warranty and insurance. Insurance will only cover damage or loss of the equipment where reasonable care has been taken to avoid such damage or loss.

Financial Implications

- The ICT Levy includes the use of a network device (i.e. MacBook), Internet downloads, software, printing, insurance and soft / hard covers. The current ICT Levy is \$120.00 per term.
- The device remains the property of the school and must be returned if the student leaves the school or receives a new device. The laptops cannot be purchased as they need to be returned to the leasing company. Failing to return the device will incur a fee.
- **The excess for insurance claims will be payable by the Parent/Guardian.** The current excess is \$150.00.

Parent / Guardian initial: \_\_\_\_\_

- Where such damage or loss occurs, the school is to be informed as soon as possible. In the event of criminal damage or theft, a formal report must be made to police by the parent/guardian as soon as possible and a copy of the report provided to the school.
- Any cost of repairs for damage or replacement costs resulting from loss of equipment not covered by warranty or insurance will be charged to the parent/guardian of the child/student to whom the mobile device was issued.
- Lost or damaged power supplies will need to be replaced by the Parent/Guardian.
- Lost or damaged hard covers / carry bags will be charged at \$40.00 per item.

**Acceptance**

I have read and understood this agreement and know that any misuse of the school computers, its network, and its software and hardware will lead to loss of Internet and/or computer access. Illegal incidents may be referred to the appropriate community agency.

Student  
Signature: \_\_\_\_\_

Parent/Guardian  
Signature: \_\_\_\_\_

Date : \_\_\_\_\_

*Located in GMAS Social Media Policy (in current year handbooks in R:/P:/Drive), P:\2017 Staff Handbook, R:\2017 Staff Handbook & R:/Policies*