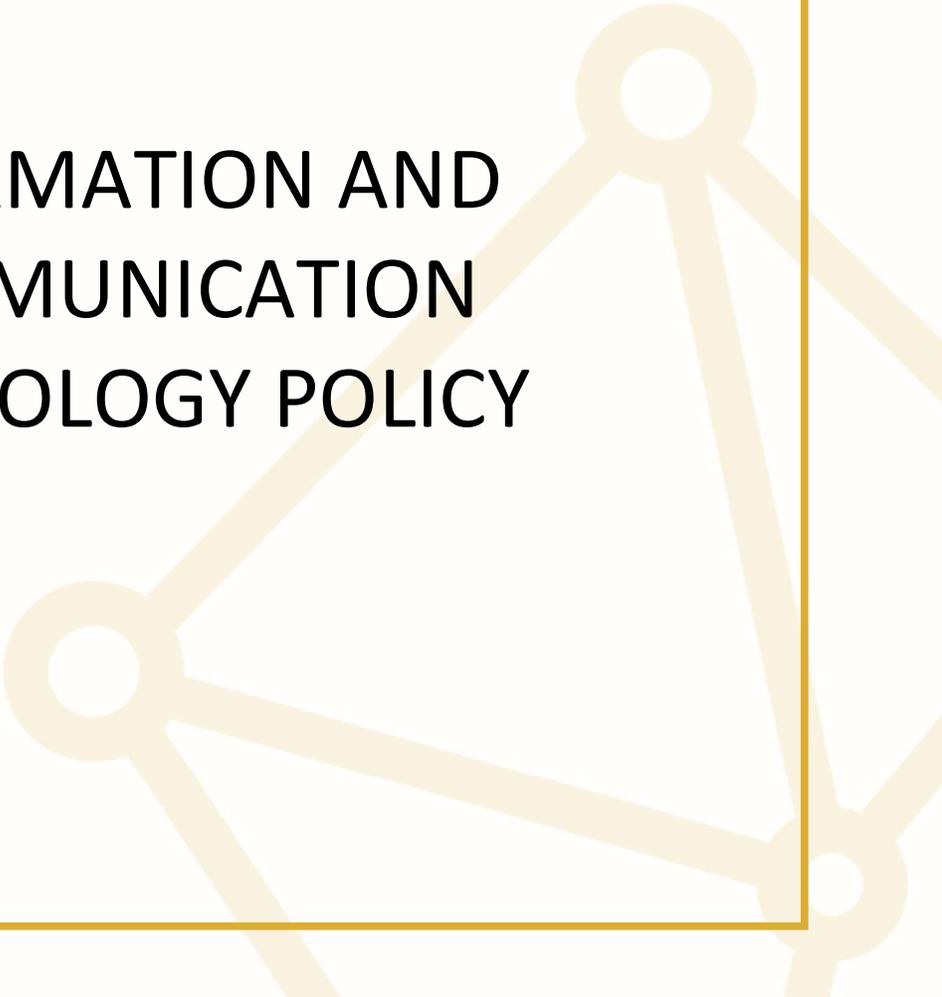


DARA SCHOOL

INFORMATION AND
COMMUNICATION
TECHNOLOGY POLICY



INFORMATION AND COMMUNICATION TECHNOLOGY (ICT) POLICY

1. PURPOSE

Dara School provides a significant level of information and communication technology (ICT) to enhance teaching and learning and contribute to the academic and social development of the students. The primary purpose of ICT at Dara School is to promote educational excellence by facilitating innovation and communication.

ICT includes the provision of hardware, software, and access to the Internet. The Internet is a global network that enables access to a wide range of information sources and communication opportunities including email.

This policy covers the utilisation of any equipment, property, or resource at any time, whether during or outside of school hours, and includes the use of remote access facilities. Further, this policy also applies to the use of personal devices accessing Dara School's resources.

2. SCOPE

This policy, from the date of endorsement, applies to all people involved in Dara School. This includes:

- Dara employees (permanent and casual),
- Students,
- Parents and Caregivers,
- Volunteers,
- Contractors,
- Sub-contractors,
- Work experience students,
- Indirect service providers,
- Any other individual involved in this organization.

3. POLICY PRINCIPLES

In alignment with the National Safe Schools Framework, Dara School is committed to:

- Affirming the rights of all members of the school community to feel safe and be safe at school,
- Acknowledging that being safe and supported at school is essential for student wellbeing and effective learning,
- Accepting responsibility for developing and sustaining safe and supportive learning and teaching communities that also fulfil a school's child protection responsibilities,
- Encouraging the active participation of all school community members in developing and maintaining a safe school community where diversity is valued,
- Actively supporting young people to develop understanding and skills to keep themselves and others safe,
- Developing a safe school community through a whole-school approach.
- Following any legal frameworks around internet access for children and young people in South Australia. Australia's social media ban came into effect on 10 December 2025, restricting all users under 16 from holding accounts on major platforms including TikTok, Snapchat, YouTube, Reddit, Instagram, Facebook, Kick, Twitch, Threads and X

In addition to the above, Dara School looks to undertake the following practices with use of information and communication technologies:

- Have in place Acceptable Use of ICT Agreements (R-4, 5-12 and Adult),
- Ensure that users use information and communication technologies in a safe and responsible manner,

- Ensure that users follow the copyright and licensing laws with respect to software, information and other material retrieved from or published on the Internet,
- Make children and students aware of the importance of ICT security and safety, and how to properly react and deal with ICT security incidents and weaknesses.

4. THE RESPONSIBLE USE OF ICT

The school computer network and other communication facilities are educational and business facilities provided by the school to be used primarily for educational purposes. All users, therefore, have a responsibility to use these resources in an appropriate, ethical, safe, and lawful manner.

When individuals choose to go public with opinions via blogs, a social networking site or personal website, they are legally responsible for their commentary. Individuals can be held personally liable for any commentary deemed to be defamatory, obscene, proprietary, or libelous. Users should exercise caution with regards to exaggeration, colourful language, guesswork, obscenity, copyrighted materials, legal conclusions, derogatory remarks, or characterisations.

Users should also consider the information and images of them available on their sites and make sure that they are confident these are appropriate representations of their character.

Sexual harassment or acts that amount to criminal or sexual assault may be referred to the police. Anyone who has been subject to such an act may take legal action. Acts that constitute an e-crime will be referred to SAPOL. Acts where there is suspicion of child protection issues must be referred to the Child Abuse Report Line (13 14 78) in line with mandatory reporting requirements.

5. MOBILE PHONES AND ASSOCIATED DEVICES, SUCH AS SMART WATCHES.

Dara School does not allow student use of personal communication devices such as mobile phones or smart watches during School hours and OSHC services.

6. BRING YOUR OWN DEVICE (BYOD)

Students, along with staff and visitors, may bring a personal device from home for educational use. The school holds no responsibility for these devices. However, if a user wishes to use a personal device, then the following conditions must be adhered to:

- Up to date antivirus software must be installed and maintained,
- All updates to operating systems must be accepted and installed regularly,
- Devices must be brought to school fully charged,
- Only staff devices may be charged on-site and only if they comply with Tag and Test requirements in accordance with our Electrical Safety policy,
- Insurance cover is the user's responsibility for any personal device brought to school.
- All users, when connected to the school network, will be directed through the school's internet filtering and monitoring system.

7. INTERNET USE

Use of the internet is intended for research and learning and communication between students and staff. Responsible use of the services by all users is an expectation of the school to ensure a safe learning environment.

The internet provides an opportunity to enhance students' learning experiences by providing access to vast amounts of information across the globe. Access to internet tools at school will assist students to develop the information and communication skills necessary to use the internet effectively and appropriately.

8. INTELLECTUAL PROPERTY, COPYRIGHT AND ACADEMIC INTEGRITY

All users of Dara School's ICT infrastructure are reminded of their responsibility to respect the intellectual property of others. Staff and students are covered by a remuneration notice with the Copyright Agency and can rely on the statutory license to copy and communicate text, images, and notated music subject to certain conditions. For information, please visit the [Australian Copyright Council](#). In addition to the statutory license, other provisions in the Copyright Act permit educational institutions to use copyright material without permission from the copyright owner. These include section 200AB (the "special case" or "flexible dealing" exception) and section 28 (playing music and showing films in class). These exemptions do not exist outside of the work students and staff complete at school. As such, students will be taught the skills to operate both inside and outside of the statutory agreement.

9. ELECTRONIC COMMUNICATION

The ease and immediacy of electronic communication makes it an attractive form of communication; however, electronic communication has its limitations and drawbacks. Students should exercise good judgement and common sense when creating and distributing messages. The school and/or individuals may be liable for defamatory, misleading, or deceptive statements contained in messages, and may also be liable for the disclosure of information which is confidential, or which constitutes personal information as defined by the Privacy Act 1988 (Cth).

10. SOCIAL MEDIA

The [Online Safety Amendment \(Social Media Minimum Age\) Bill 2024](#) which came into effect in December 2025, "establishes a minimum age for social media use" (05/11/2025). In accordance with this Bill, Dara School students under the age of sixteen are not allowed to hold accounts for any age-restricted social media platforms. The list of age-restricted social media platforms can be accessed here: <https://www.esafety.gov.au/about-us/industry-regulation/social-media-age-restrictions/which-platforms-are-age-restricted>

Participation in non-age-restricted social media platforms is governed by our overall Responsible Use of ICT expectations, as outlined in:

- ICT User Agreement (R-4) Junior
- ICT User Agreement (5-12)
- ICT User Agreement Adults.

In general, the use of social media is not considered to be educationally purposeful and should be avoided while on School grounds.

11. ROLES AND RESPONSIBILITIES

PRINCIPAL

- Review this policy regularly, ensuring it meets legislative requirements.
- Develop a school learning environment which is safe and inclusive of learning.
- Inform the school community of the expectations of this policy and ensure a copy is included in the enrolment pack. A copy of the policy is also available through the school's community communications platform.
- Ensure all users of the school's network sign ICT user agreements.
- Provide professional learning opportunities for staff to gain knowledge, understanding and skills in enhancing student learning.
- Facilitate the involvement of other agencies to support ICT resources and use in the School and OSHC service.
- Adhere to the Acceptable Use of ICT Agreement – Adult.

ICT ADMINISTRATOR

- Review user statistics and filtering tools, involving ICT support to block access to inappropriate sites and filter specific words and phrases that could be used for inappropriate searches or messages where necessary.
- Maintain and update the network's anti-virus software.
- Manage and monitor user accounts and network use.
- Inform the Principal of any instances of misuse of the internet, email service, or other ICT equipment.
- Ensure the school's web filter is up to date, effective and maintained.
- Ensure that the software installed by the school is covered by the necessary licenses.
- Adhere to the Acceptable Use of ICT Agreement – Adult.

TEACHERS

- Adhere to this policy and refer any questions to appropriate channels.
- Monitor the activity of students in the classroom.
- Ensure students are aware of the expectations of this policy by facilitating student ICT agreements by the end of the first week of the student's enrolment.
- Discuss the contents of this policy before permitting students to use ICT facilities, regularly reminding students of the contents of the user agreement they have signed, and encouraging them to make positive use of ICT.
- Develop students' ICT skills and knowledge:
 - Teach students how to access and use the ICT equipment correctly.
 - Guide students in effective strategies for searching and using the internet.
 - Provide explicit cyber-safety instruction as outlined in school curriculum documents.
- Provide adequate supervision for students while accessing ICT.
- Observe copyright laws and educate students to correctly reference works.
- Follow up on and report breaches of this policy as soon as practicable.
- Adhere to the Acceptable Use of ICT Agreement – Adult.

SCHOOL SUPPORT STAFF

- Support the supervision of student use of ICT.
- Adhere to copyright and intellectual property laws and cyber safety principles.
- Adhere to the Acceptable Use of ICT Agreement – Adult.

OSHC STAFF

- Supervise student use of ICT when in OSHC.
- Ensure students do not access school devices during OSHC. Only personal devices, including BYOD, are allowed.
- Adhere to the Acceptable Use of ICT Agreement – Adult.

STUDENTS

- Use ICT in the appropriate manner and follow guidelines.
- Adhere to copyright and follow cyber safety principles.
- Students who are not following the guidelines that have been outlined in the user agreement may have their device confiscated until it can be returned to a parent at the end of the day,
- Students using the internet have the responsibility to report inappropriate behaviour and material to their teachers.
- Students who bring their own device (BYOD) must ensure they are charged and ready for use. No charger cables are permitted at school. Power banks are permitted.
- Students' devices will be directed through the school's internet filtering and monitoring system, to ensure safety and appropriate use.

PARENTS

- Discuss positive ICT use with their child.
- Support the school's cyber-safety program by emphasising the need to follow cyber-safety strategies.
- Contact the principal or delegate to discuss any questions and/or report any breaches about cyber-safety and/or this policy.
- Cover the cost of damages to ICT that their child has caused.
- Support the ethos of the school by modelling a positive online presence.
- Will ensure students who bring their own device to school (BYOD), bring a fully charged device, and do not bring a charger cable as these are not allowed in accordance with our Electrical Safety policy.
- Agree to the school installing security software to enable safe use on BYOD (as applicable to all school devices).

12. MONITORING, EVALUATION AND REVIEW

The effectiveness of the Policy will be monitored and evaluated in relation to the following:

- Ongoing data will be collected within the school to inform the monitoring and evaluation process, and this will lead to further review of the policy,
- School leaders will provide ongoing support monitoring of the School's compliance with this policy,
- The policy is to be reviewed every 5 years by School leadership.

13. DEFINITIONS AND ABBREVIATIONS

User	Any person using the information technology facilities.
Information and Communication Technology (ICT)	includes the systematic application of computing, telecommunications, media, and other electronic technologies to the collection, processing, transformation, organization, storage, transfer, and presentation of information in all its forms, to enhance the performance of individuals in all school activities.
Administrator	The person appointed by the School as having responsibility for the security and management of all or part of Dara School's information technology facilities.
A safe and supportive school	'In a safe and supportive school, the risk from all types of harm is minimized, diversity is valued, and all members of the school community feel respected and included and can be confident that they will receive support in the face of any threats to their safety and wellbeing.' National Safe Schools Framework, updated 2013, Education Services Australia.
Parent	Natural parents, legal guardians, and caregivers.
Cyber-safety	The safe use of the Internet and ICT equipment/devices, including mobile phones.
Inappropriate material	This means material that deals with matters such as sex, cruelty or violence in a manner that is likely to be injurious to children or incompatible with a school environment.
Personal use	This means all non-work-related use, and includes internet usage and private emails.
BYOD	Bring Your Own Device is a program in which students bring personally owned devices to school that are managed by the school so that they can be used for school learning activities.
Social Media	Also referred to as social networking, Social Media refers to a range of online platforms, spaces and tools used for publishing, sharing,

and promoting content, connecting with other users, often by creating or joining networks, and participating in and promoting interactions and communication.

14. DISCLAIMER

The school accepts no responsibility for any damage or loss arising directly or indirectly from the use of any ICT service or infrastructure or for any consequential loss or damage. The school makes no warranty, expressed or implied, regarding the services/facilities offered or their fitness for any particular purpose.

The School will not be responsible for the loss of any data or software stored in the Information Technology Facilities. Although standard back-up procedures may be in operation on some Information Technology facilities, the user is responsible for the maintenance of copies of any data or software controlled by the user.

A commercial filter is used on the internet connection to prevent access to inappropriate sites. However, no guarantee can be made that new sites will be blocked immediately.

Electronic communication is not a secure means of communication. While every attempt would be made by Dara School to ensure the security of its resources, users must be aware that their security is not guaranteed, particularly when communicated to an external party. The sender should consider the confidentiality of the material they intend to send when choosing the appropriate means of communication.

15. BREACHES TO THE POLICY

The school will be vigilant in managing use of resources to improve learning outcomes. Misuse of ICT such as desktop computers, laptops, notebooks, tablets, digital cameras will be dealt with according to the nature of the infringement.

Breaching the conditions stated in the Acceptable Use of ICT Agreement may result in disciplinary action, which may include restriction or withdrawal of access to digital resources.

16. SUPPORTING DOCUMENTS

- Wellbeing Policy
- Privacy and Confidentiality Policy
- Child Protection Policy
- Copyright Policy
- Electrical Safety Policy
- <https://www.esafety.gov.au/about-us/industry-regulation/social-media-age-restrictions/which-platforms-are-age-restricted>

17. FORMS ASSOCIATED WITH THIS POLICY

INFORMATION TECHNOLOGY GUIDELINES AND RESPONSIBILITIES

1. USER RESPONSIBILITIES

Information technology facilities may be used only for authorised work.

1.1 Users of information technology facilities shall have due regard to the right of others to use information technology facilities in accordance with this policy.

Users must not behave in a manner which unduly inconveniences other people, or which causes or is likely to cause damage to the School's facilities, materials, or equipment.

Users must not behave in an abusive or offensive manner or in any way, which may cause loss, injury, or damage to any person.

1.2 Users must not attempt to interfere with the operation of the School's Information Technology Facilities. This includes removal of any equipment from the School without explicit permission from relevant staff members. Permission is automatically granted to remove user's own printouts, files, disks, CDs, and belongings.

Users must not install software on any School Information Technology hardware unless the installation is designated as part of their authorised work.

1.3 Misuse of any networks or information technology facilities at other sites where access is by means of the School's Information Technology Facilities will be treated as misuse of Information Technology Facilities at the School.

1.4 Users may use the information technology facilities only in ways that do not breach the law or cause loss, injury, or damage to other persons.

1.5 Users must not access any data in the Schools Information Technology facilities unless that data belongs to them or has been specifically and intentionally designated for public use or for the use of a group to which they belong.

1.6 Users inadvertently obtaining any data to which they are not entitled or becoming aware of a breach of security pertaining to data from any information technology facility, should immediately report this to the Administrator.

1.7 Users must not under any circumstance, in messages or otherwise, represent themselves as someone else, fictional, or real, without providing their real identity or username.

1.8 Users must not engage in inappropriate or harassing email. Email content that does not meet the school's standards (as listed in this document) must not be used or included in any emails. If a user receives inappropriate email, it must be deleted immediately and reported to the administrator. The information technology facilities provided by the school are for educational purposes. The sending or receiving of inappropriate material via email may incur a consequence if a breach of this policy exists.

Inappropriate 'on-line' activities that may result in breach of this policy include:

- sexually harassing, racist or other discriminatory communications (either between staff at the school or to third parties outside of the school)
- defamatory email
- breaches of third-party intellectual property rights due to the downloading of copyrighted material from the Internet and
- possession of prohibited pornographic or offensive material if the school's computer system has been used to download, store or exchange such material.

2. COPYRIGHT AND SOFTWARE LICENSING

2.1 Users must not use the School's Information Technology facilities to infringe the copyright of any person. Users must be aware of the law of copyright as it affects Information Technology software. Software must not be copied except with the express permission of the copyright owner.

2.2 Users may not make use of or copy any Information Technology software contrary to the provisions of any agreement entered into by the School in order to obtain that software. The onus is on users to consult with relevant school staff to clarify the permitted terms of use if they wish to use any software for purposes other than those for which the school has a licence.

2.3 Hard disk copies of software used in a multi-access or network environment to allow simultaneous access by more than one user can be provided only if specifically permitted in the contract or software licence, or if a copy of the software has been purchased for every simultaneous user of the hard disk copy.

2.4 Software used on the School's Information Technology facilities may be subject to the Copyright Act, 1968 (Commonwealth) and therefore usage may be subject to conditions.

2.4.1 Staff of the school are personally responsible for complying with the Copyright Act relating to the use of Information Technology software and to the terms and conditions of the particular contract or software licence relating to each item of leased or purchased software.

2.4.2 The Copyright Act makes specific provision for the making of a backup copy of either the original or an adaptation of an information technology program. This reproduction can be made only for the purpose of being used in the event that the original copy is lost, destroyed, or rendered unusable. Such a backup copy cannot be made from an infringing copy of the software or where the copyright owner has given express directions to the contrary.

2.4.3 Other than for authorised backup copying, the reproduction of Information Technology software constitutes a breach of the Copyright Act and may result in legal action against the offender.

3. CONSEQUENCES OF MIS-USE

3.1 Alleged Breach

Where an alleged breach of this policy has been brought to the attention of the Administrator, the Administrator must:

- a) act to prevent any continuation of the alleged breach of this policy pending investigation.
- b) advise the person of this policy and require the person to discontinue immediately the alleged breach; and
- c) promptly notify other relevant authorities, including the Principal of the School.

3.2 Investigation

The Principal, or other appropriate senior staff member of the school will conduct an investigation of the alleged breach.

If, as a result of the investigation, it is concluded that no breach of this policy has occurred, no further action will be taken against the person, and no record of the investigation will be placed in that person's file.

If, as a result of the investigation the principal concludes that a breach of this policy has occurred, then appropriate steps may be taken by the principal in relation to the staff member concerned, including placing a formal warning in writing upon the staff member's personnel file and withdrawal of permission to use the school's information technology facilities.

3.3 Persistent breach

If a staff member, then this will be considered a serious misconduct, and the Principal will be entitled to act upon the matter as a serious performance issue.

DARA SCHOOL STRATEGIES TO HELP DARA STUDENTS CYBER-SAFE

Parents/caregivers play a critical role in developing knowledge, understanding and ethics around their child's safety and safe practices for themselves and the people around them regardless of the time of day. Being cyber-safe is no exception and we invite you to discuss with your child the following strategies to help them stay safe when using ICT at school and after formal school hours.

1. I will not use school ICT equipment or services until my parents/caregivers, and I have signed my Cyber-Safety and Ethical Use of ICT Agreement Form and the completed for has been returned to school.
2. While at school or a school related activity, I will inform a member of staff of any involvement with any ICT material or activity that might put me or anyone else at risk (e.g. bullying or harassing).
3. I agree never to arrange to meet anyone in person that I have communicated with online and to alert a trusted adult about anyone requesting me to meet them in person.

4. I will use the internet, e-mail, mobile phones and any ICT equipment or services only for positive purposes, not to be mean, rude or offensive, or to bully, harass, or in any way harm anyone else, or the school itself, even if it is meant as a joke.
5. I will use all ICT devices/systems (including those provided by Dara School and privately owned ICT equipment/devices) for curriculum related learning activities only at all times.
6. While at school, I will:
 - access, attempt to access, download, save and distribute only age appropriate and relevant material, and.
 - report any attempt to get around or bypass security, monitoring and filtering that is in place at school that I become aware of immediately.
7. If I accidentally access inappropriate material, I will not show others or further distribute the material and report the incident to a member of staff immediately.
8. I will not download, install, or copy files such as music, videos, games, images, or programs without permission of the owner of the original material or that may be in breach of copyright. If I infringe the Copyright Act 1986, I may be personally liable under this law. This includes downloading such files as music, videos, games, images, and programs.
9. I understand that I am responsible for everything that I or a group of which I am a member of produce electronically. I recognise that responses to forums or emails may be seen by a global audience. In partnership with teachers, I will proofread all responses before posting them.
10. Anything I Produce must be my own original work, or I must appropriately acknowledge the sources in accordance with the Copyright Act 1986. I will proofread all work before it is published.
11. I will respect the opinions of others and use only school appropriate language when responding to others online or in email.
12. My privately owned ICT equipment/devices, such as a laptop, mobile phone, USB/portable drive I bring to school for school related activity, also is covered by the Cyber-Safety and Ethical Use of ICT Agreement. Any images, software or material on such equipment/devices must be appropriate to the school environment.
13. I understand no technical support is provided by the DARA from personal devices. Any ICT equipment/devices used at the DARA must have a suitable antivirus/malware product installed and definitions kept up to date by the owner of the device. Insurance for personal property is the responsibility of the individual. All electrical equipment used at DARA must comply with the DARA Occupational Health and Safety policies and procedures. This includes annual testing and tagging of all electrical equipment.
14. I will not connect any personally owned ICT device to school's wired ICT network, or run any

unauthorised, inappropriate, or potentially illegal software (e.g. from a USB/portable drive, camera, or phone) This includes all devices with wireless/Bluetooth technologies. The school provides a wireless network for connection of personally owned ICT devices.

15. I will ask for a staff member's advice before I provide any personal information online or by email.

Personal identifying information includes:

- My full name, my address or phone number/s.
- My e-mail address.
- Photos of me and/or people close to me.

I will respect all school ICT and will treat all ICT equipment/ devices with care. This includes:

- not intentionally disrupting the smooth running of any school ICT systems.
- logging off any computer I use or immediately logging off any computer found left logged on.
- not attempting to hack or gain unauthorised access to any systems.
- following all school cyber-safety strategies and not joining in if others student chooses to be irresponsible with ICT.
- reporting any breakages/damage to a staff member promptly; and
- using "print preview" and editing work on screen to minimise waste of paper and other consumable resources.

16. I am aware the school my monitor traffic and material sent and received using the school's ICT network. The school may use filtering and/or monitoring software to restrict access sites and data, including e-mail.

17. I am aware the school may monitor and audit its computer network, Internet access facilities, computers and other school ICT equipment/devices or commission an independent forensic audit. Auditing of the above items may include any stored content, and all aspects of their use, including e-mail.

18. If I do not follow cyber-safe practices, the school may inform my parents/caregivers. In serious cases, the school may take disciplinary action against me. My family may be charged for repair costs. If illegal material or activities are involved or E-crime is suspected, it may be necessary for the school to inform the police and hold securely personal items for potential examination by police. Such actions may occur even if the incident occurs off-site and/or out of school hours.

NOTE: Students who choose not to follow these strategies and obligations may have their computer access privileges revoked and are subject to the school's behaviour management policy and process.

Information and Communication Technology Agreement

At Dara School I understand that computers and the school's network are to be used for my

education and learning. So, I will:

1. be responsible for my own laptop/tablet and keep it safe.
2. only go to websites approved by my teacher.
3. follow the school's Internet safety strategies.
4. only access my own files and folders.
5. keep my personal address and contact numbers to myself and not share them with anyone.
6. keep my computing password to myself and not share it with anyone.
7. only access work with my own username, and no one else's username.
8. make a backup of all my work and keep the backup safe.
9. allow Dara teachers and my parents/caregivers to check anything on my laptop/tablet.
10. remember that bullying and harassment using a laptop/tablet will have consequences.

I understand that if I break these rules, I will lose access to the Internet for an amount of time which will be decided by my teacher.

Please make sure that this form is returned to your mentor teacher to have continued access to the Dara school network.

I have read the rules above and agree to follow them. I understand that if I break these rules, I will lose access to the Internet for an amount of time which will be decided by my teacher.

Student name Mentor

Signature Date

I have read the rules above and agree that my child will abide by them.

Parent/caregiver name

Signature Date

Acceptable Use of ICT Agreement – Years R-4

Safe and responsible behaviour

When I use digital technologies, I **communicate respectfully** by:

- Always thinking and checking that what I write, or post is polite and respectful.
- Being kind to my friends and classmates and thinking about how the things I do or say online might make them feel (*ask students to reflect on how they would feel.*)
- not sending mean messages or forwarding them to other people.
- creating and presenting my own work, and if I copy something from online, letting my audience know by sharing the website link to acknowledge the creator.

When I use digital technologies, I **protect personal information** by being aware that my full name, photo, birthday, address, and phone number is personal information and is not to be shared online. This means I:

- protect my friends' information in the same way.
- protect my passwords and do not share them with anyone except my parent.
- only ever join spaces with my parents or teacher's guidance and permission.
- never answer questions online that ask for my personal information.
- know not to post three or more pieces of identifiable information about myself.

When I use digital technologies, I **respect myself and others** by thinking about what I share online. This means I:

- stop to think about what I post or share online.
- use spaces or sites that are appropriate, and if I am not sure I ask a trusted adult for help.
- protect my friends' full names, birthdays, school names, addresses, and phone numbers because this is their personal information.
- speak to a trusted adult if I see something that makes me feel upset or if I need help.
- speak to a trusted adult if someone is unkind to me or if I know someone else is upset or scared.
- do not deliberately search for something rude or violent.
- am careful with the equipment I use.

At school we/I have:

- discussed ways to be a safe, responsible, and ethical user of digital technologies.
- presented my ideas around the ways that I can be a smart, safe, responsible, and ethical user of digital technologies.

I will use this knowledge at school and everywhere I use digital technologies.

My ideas on safe and responsible behaviour

When I use digital technologies, I **communicate safely**. This means I:

(write or draw...)

When I use digital technologies, I **protect personal information**. This means I:

(write or draw...)

When I use digital technologies, I **respect myself and others**. This means I:

(write or draw...)

Student ICT Licence

(principal or teacher)

acknowledges the commitment of

(student)

to being a polite, safe, responsible, and ethical user of digital technologies.

As a student I continue to learn to use digital technologies safely and responsibly.
I will ask a trusted adult for help whenever I am unsure or feel unsafe.

Student's signature

Teacher/Principal's signature

Date

Acceptable Use of ICT Agreement – Years 5-12

When I use digital technologies and the internet, I agree to be a safe, responsible, and ethical user always by:

- Respecting others and communicating with them in a supportive manner.
- Never participating in online bullying (e.g., forwarding messages and supporting others in harmful, inappropriate, or hurtful online behaviours).
- Protecting my privacy by not giving out personal details, including my full name, telephone number, address, passwords, and images.
- Protecting the privacy of others by never posting or forwarding their personal details or forwarding their personal details or images without their consent.
- Talking to a teacher or a trusted adult if I personally feel uncomfortable or unsafe online, or if I see others participating in unsafe, inappropriate, or hurtful online behaviour.
- Thinking carefully about the content I upload or post online, knowing that this is a personal reflection of who I am and can influence what people think of me.
- Reviewing the terms and conditions of use for any digital or online tool (e.g., age restrictions, parental consent requirements), and if my understanding is unclear seeking further explanations from a trusted adult.
- Meeting the stated terms and conditions for any digital or online tool and completing the required registration processes.
- Handling ICT devices with care and notifying a teacher of any damage or attention required.
- Ensuring my laptop is fully charged at home before bringing it to school and not using a charger cable at school, in accordance with the school's Electrical Safety Policy.
- Abiding by copyright and intellectual property regulations by requesting permission to use images, text, audio and video, and attributing references appropriately.
- Not accessing media that falls outside the school's policies for appropriate viewing or interaction.
- Not downloading unauthorised programs, including games.
- Not interfering with network systems and security or the data of another user.
- Nor attempting to log into the network with a username or password of another student.

In addition, mobile phone and smart watch communications are not permitted. They should be switched off and/or inaccessible during school hours and OSHC.

SIGNATURE

I understand and agree to comply with the terms of acceptable use and understand and accept that there are inappropriate actions have consequences established within the school's Student Behaviour Management Policy.

Student name:

Student signature:

Date:

Acceptable Use of ICT Agreement – Adult

The agreement applies to all staff, volunteers, and Board members.

The use of Dara School ICT resources is governed by the Dara School Information and Communication Technology (ICT) Policy. The policy is in place to protect information assets from a range of threats including loss, corruption, disclosure, theft, and interruption of services.

This user agreement applies to all adults, who are not students, and who have access to the Dara School network in any capacity and is to be completed by all users before they are given access to Dara School ICT facilities.

You must read and understand the documents and policies referred to in this user agreement.

Users of Dara School ICT facilities must:

- Use ICT facilities in a responsible way, to ensure no risk to safety or security of the system.
- Understand and adhere to the requirements of the Dara School ICT security, email/internet access as per the Information and Communication Technology (ICT) Policy
- Specifically, the access, transmission, retrieval, storage and/or display of:
 - sexually explicit material.
 - hate speech or offensive material.
 - material regarding illicit drugs or violence.
 - material regarding criminal skills and/or illegal activities.
 - material of a defamatory, discriminatory or harassing nature.

is strictly forbidden.

- Ensure my password is kept confidential.
- Not employ VPN software/plugins or mobile hot-spot devices to bypass the School Intranet Firewall and web-filtering system.
- Regularly backup my data, in accordance with the ICT Policy.

Violations, depending on severity and nature, may result in reprimand, loss of ICT access privileges, termination of employment or any other appropriate disciplinary action.

User Declaration

By using Dara School ICT facilities, I acknowledge and agree to the above terms and conditions. I have read and understood the requirements of the Dara School Information and Communication Technology (ICT) Policy.

I also understand that Dara School monitors email and internet activity undertaken by users who have access to resources provided by Dara School

I have read and understand this user agreement, and I will observe and be bound by its conditions at all times.

Name:

Signature:

Date: / /

18. EDUCATION STANDARDS BOARD

This policy supports criterion 3.4 of the Standards for Registration and Review of Registration of School in South Australia.

Criterion 3.4 The school implements policies and procedures for student welfare that covers pastoral care, early intervention, child protection including mandatory reporting and behaviour management including associated safety and wellbeing management.

19. EDUCATION STANDARDS BOARD

This policy supports criterion 3.4 of the Standards for Registration and Review of Registration of School in South Australia.

Title	Information and Communication Technology (ICT)
Policy Reference Number	35
Responsible for review	School Leadership
Implemented	25 June 2019
Reviewed	March 2023
Reviewed	July 2023
Reviewed	Jan 2026
Policy due for Review	March 2028
Reviewed	