



Bacchus Marsh
Grammar

School Policy

Student Duty of Care

Student Acceptable Online Usage Policy

Approved by the School Principal 10 August 2022



1 Rationale

- 1.1.1 Bacchus Marsh Grammar (the School) is committed to the provision of high quality relevant educational experiences for all its students. Information and communication technologies (ICT) have resulted in a major change to the way in which information is retrieved, stored, communicated and how that information is used in education.
- 1.1.2 Due to the dynamic nature of ICT, usage rules are required to ensure students do not misuse the equipment or access inappropriate information and to keep our students safe in an online world.
- 1.1.3 Online services include the school's network and intranet, the Internet, E-mail, Newsgroups, Blogs, Learning Management System- SchoolBox, social networking and other online communication.

2 Rules for Student Use of Online Services

- 2.1.1 No student shall actively access, search for, or send offensive, pornographic, subversive or dangerous material at any time from any online device in the school or during the course of remote learning, including school computers, their own, or other student's computer, phone or other online device.
- 2.1.2 During class time students may use Chromebooks and online services for school related purposes only. Students may not use the online services for playing, transferring, or downloading games, running non-school related programs, music, or video other than those approved by their teacher. Students must NOT use email, social networking, online chat, shared documents, or other communication services unless directed by their teacher.
- 2.1.3 Junior School students using online services must be supervised at all times.
- 2.1.4 No student shall interfere in any way with any computer. This includes moving lab computers, interfering with the wireless components of laptops and unplugging USB devices or network cables. Students must NOT try to fix jammed or malfunctioning printers.
- 2.1.5 Students must NOT access any computer or online service using another students' or teachers' username and password. Students must keep their passwords private.
- 2.1.6 Students must NOT use proxy services which bypasses the school's filtering service to access any Internet site.
- 2.1.7 Students must NOT bring any games or non-school related programs to school on their memory devices. Only school related work should be on a memory stick.
- 2.1.8 Students must not bring to school any network hacking programs or any software that could compromise the security and privacy of the network or its users.
- 2.1.9 No student shall use the Internet or any communication service in any way that would contravene the school's "Bullying and Harassment Policy" and Student Code of Conduct.
- 2.1.10 No student shall use, communicate, publish, or post material on the Internet that denigrates members of the school community or the general public or that may damage the School's reputation.
- 2.1.11 Student must NOT use any device for connecting Chromebooks, school computers or their own devices to the Internet, such as USB wireless devices, phones or ipads. These devices bypass school filtering and make it impossible for the school to responsibly manage student Internet access. Students must NOT set up phones or other devices to act as internet hotspots for the provision of internet services.
- 2.1.12 Students must NOT be involved in online buying or selling of goods or services while at school.
- 2.1.13 Students must NOT share files or photos from cloud storage services, such as Google drive and or One Drive, to other students without permission from their teacher.
- 2.1.14 Students may not use material streamed online for any purpose other than related to online learning.
- 2.1.15 Students may not alter, distort, or otherwise tamper with online material without the approval of the School.
- 2.1.16 Students must display appropriate behaviour during online classes and in accordance with the Student Code of Conduct.



- 2.1.17 Students must always respect the privacy of staff members including during online learning
- 2.1.18 Students are regularly required to clean their Chromebook in line with advice from the School.

3 Student Email Account Usage

- 3.1.1 School emails are provided to students for academic purposes only. The email system must not be used for emails of a personal nature.
- 3.1.2 Email can only be used to communicate school related information between staff and students, where a student for example may request additional help on a homework task, or a teacher may give an absent student some resources missed in class. When communicating with staff, students must not include any comments of a personal nature and the tone of the email must be respectful of the teacher as expected in all student teacher interactions.
- 3.1.3 Students must not email other students in class time and may only use email within class with the permission of the teacher. Out of school hours, the school email should not be used to communicate with other students with the exception of teacher sanctioned group or collaborative projects or to enquire specifically about school-work.
- 3.1.4 Students must not use personal email accounts such as Hotmail or gmail when at school and students must not communicate with teachers using a teacher's personal email account or through social media sites such as Facebook.
- 3.1.5 All student email accounts can be monitored, and random checks will be conducted from time to time to ensure that the above policies are adhered to.

4 Consequences for Non-compliance with the Usage Rules

- 4.1.1 For the first offence the student shall receive restricted access to using the on-line services for two weeks and his/her parents notified in a letter by the appropriate Year Level Coordinator or Senior Deputy Principal.
- 4.1.2 For the second offence, all online usage shall be suspended pending an interview with the student's parents, the appropriate Year Level Coordinator (Senior School) and the appropriate Senior Deputy Principal.
- 4.1.3 In the case of a serious breaking of the rules the Principal may apply a sanction or sanctions in line with the School's Student Discipline Policy which may be applied upon a first offence.
- 4.1.4 Issues that involve potential illegality will be reported to the appropriate authorities.

5 Other Information

- 5.1.1 Students are provided with a Google Drive and/or One Drive for cloud storage of files. Only school-work should be stored in this drive. Students may also provide a USB stick for additional storage of files. Students are responsible for backing up their own files.
- 5.1.2 The School has the right to impose quotas and apply filtering of the Internet usage by students.
- 5.1.3 Student printing will also be monitored and students who print more than their quota will have to purchase additional printing credits before they can use the school's printers.
- 5.1.4 Students have access to a photocopier in the Junior and Senior School Libraries and will be charged in the same way as printing services.
- 5.1.5 When parents enrol their child at Bacchus Marsh Grammar, they will sign agreeing to their child abiding by the school's Acceptable Online Usage Policy. This policy will be updated regularly to keep abreast of new technologies. The updated version will be available to students on the school's Intranet.

6 Related Documents

Information & Communication Technology (ICT) Policy (students)
 Mobile Phones (Student Use of) Policy
 Privacy Policy
 School Community Code of Conduct
 Social Media – Student Usage Policy
 Student Bullying and Harassment Policy
 Student Code of Conduct
 Student Discipline Policy

7 Authorisation

School Document Name	Student Acceptable Online Usage Policy	
Approval Authority	Principal	
Approval Signature	Andrew Neal Principal Bacchus Marsh Grammar	
Administrator	Company Secretary	Greg Gough
Approval Date	10 August 2022	
Date of Next Review	10 August 2024	To be reviewed every two years

8 History

Date	Amendment
29 January 2015	1. New policy
17 October 2019	2. Reviewed and new format
16 April 2020	3. Updated rules to include online learning component
10 August 2022	4. Reviewed with minor changes