



ICT Student Use Policy

1. Overview

The ICT Student Use Policy at Underdale High School is designed to ensure the responsible and safe use of Information and Communication Technologies (ICT) by all students. This policy aligns with our commitment to fostering a secure and supportive learning environment, promoting digital literacy, and safeguarding the well-being of our school community.

2. Scope

This policy applies to all students at Underdale High School. It governs the ethical use of Information and Communication Technologies (ICT) provided by the school, including computers, internet access, and other digital devices. Students are expected to represent the school community responsibly and uphold its values while using these resources, both within and outside the school environment.



3. Contents

1. Overview	1
2. Scope	1
3. Contents	2
4. Detail	3
4.1. Key Objectives	3
4.2. User Agreement Acknowledgement	3
4.3. Monitoring of ICT Assets Used by Students	3
4.4. Procedures for Addressing Misuse of ICT Resources	3
5. Roles and responsibilities	4
5.1. ICT Support staff	4
5.2. Students	4
5.3. Parents	4
6. Definitions	4
6.1. 8.2. Related policies	5
6.2. 9.1. Approvals	5
6.3. 9.2. Revision record	5
6.4. 10. Contact	5



4. Detail

4.1. Key Objectives

The key objectives of this policy are as follows:

Promote Safe Practices: Encourage students to engage with digital technologies in a manner that is safe, respectful, and aligned with our school values.

Define Responsibilities: Clearly outline the responsibilities of students in using school-provided ICT resources, including computers, internet access, and other digital devices.

Ensure Compliance: Establish guidelines for acceptable use, ensuring compliance with legal and ethical standards, and protecting the integrity of the school's ICT infrastructure.

Support Learning: Facilitate the effective use of ICT to enhance educational outcomes, supporting innovative teaching and learning practices.

Address Misuse: Provide a framework for addressing misuse of ICT resources, including potential consequences for breaches of the agreement.

4.2. User Agreement Acknowledgement

Students, their parents, caregivers, or legal guardians are required to read and acknowledge the ICT User Agreement terms prior to the use of any school ICT or department ICT facilities or services. This agreement applies to all on-site technology, software, loaned devices and personal devices connecting to the school network (including but not limited to laptops, tablets, cameras and mobile phones).

ICT Student Use Agreement

4.3. Monitoring of ICT Assets Used by Students

Our school and the department reserve the right to monitor use of ICT assets used by students. Students that misuse assets or use assets in an inappropriate manner may have their access revoked or be subject to other in-school consequences.

4.4. Procedures for Addressing Misuse of ICT Resources

Identification of Misuse

- Monitor ICT usage regularly to identify any potential misuse or breaches of the agreement.
- Encourage students and staff to report any suspected misuse of ICT resources.

Initial Investigation

- Conduct a preliminary investigation to gather facts and determine the nature and extent of the misuse.
- Document all findings and maintain confidentiality throughout the process.

Notification

- Inform the students involved about the suspected misuse and provide an opportunity for them to explain their actions.
- Notify parents or caregivers if the situation warrants their involvement.

Assessment of Breach

- Evaluate the severity of the breach based on its impact on the school community and the intent behind the misuse.
- Consider whether the breach was accidental or intentional.

Consequences for Breaches

- Consequences for breaches of the user agreement will be in alignment with our Behaviour Management policy and those of the department for education.
- See DfE [Behaviour Support in Schools](#)

Review and Follow-up

- Review the incident to identify any systemic issues or areas for improvement in ICT policies and practices.

Documentation and Reporting

- Maintain detailed records of all incidents, investigations, and outcomes.
- Report significant breaches to relevant authorities as required by law or school policy.

5. Roles and responsibilities

5.1. ICT Support staff

ICT Support staff will support the Year Level team to monitor and investigate any breaches to the agreement and refer to the Year Level Team in accordance with the Behaviour Management Policy.

5.2. Students

Before being granted access to Underdale High Schools' Information & Communication Technology (ICT) systems, students must read the user agreement, understand its contents and abide by the terms of the agreement.

5.3. Parents

Before students are granted access to Underdale High School's Information & Communication Technology (ICT) systems, parents or caregivers must confirm that their child has read, understood, and agreed to comply with the terms of the user agreement.

6. Definitions

ICT (Information and Communication Technology): Refers to the use of technology for accessing, storing, and sharing information, including computers, internet, and digital devices.

User Agreement: A formal agreement outlining the terms and conditions for using ICT resources provided by the school.

Cyber-Safety: The practice of using ICT resources in a safe and responsible manner to protect oneself and others from online risks.

Personal Information: Any information that can identify an individual, such as name, address, phone number, or email address.

Inappropriate Content: Material that is not suitable for the school environment, including sexually explicit, violent, or offensive content.

Misuse: Improper or unethical use of ICT resources that violates the user agreement or school policies.

Security Software: Approved software installed on devices to protect against viruses, malware, and other security threats.

6.1. 8.2. Related policies

- Bullying Prevention Policy
- Behaviour Support Policy

6.2. 9.1. Approvals

Status: Draft

Version: 1.0

Policy officer: Executive and Leaders

Approved by:

Next review date: July 2026

6.3. 9.2. Revision record

Version: 1.0

Approved by: Principal, Underdale High School

Review date: July 2026

6.4. 10. Contact

Executive and Leaders

Email: dl.0965.info@schools.sa.edu.au

Phone: (08) 8301 8000