LEICHHARDT HOUSE STUDENT HOSTEL

RESPONSIBLE USE OF COMPUTERS/DIGITAL DEVICES & ONLINE SERVICES POLICY

THIS DOCUMENT WILL BE REVIEWED AT THE END OF EACH SCHOOL YEAR (ALL STAKEHOLDERS WILL BE ADVISED OF ANY AMENDMENTS VIA EMAIL). ANY CHANGES IN PERTINENT COMMONWEALTH OR STATE LEGISLATION OR ANY INCIDENTS/POLICY BREACHES THAT OCCUR BEFORE THE NEXT FORMAL REVIEW WILL INITIATE IMMEDIATE REVIEW AND AMENDMENT (ALL STAKEHOLDERS WILL BE ADVISED VIA EMAIL).

2021

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POLICY STATEMENT

This policy applies in this instance to Leichhardt House Student Hostel (the hostel). In accordance with, and beyond the requirements of, these regulations the hostel makes all of its policies available to parents/carers/boarders and prospective parents/carers/boarders on the public area of the hostel's website: www.hostel.net.au

The hostel will undertake to ensure compliance with the relevant legislation and guidelines with regard to this policy for its boarders and staff and to extend this undertaking to visitors to the hostel as far as is practicably possible.

1   BOARDER USE OF COMPUTERS/DIGITAL DEVICES & ONLINE SERVICES: POLICY [1]

This policy guides boarder use of digital devices[2] and online services[3] facilities at the hostel. The hostel acknowledges the educational value of digital devices and online services facilities in supporting and enhancing educational outcomes and boarder wellbeing. We also recognise they may cause harm if used inappropriately and that we need to support our boarders to use them in safe, responsible, and respectful ways. The hostel provides a range of computing and online services facilities for use by boarders. The obligations and expectations associated with authorised, acceptable use by boarders of the hostel's computing and online services facilities are set out in this policy.

This policy provides a consistent framework for the safe, responsible, and respectful use of digital devices and online services facilities by boarders in the hostel. It sets out the shared responsibilities of hostel staff, boarders, and parents/carers. It also provides a framework to manage potential risks to boarder safety and wellbeing. This procedure covers the use of hostel desktop computers, personal digital devices, and all online services.

Access to the hostel internet network is through filtered internet service provided by Norton Security; the security software minimises the chances of pupils encountering unsuitable material.

2   SHARED RESPONSIBILITY

Supporting boarders to use digital devices in an appropriate way is a shared responsibility, in the first instance between parents/carers and hostel staff.

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[1] Leichhardt House: 'Boarder Responsible Use of Digital Devices & Online Services Policy') is evidence of the Hostel's commitment to the safety and wellbeing of children and the protection of children from harm in fulfilment of the requirements of Section 171 Part 3 (1 b) 'Code of Conduct: Use of Technology & Social Media' of the Working with Children (Risk Management and Screening) Regulation 2011 (Qld).

[2] 'Digital Devices' are electronic devices that can receive, store, process and share digital information and connect to applications (apps), websites and other online services. They include desktop computers, laptops, tablets, smartwatches, smartphones, and other devices.

[3] 'Online Services' are any software, website or application that can gather, process or communicate information. This includes digital classrooms, chat and messaging, online games, virtual reality, social media, and other online spaces.

Parents/carers must try to:

- develop a system at home that models appropriate use of digital devices and online services (in particular timeframes and cybersafety issues);
- supporting the time limitations and the conditions of use of digital devices and online services applied at the hostel;
- making sure that boarders understand the hostels ICT access and usage requirements, including the acceptable and unacceptable behaviour requirements.

Hostel staff must try to:

- maintain the regime of time limitations time limitations and the conditions of use of digital devices and online services applied at the hostel;
- respond to and report any breaches and incidents of inappropriate use of digital devices and online services facilities as required by hostel procedures, and policy and any statutory and regulatory requirements. This includes reporting the creation, possession, or distribution of indecent or offensive material to, in the first instance, CSAA Management Committee.

3 OBLIGATIONS & EXPECTATIONS

The hostel supports access to a wide range of appropriate resources and encourages boarders to develop the skills to use these resources. These resources are made available to boarders, primarily, for school-initiated educational use. It is expected that a boarder using the hostel computers and online services facilities, must make the following considerations:

4 PERSONAL CONSIDERATIONS:

- read and agree to the Leichhardt House: 'Boarder Responsible Use of Computers/Digital Devices & Online Services Policy';
- be responsible for their own behaviour on computers and online;
- be responsible for the materials they choose to access, and to not deliberately seek out offensive materials. Should any such material be accessed accidentally, they are expected to report it immediately to hostel staff;
- be responsible for the language they choose to use; and to not use rude or inappropriate language whilst online. Boarders are taught at school, the rules of etiquette in email and they are expected to follow those rules when using any online service.

5 TECHNICAL CONSIDERATIONS:

- not 'hack', disable, or bypass any hardware or software security, including any virus protection, spam, or security/filter settings;
- not download program files or Apps, from the internet (this includes ALL online games/gaming) to hostel computers in order to prevent corruption of data and for both legal and security reasons;

- not download program files, from USB drives or portable hard drives to hostel computers in order to prevent corruption of data and for both legal and security reasons;
- scan [before every use on the hostel network] their own personal USB drives and portable hard drives.

6   CYBERSAFETY CONSIDERATIONS:

Boarders must never initiate or knowingly forward emails or use social medica or other online content, send:

- a message sent to them in confidence;
- a computer virus or attachment that is capable of damaging the recipients' computer;
- chain letters or hoax emails;
- spam (such as unsolicited advertising);
- inappropriate or unlawful content, which is offensive, abusive, or discriminatory;
- 'image-based abuse' (when intimate, nude, or sexual images are distributed, or threatened to be distributed, without the consent of those pictured. This includes real, altered and drawn pictures and videos (This is a crime in Queensland);
- threats, bullying or harassment of another person;
- sexually explicit or sexually suggestive content or correspondence;
- false or defamatory information about a person or organisation.

7   PRIVACY AND CONFIDENTIALITY CONSIDERATIONS

- Boarders must not attempt to use another boarders or hostel staff member's username or password to trespass in another person's files, drives or accounts;
- Boarders will be held responsible for any breaches caused by other person(s) knowingly using their account to access internet and online services facilities;
- Boarders should not divulge personal information via the internet or email, to unknown entities or for reasons other than to fulfil the educational program requirements of the school;
- No personal information such as phone numbers and addresses are to be given out online and boarders should never make arrangements to meet strangers over the internet;
- It is important that boarders do not publish or disclose the email address of a hostel staff member or other boarder without that person's explicit permission;
- Boarders should also not reveal personal information including names, addresses, photographs, credit card details or telephone numbers of themselves or others;
- Boarders should ensure that privacy and confidentiality is always maintained.

8   COPYRIGHT CONSIDERATIONS

Intellectual property and copyright boarders should never plagiarise information and should observe appropriate copyright clearance, including acknowledging the original author or source of any information, images, audio etc. used. It is also important that the boarder obtain

all appropriate permissions before electronically publishing other people's works or drawings. The creator or author of any material published should always be acknowledged. Material being published on the internet or intranet must have the approval of the principal or their delegate and have appropriate copyright clearance. Copying of software, information, graphics, or other data files may violate copyright laws without warning and be subject to prosecution from agencies to enforce such copyrights.

9   MONITORING & REPORTING

Boarders must be aware that all use of internet and online communication services facilities can be audited and traced to the account of the user. All material on the device is subject to audit by authorised hostel staff/IT Consultants. If at any stage there is a police request, the hostel may be required to provide the authorities with access to the device and personal holdings associated with its use.

10   MISUSE/BREACH OF ACCEPTABLE USE

Boarders must be aware that they are held responsible for their actions while using the internet and online services facilities. Boarders should be aware that a breach of all or part of this policy is deemed to be a serious breach of trust which the hostel places in all boarders. Each matter will be considered individually and be referred to the Leichhardt House: 'Behaviour Management Plan' from which a relevant consequence will be applied. Penalty or disciplinary action may include, but is not limited to, denied access to hostel computers and online resources and/or have the use of their own digital devices denied or restricted, whilst at the Hostel.

The Hostel reserves the right to immediately withdraw the enrolment of any boarder in cases where there has been a serious breach of Leichhardt House: 'Boarder Responsible Use of Computers/Digital Devices & Online Services Policy'.

11   COMMUNICATING THIS POLICY

Chinchilla Student Accommodation Association Inc. (CSAA) T/A Leichhardt House Student Hostel (the hostel) makes available our full set of policies and procedures online so that parents/carers/boarders and hostel staff have continuous access to the most recent versions of all the individual documents. This system will deal with any outdated issues with hostel policies that are amended during the school year.

Hard copies of any policy/procedure is available upon request.

12   COMPLAINTS

If anyone has a complaint in relation to the content of this document or any other matter related to the content of this document, they should, in the first instance, follow the hostel's

Complaint Management Process; the first step being to submit a complaint form via the hostel website.[4]

13   REVIEW

This policy will be reviewed at the end of each school year; stakeholders will be notified of any amendments via email. Any changes in pertinent Commonwealth/Qld State Legislation or Education Qld/other regulatory body directive, or policy breaches that occur before the next scheduled review, will initiate immediate review and amendment; stakeholders will be notified via email.

This policy was adopted by the Hostel on: January 2010
This policy was last updated on: January 23rd, 2021.
Next review: End of 2021 or if/when breach of policy occurs.

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[4] www.hostel.net.au