The Academy has made a commitment to align its policies with the eSmart Schools Framework.

Becoming an eSmart School is integral to our Digital Immersion Vision. The Academy has made a commitment to align its relevant policies with the eSmart Schools Framework developed by the Alannah and Madeline Foundation.

According to the Foundation, eSmart Schools is a behaviour-change framework that guides the introduction of policies, practices and whole-school change processes to support the creation of a cybersafe or ‘eSmart’ environment. Designed specifically for Australian schools, the online system provides a road map to CyberSafety and links to suitable curriculum and information resources, and the tools and resources required to equip the entire school community with the skills and knowledge they need for the smart, safe and responsible use of technology.

‘An eSmart school is a school where the smart, safe and responsible use of information and communications technology is a cultural norm. Students, teachers and the wider school community are equipped to embrace the best these technologies can offer, while being savvy about the pitfalls. Students are regularly involved in developing and delivering information on the smart, safe and responsible use of technologies to a variety of audiences and are taught a suite of social and emotional skills. In eSmart schools, relationships are strong and supportive and learning outcomes are enhanced. Bullying and cyberbullying are therefore less likely to thrive. A committee drawn from all areas of the school community provides strong and effective organisation to guide implementation of systems, structures and planning to ensure a school reaches and maintains eSmart status.’


The six domains of the eSmart Schools Framework

The Academy ICT eSmart Policy incorporates Academy policies integral to the smart, safe and responsible use of technologies. The Academy Responsible Behaviour Plan which incorporates all relevant ICT policies and ICT Agreements can be found on the Academy Website at: http://qaci.eq.edu.au/index.php/academy-environment/policies/

All Academy Policies are reviewed and endorsed by Education Queensland and the P&C Committee. The Academy eSmart Committee reviews the ICT Policy annually and provides feedback to the Academy Leadership Team and P&C Committee.
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1. Student ICT Support Leaders Team

The Academy has developed a strong student ICT Leadership Support Team, known as the 'Apple Angels Team', which is integral to our eSmart vision. Since inception in 2007, the team vision has grown and adjusted to the fast paced, changing digital environment and the needs of learners in the digital world. There are five students inducted to each year level, making fifteen in total. Each year, as the Year 12 students exit, five additional students from the new year 10 cohort are inducted into the team.

This cross-year level collaboration is very successful in ensuring input from all sections of the student body and enables our support and message to be delivered to a broad range of students. The ICT student Director manages the weekly meeting and leads students in their annual activities. In 2013 (flagged by the team as the 'Year of Digital Awareness') Apple Angels developed instructional technology video tutorials for access by staff and students, posted on the Apple Angels' Communication Page on the Intranet. This will continue and be expanded in 2014 to include delivering a greater number of f2f tutorials to support students in software capability. Apple Angels specialise in particular Apple software such as iCal, Garageband, iMovie, Final Cut and many more. Apple Angels assist in the annual ICT Induction and Foundation programs and deliver our Digital Immersion message at Parent Information sessions.

It is the team’s brief to disseminate the smart, safe and responsible use of information and communications technology through their work in classrooms, assembly presentations and parent information sessions as part of the Academy eSmart Commitment.

In 2014 two Apple Angel students will continue to be part of the eSmart Committee.
Student and Staff Guidelines

(Published annually in the Student Information Booklet distributed to all Academy students)

2. Essential eLearning Expectations **Absolutely key to all we do at QACI is TRUST**

The Academy is committed to the principles of the ‘eSmart Schools’ National Framework to ensure we all embrace ‘Smart, Safe and Responsible’ use of ICT. As an Academy student at an ‘eSmart School’, the application of trust, wise decision making and a sense of time and place in the use of ICT at the Academy is of paramount importance. As part of a large system network (Education Queensland) we all have to abide by some important protocols. In the use of ICT at QACI “ignorance” will not be accepted as an excuse for misuse. Students and staff sign Academy ICT Agreements for Acceptable use of the network and laptops. Parents are asked to endorse the student signature and to become familiar with the documents.

**Acceptable Use** – Access to the EQ wireless network must be in accordance with the guidelines. It is unacceptable to use personal mobile broadband, inappropriate or unlicensed software, games, movies, music or TV programs on your laptop to use while at the Academy, or violate laws regarding sending inappropriate emails or copyright. Keep your own authorised programs on your external hard drive for use at home. You should not post anything online that reflects negatively upon the Education Department, the Academy, other students or teachers.

**Privileges** – The use of the Network is a privilege, not a right, and inappropriate use may result in restriction or termination of that privilege. You are given administration rights to your laptop under strict conditions outlined in the ICT Agreement forms.

**Protocols so we all benefit:**

1. **Time and place. Respect the classroom environment and activity.** Are you using your device appropriately according to the lesson requirements?
2. **Be polite and respectful** in all communication and use of the device. All emails are scanned by the Department for inappropriate content.
3. **Software updates** are distributed remotely so your laptop must be accessible to the technician on the network at all times. You must not alter the Academy image installed on your laptop.
4. We only get a certain amount of **bandwidth**. Listening to or sharing Internet music, sending large pictures, music or video files across the network, or any process that would max out bandwidth capabilities diminishes the true intent and capability of the device.
5. **Communication** is essential for an effective team. Check your email before 8.45am each and throughout the day during recess breaks.
6. **‘Blackboard/eLearn’** is your access to online class material and interaction. You should regularly access your subject virtual classrooms and respond to all emails sent via Blackboard regarding updates and activities.
7. **Respect security** of your system and others (passwords etc.) – every student should be able to rely on this. A deliberate breach of security will be treated the same as theft.
8. Use your external drive at home and Time Machine program to backup each evening. **If data is lost because you have not backed up to your external drive, we cannot help.**
9. Students must use the QUT Harvard Referencing System for all assignments. Be aware of copyright rules relating to any creative product you publish in your subject area and follow QUT Cite/Write guidelines for referencing. For advice regarding copyright issues, see IRC staff, your teacher and online sources.

*Intentional misuse or taking a decision to bypass expectations will unfortunately result in immediate withdrawal of the right to use the device on our network.*

*Remember the concept of “private” does not exist in the cyber world. Anything you do on your laptop is accessible both to Education system monitors, through QACI internal*
processes and to anyone you communicate with. Take care to protect both your reputation and integrity. Always consider the ‘Smart, Safe and Responsible’ use of ICT.

3. Use of Social Networking Sites and Web based Communication Policy
Social networking sites (SNS) are like virtual communities, providing a social lifeline for today’s youth. Sites like MySpace, Bebo and Xanga allow users/members to create an online profile or web page. Members can then post personal information, photographs, blogs, music clips and other information about their interests online. A big part of customising their space is to upload photos or images. Most sites also have a blog where users can write their thoughts, encourage others to join in and post comments.

What are the dangers?
Social networking sites hold significant appeal for young people. Whilst such sites provide opportunities for self-expression and identity formation, they also pose risks. These include:

- Posting inappropriate content. Risks arise when young people give out information that is too personal or allows others to know who they are or where they live.
- Exposure to anti-social or illegal material.
- Being targeted by sex offenders.
- Cyber bullying.
- Identity theft – many people within social networking sites encourage users to join their space or view their profile by encouraging them to click on links that ask for username and passwords. This allows others to gain access to their passwords and other private information.

Use of the Queensland Academy for Creative Industries brand on public sites:
The reputation and standing of the Queensland Academy for Creative Industries brand, represented by name in written texts, by the Academy logo or the Academy uniform, can have both a positive and negative impact on all students and staff who attend the Academy, have attended or those who aspire to attend the Academy.

Any conduct or behaviour deliberate or not intended which may bring the brand into disrepute or portray the Academy community in a negative manner, or place another person at risk, is unacceptable and incongruent with the Queensland Academy for Creative Industries character ideals of

- Respect
- Responsibility
- Honesty and Trustworthiness
- Understanding, Tolerance and Inclusion

The posting or communication of any image or text which can be identified as or associated with the Queensland Academy for Creative Industries without the written approval of the Principal will be viewed as a serious breach of the Queensland Academy for Creative Industries Responsible Behaviour Plan for students and the Education Queensland Code of School Behaviour, specifically: “Demonstrate respect for themselves, other members of the school community and the school environment”. “Posting and communication: includes but is not restricted to websites, social networking sites, email, mobile phone and video.

Negatively Representing a Member of the QACI Community on Public Sites:
Any conduct or communication on the Internet or social media site which negatively portrays or diminishes the standing or reputation of an individual or group who attend the Academy, have attended the Academy or aspire to attend the Academy will be viewed as a very serious breach of the Academy Character Ideals and will warrant the most serious consequences under the Queensland Academy for Creative Industries Responsible Behaviour Plan for students. This action may be judged to be cyber bullying.

Breaches and Consequences:
Following a thorough investigation and dependent on the intent and nature of the breach, a first offence may result in a student’s suspension from the Academy.
Any action which targets another student or staff member will lead to serious consequences under the QACI Responsible Behaviour Plan and may be deferred to the police.
Queensland Academy for Creative Industries eSmart Vision

Any action **which is illegal** will be referred to Queensland Police Services in addition to serious consequences under the Queensland Academy for Creative Industries Responsible Behaviour Plan

4. Personal Technology Devices Policy

If the answer to any of the following questions in YES then your use of the device is not acceptable within our environment or community:

- Will your use of the device breach trust?
- Is your use of the device unethical?
- Is your use of the device illegal?
- Will your use of the device offend or harass another person(s)?
- Will your use of the device misrepresent an individual or our Academy?
- Will your use of the device interrupt learning or your readiness for learning in any way?

If the answer could be YES then reconsider the decision you are about to make.

Breaches of the Policy

- Permitted personal technology devices used contrary to QACI policy on Academy premises will be confiscated by Academy staff. They will be made available for collection from Client Services at the end of the school day unless required to be kept for purposes of disciplinary investigation, when it will only be returned in the presence of a parent/carer.

- The sending of text messages that contain language and/or threats of violence may amount to bullying and/or harassment or even stalking, and will subject the sender to discipline and possible referral to Queensland Police Service. Students receiving such text messages at Academy should ensure they keep the message as evidence and bring the matter to the attention of Academy administration.

- Students should note that recording of dissemination of images that are considered indecent (such as nudity or sexual acts involving children) is against the law and if detected by the Academy will result in a referral to Queensland Police Service.

- Recording Private Conversations and the *Invasion of Privacy Act 1971*

  It is important that all members of the school community understand that under the *Invasion of Privacy Act 1971*, ‘a person is guilty of an offence against this Act if the person uses a listening device to overhear, record, monitor or listen to a private conversation.’ It is also an offence under the Act for a person who has overheard, recorded, monitored or listened to a conversation to which s/he is not a party to publish or communicate the substance or meaning of the conversation to others. Students need to understand that some conversations are private and therefore to overhear, record, monitor or listen to such private conversations may be in breach of this Act, unless consent to the recording is appropriately obtained.

  All breaches will be considered under our Academy Responsible Behaviour Plan for Students.

  **The full policy is available within the QACI Responsible Behaviour Plan for Students on our website.**
5. Information and Communication Technologies Student Agreement 2014

1. The Academy’s Internet and email accounts exist to provide access to curriculum-related information. I will not use these accounts to access material which is unrelated to the Academy curriculum unless I have been given permission by Academy Administration, the Network Administrator, or a Teacher who is directly supervising me.

2. Non-approved programs (including games, movies, music) are not to be downloaded or, saved onto the Academy network, student laptops or run from external media. Additionally, I will not use Academy Education Site-licensed programs or Adobe Creative Suite software for commercial gain.

3. Publications dealing with pornography or extreme violence are not permitted at the Academy. I will not use the Internet or email to access or share unacceptable material. I will report such material immediately.

4. I will take care in my use of information published on the Internet, realising that it may be inaccurate or may misrepresent a person or situation.

5. Copyright law states that it is illegal to copy and/or distribute an author’s work without acknowledgment. I will always acknowledge the source of any work I access from the Internet in preparation of assignments and Academy projects. I will not under any circumstances use any ICT device at the Academy to download, transfer or store material for which I do not have copyright clearance. This includes but is not limited to, the use of peer-to-peer (P2P) and online storage facilities, music, games and video.

6. Section 85ZE of the Commonwealth Crimes Act states that a person shall not knowingly or recklessly:
   - use a telecommunications service supplied by a carrier to menace or harass another person; or
   - use a telecommunications service supplied by a carrier in such a way as would be regarded by reasonable persons as being, in any circumstance, offensive.

   Having read the above statement on Improper Use of Telecommunications Services, I agree that in all online communication with others I will be respectful, accurate, and use appropriate written expression, such as would be acceptable in a written assessment item. I will only use an Education QLD email account within the Academy (Hotmail accounts etc are not to be used).

7. I will not use my email account thoughtlessly, in any way that jeopardises or interferes with my studies. I will check my email daily to ensure I have read all communications that are sent via my Education QLD email account. I will not forward or send mass emails of any kind.

8. I will not divulge my network or Internet account details (username and/or password) to another student. I will not use another student’s account details to access Information & Communication Technology facilities. I will update my Internet password as required.

9. I understand that my network data files and the activities I perform on my laptop are not private within the Academy network, and that teachers have access to them at any time. I understand that the Network Administrator may access my email inbox if inappropriate use is suspected. I understand that my screen and files may be accessed by staff using Remote Desktop software to monitor usage and to share my screen with others.
10. I understand that in order to maintain the good order of the Academy and well-being of students, the Academy may place software on a student’s device which help protect student’s potential harm from behaviour’s associated with Social media and consistent with the Academy’s Respectful Relationships and use of Social Media Policy. Such action if necessary will be consistent with our participation in the eSmart school’s program. Students will be notified of any such additions.

11. I will not make use of a personal mobile broadband device within the Academy.

12. I understand that I must pay for personal subject printing in the IRC by value adding to my swipe card.

13. **Administration Rights**

Students are given Administration Rights to self-manage their laptop under strict conditions. I agree I will follow Academy guidelines (distributed in the Laptop Information Booklet) as an administrator of my laptop, regarding unauthorised installation of games, movies, music, television programs and other unauthorised software programs. I understand strict penalties will apply if not adhered to.

14. I will utilise my external drive which will remain at home and Time Machine program on my MacBook to backup and store personal data. I understand the Academy is not required to retrieve data, which has not been backed up appropriately. I will backup my data daily using the prescribed Academy process.

15. I will not alter the Academy supplied image installed on my laptop (eg. Operating System, applications, technical support software which is vital for efficient laptop management).

16. I will use the designated laptop hard case shell and Academy bag to protect the ICT device.

**Consequences**

Any violation of this agreement will incur consequences consistent with the Academy’s Responsible Behaviour Plan for Students. The most likely consequence will be restricted access to the Academy network (and/or loss of Administration rights for a period of time), except for assessable work to be completed in class under direct teacher supervision. The length of this consequence will depend on the seriousness of the offence. The final decision on the severity of the consequence will rest with the Principal and Dean of eLearning.

**I understand and agree to the above conditions.**

Student Signature: _______________________________ Date: ______________

As Parent/Guardian of _______________________________ I give permission for my student to use the Academy’s ICT facilities, including the Academy Network, Internet and email.

Parent/Guardian Signature: __________________________ Date: ______________
The Queensland Academy for Creative Industries requires all students to use the specified ICT device while enrolled. The following Terms and Conditions outline appropriate use of this ICT device to ensure that:

- Students gain optimum educational benefit by having ICT devices which operate efficiently.
- Students have full access to network resources and services, including printers, Internet, licensed software and files.
- Onsite service, maintenance and support issues can be streamlined to ensure timely technical support.

These terms and conditions become effective on receipt of the ICT device. Education Queensland reserves the right to restrict access to network resources and services if users are unwilling or unable to, for any reason, fulfil the requirements of these terms and conditions.

The following terms and conditions apply:

1. ICT devices will be imaged with the Academy image. This image must not be modified or altered in any way, except by authorised Academy staff. The Academy reserves the right to re-image ICT devices as and when installation of new software or other maintenance of the devices is required.

   This image may include software to help protect students from harm and initiate intervention resulting from the inappropriate use of social media or the internet. Students will be informed if such software is included in the image.

2. Students must bring their ICT device to the Academy on each Academy day and advise the Help Desk of any software and hardware issues in a timely manner.

3. Students must ensure the ICT device is fully charged before lessons commence.

4. Use of the ICT device is to be lawful and in accordance with Network Acceptable Use Agreement and the Student Information Booklet Guidelines regarding ethical use of equipment, technology, use of legal software, use of the Internet and the protection of personal data and identity.

5. Administration Rights are given to students under the strict conditions outlined in the Information Booklet.

6. It is the student’s responsibility to ensure that backups of all files on the local hard drive are regularly made, using an external drive which is included in the ICT Package.

7. For security reasons, account names and passwords are not to be divulged to anyone, unless required by the Education Queensland Help Desk staff or the Academy Technical Support staff.

8. The security and use of the ICT device will be the student’s responsibility. Advice on how to protect the device from theft can be found in the ICT Device Handbook. Students are required to use their selected backpack or laptop bag whenever moving the ICT device, especially outside the Academy.

9. Insurance is strongly recommended. In the event that the laptop is lost, stolen or damaged the following steps must be taken:
   - If stolen: Report the loss or theft to Queensland Police and the Principal as soon as possible, within 24 hours. Obtain from Queensland Police a Crime Number and the name of the investigating officer.
   - If damaged: attend the Help Desk immediately to have an assessment made.

Student signature: _____________________________ Date: ____________
Parent signature: _____________________________ Date: ____________
7. STAFF: NETWORK ACCEPTABLE USE AGREEMENT 2014

Staff Name: ____________________________  Faculty: ____________________________

Legitimate use of the network includes the following:
• Preparing curriculum that relates to academy curriculum.
• The use of email for exchanging appropriate information and engaging in collaborative projects.
• The design and development of digital products related to curriculum.

Unacceptable use of the computer network and resources include:
• Sending or displaying offensive and anti-social material.
• Using obscene language via email.
• Harassing, insulting or attacking others.
• Damaging computers, computer systems or computer networks (for example, by the creation, introduction or spreading of computer viruses, physically abusing hardware, altering source codes or software configurations, etc.).
• Possessing software that is capable of accessing protected sections of any network, to damage the network, or to obtain other peoples' passwords.
• Violating copyright laws. The legal rights of software producers and network providers, and copyright and license agreements, must be honoured (for example, downloading copyrighted games could result in legal proceedings, resulting in a fine).
• Using other users’ passwords or allowing other staff or students to use your account login.
• Trespassing in others' folders, work or files.
• Employing the network for commercial purposes or activities by for-profit institutions or organisations, product advertisements or political lobbying is prohibited.
• Using the network to disrupt its use by other individuals or by connecting networks.
• Disrespect of others’ privacy and intellectual property.

Network administrators may review files and communications to maintain integrity and ensure that users are using the network responsibly.

I have read the above policy and understand my responsibilities. I agree to use the network in an acceptable way as outlined in this policy.

Staff Name: ____________________________

Signed: ____________________________  Date: ________________2013


This identifies conditions for access to and proper use of intranet, internet, and email services, and ICT devices, provided by the Department of Education and the Arts, and the capture of, access to, review, storage and disclosure of email messages.http://education.qld.gov.au/strategic/eppr/ict/ictpr004/staffinfo.pdf
8. Endorsement of ICT eSmart Policy 2014

eSmart Committee:

(Dean of eLearning) _______________________
Teaching Staff Member _______________________
Parent Representative 1 _______________________
Parent Representative 2 _______________________
ICT Student Leader 1 _______________________
Deputy Principal _______________________

Date: ________________________ 2014

Date: ________________________ 2014