

ICT (eSchool)Acceptable Use Policy

When using Good News Lutheran School (GNLS) supplied ICT equipment, resources or services, all staff, students, parents and visitors must abide by the following statements.

- I will only use GNLS ICTs (including the Internet) for approved activities.
- I will keep secret any GNLS ICT passwords unless directed otherwise by an authorised person.
- I will keep secret any personal information about myself and others over the Internet and via other digital technologies, including: full name, address, phone number, email address, photos and videos unless authorised to do otherwise.
- I will only use images or videos of others with their prior permission.
- I will treat all GNLS ICT equipment with respect and due care. Vandalism or any attempt to harm or destroy the data of others will result in the suspension of my user rights and further consequences as determined appropriate by the School.
- I will only access and use GNLS ICT hardware, software or information systems that I am authorised to access.
- I will only access, store and share Internet sites, messages, images, video and audio that are supportive of our Christian ethos, meet accepted community standards, do not bully or harass others and comply with Commonwealth and State Law.
- I will only download or install applications (software) on GNLS ICT equipment with the explicit instruction and express authorisation of the GNLS ICT Manager or Principal, or their authorised delegates.
- I will only use GNLS ICT equipment as configured by the School unless first gaining explicit instruction and express authorisation from the GNLS ICT Manager or Principal to do otherwise.
- I will only use the GNLS ICT facilities for activities that do not involve commercial purpose, political lobbying, product advertisement or similar unless authorised otherwise to do so by the School.
- I will use the GNLS ICT facilities without breaching copyright. I will avoid plagiarism by properly acknowledging the source of any material that is copied or quoted and will adhere to the fair usage laws. I will ensure when downloading or copying music, images and videos that I have obtained the appropriate authorisations, and will only download files and data that I am legally entitled to.
- I will promptly report any inappropriate material that is received or accidentally accessed to an authorised GNLS staff member.
- I will check with an authorised GNLS staff member if I am unsure about the appropriateness of an activity on my device.
- I will ensure that any GNLS ICT equipment I am responsible for is transported carefully and safely, and remains clean, in good working condition and ready for use. I will alert the GNLS ICT Manager as soon as possible if it is not.
- I will regularly backup my data and will try to troubleshoot any GNLS ICT equipment issues before seeking assistance.

- I will take all reasonable precautions to ensure that GNLS ICT equipment is not lost, stolen or damaged, and will advise the GNLS ICT Manager as soon as possible if any of these occur.
- I understand that if the GNLS ICT equipment is damaged, lost or stolen, I may be charged a repair / replace excess (not exceeding \$500), as set out in the eSchool Repair and Replacement Policy.
- I will abide by any additional terms and conditions or policies that are appropriate to my use of any GNLS ICT equipment, resources or services.

Any breaches of this statement will be reviewed and the offender, at the Principal's discretion, may lose part or full access to Good News Lutheran School ICT equipment, resources and/or services. In addition, appropriate disciplinary action may be taken. If Commonwealth or State Laws have been breached, the Principal will refer the breach to the appropriate authorities.

The ICT Manager can be contacted via ITmanager@gnls.qld.edu.au .

Updated – 3 April 2020