

# South Grafton High School

## Information Communication Technology

### Policy

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## **Formatting Standards for Assignment and Classroom Notes**

### Font;

- Calibri

### Font Size;

- Paragraphs of text should be in size 11
- Heading should be appropriate to the document and the task.

### Alignment;

- Paragraphs of text should be justified

### Spacing;

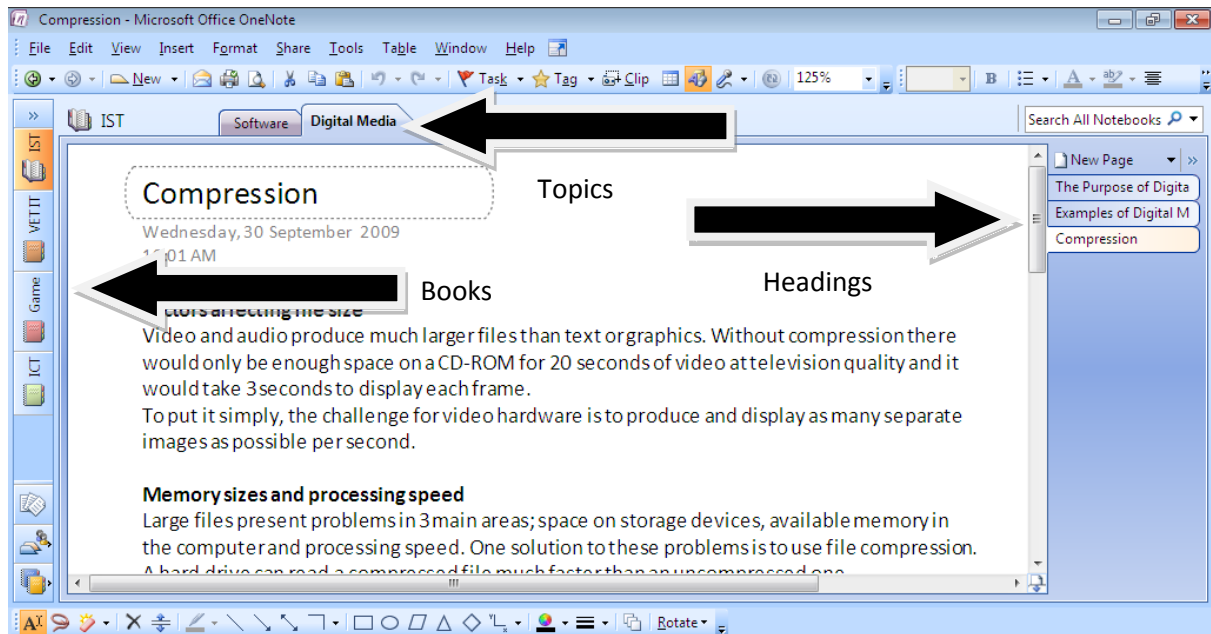
- Assessment tasks should be submitted with double-spacing

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## School-wide layout of OneNote

In order to maintain consistency of expectations and prepare students for the workforce, the following standards should be followed when working with OneNote.

Features not listed in this document can be formatted at the discretion of the teacher and the student.



OneNote should be divided into the following sections;

1. Books – each subject that it studied/taught should have its own notebook on the left-hand side of the screen.
2. Topics – topics of each notebook should be divided along the top of the page. OneNote refers to these topics as Sections.
3. Headings – each of these tabs lists a new major heading for class notes. Referred to as Pages by OneNote.

## Referencing

South Grafton High School has adopted the Harvard Style Guide for Referencing and is basing its examples on the pages of the *Australian Style manual for authors, editors and printers*, 6th ed.

This style of referencing requires that you acknowledge the source of your information or ideas in two ways:

- in the text of your work, when you refer to ideas or information you have collected during your research. Each reference is indicated by including the author and date of the publication referred to, or cited.
- in a reference list at the end of your text, which gives the full details of the works you have referred to, or cited.

### In-text referencing

When you copy information and include it in your assignments, you should include an in-text reference. An in-text reference is used to link the specific information of your assignment with the reference you have written in your reference list at the end of the assignment.

To do this, include the name of the author, the page of the book you used information from and the year the book was published. For example (Hemmingway, pg 1 – 3, 2009).

If it is information from a website, include the name of the website and the year the site was created. For example; (The Strength of Muscles, 2004).

### Reference Lists

Reference lists are placed at the end of an assignment, and are very similar to a bibliography. A reference list is used to acknowledge the work and ideas of other people. You may use parts of other peoples work in your assignments, but you must always acknowledge it as theirs through the use of referencing.

#### Examples of how a reference list should be structured.



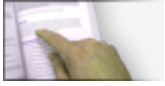
#### Referencing a book with only one author.

##### Reference list:

Kizza, JM 2002, *Computer network security and cyberethics*, McFarland, Jefferson, N.C.

The reference is structured as;

Authors Surname, Authors Initials Year of Publication, *Name of book in italics*, Name of Publisher, City book was published in, State or Country was published in.



## Referencing a website

### Reference list

Therapeutic Goods Administration 2004, Department of Health and Ageing, Canberra, last viewed 13 October, 2004, <<http://www.tga.gov.au/recalls/index.htm>>.

The reference is structured as;

Author (person or organisation) Year (site created or revised), Name (and place if applicable) of sponsor of the site, date of viewing the site (date month year), <URL>.

### Important Information about Google

Google is not a source of information; it is a search engine and therefore should not be referenced. Most students will use Google to find sites that contain information. It is these sites that should be reference, not Google.



## Referencing a Newspaper

### Reference list:

Cauchi, S 2004, 'World's green markers on the brink', *The Age*, 16 October, p. 10.

The reference is structured as;

Author(s) of article - surname and initials Year of publication, 'Title of article - in single quotation marks', *Newspaper name - italicised*, day month, page number(s).

## **Digital Communication between staff and students**

All digital communication between staff and students *must* be done through the use of the DET Portal email system or the use of South Grafton High School's Moodle instant messaging system.

This is to ensure that all communications can be audited if required.

South Grafton High School does not recommend staff use social networking sites to communicate with students. The school currently provides a number of monitored services and training that staff and student can use to communicate online where necessary.

## **Digital communication between DET employees**

It is the responsibility of individual staff members to monitor their departmental electronic mail accounts regularly for correspondence. This medium will be used for regular dissemination of information to staff.

It is suggested that staff check their email at least once daily to ensure they are aware of important information.

## **Submission of Work in digital format**

Submission of work is not to be done through the collection of external storage devices such as USB Thumb Drives and External Hard Drives.

Submission of all digital work is to be done by uploading material through Moodle or by leaving it in a designated folder on the school's intranet.

This procedure is to ensure that the submission of all work can be monitored in order to minimise discrepancies of what students have submitted.

Assistance for students in submitting assignments in this way should be sought from their classroom teacher or school computing staff at least 48 hours prior to the due date of the assignment.

## **Students requiring passwords reset**

It is the responsibility of students to come prepared to class with all learning materials. This includes usernames and passwords to access the DET Portal and the school's computer network.

In the event that a student is unable to access these systems due to not having a password, it is the student's responsibility to have this password reset at recess or lunch by the schools system administrators.

Students are not to leave class to have their password reset during class time.

## **Selection of passwords**

The selection of a secure password is an important process to ensure the security of your digital fingerprint. The following considerations should be taken into account when setting passwords;

- ensure password length is greater than six characters
- passwords should contain numbers and letters
- passwords should be easy to remember, but not easy to guess
- passwords should not be names of partners, football teams or other words that are easy to guess

Secret password questions should also take the above into consideration. Secret password questions should also be hard to guess. Examples of *poor* secret questions include answers related to;

- favourite sporting teams
- partners name
- city of birth
- commonly known interests

## **Submitting technology for repair**

All technology under the DER program is to be submitted for repair to the TSO. It is at the discretion of the TSO to determine the most appropriate course of action for faulty equipment. While every effort will be made to correct faulty equipment, users must be aware that in some circumstances, the equipment may need to leave the school for repair. Where this is the case, a replacement for loan will be made available where possible.

Faulty technology that is not associated with the DER program should be reported to the school's computer coordinator.

It is not the responsibility of the TSO or the computing staff to assess or repair personal equipment that belongs to students or staff. In the event that a personal computer or other technology is not working, users are recommended to seek assistance from local professionals.

## **Reporting of abuse or inappropriate use**

All ICT facilities within the school and DET network are governed by acceptable use conditions. Students are required to report any known breach of these conditions to their classroom teacher or school computer administrators.

Students who breach these conditions will be dealt with under the school's discipline policies.

The conditions for the DET Portal, DER Laptops, Elgg and Moodle are found at the end of this document.

### **Accessing TSO assistance**

The TSO is available to attend classes to assist students and teachers with the operation of computer hardware and software.

This assistance is for technical support to assist the teacher in the delivery of their lesson. It is not the responsibility of the TSO to conduct the lesson, only to provide technical assistance at the request of the teacher.

### **Backing up procedures**

It is the responsibility of the user to ensure the integrity of their documents and files. The following recommendations are made regarding the safe storage of information;

- Students will back up information to their K drive on a daily basis.
- Students will back up the contents of their K drive on a monthly basis. This should be done to an external storage device.
- External storage devices should only be used as a secondary storage device.

The loss of data is not a valid reason for the extension of assessment submission or misadventure. Please refer to the school's assessment policy for further information regarding misadventure and submission of assessment tasks.

### **Provision of materials through online e-learning platform**

It is the expectation that each faculty will provide the following documents for student and staff access through the school's nominated e-learning platform (Moodle).

- Assessment schedules
- Assessments
- Notification of assessment task sheets – 2 week notice sheet
- Junior assignment notification
- Current syllabus documents
- Synopsis of each subject

### **Daily notices**

All daily notices are to be submitted via the eduweb facility so that news can be published onto the school's intranet.

News items will be reviewed at 2pm every afternoon for publishing the following day.



## Acceptable Use of the Department's Portal Services

The Department conducts surveillance and monitoring of its email and online systems to ensure the ongoing confidentiality, integrity and availability of business and education systems. Monitoring will be conducted in accordance with NSW Workplace Surveillance Act 2005.

Using the Department's Internet, online and email systems to seek out, access or send any material of an offensive, obscene, pornographic, threatening, abusive or defamatory nature may result in disciplinary or legal action. Further information is available from the Department's:

- [Code of conduct](#);
- [Internet and Email Services: Acceptable Usage for Schools](#) policy;
- [TAFE Use of Internet and Intranet Services](#); and
- [Employer Communications Devices Staff Use](#) policy.

Personal information must only be accessed, collected and used in accordance with the NSW Privacy and Personal Information Protection Act 1998 and related departmental policies. Copies of related departmental policies can be found on the Department's [policies and procedures](#) website. Failure to comply with these requirements may result in disciplinary or legal action.

Proceeding beyond this point indicates you agree with these conditions.

**Note:** Replying to unsolicited advertising email material (known as spam) or attempting to remove your email address from any mailing list may result in more unsolicited email. Further information is available on the Department's [Dealing With Spam](#) website.

If you receive:

- offensive material – notify your principal/manager who will assess the material and take appropriate action;
- unsolicited advertising material from an unknown source - delete it, preferably without opening it;
- other inappropriate material from a known source – advise the sender that you do not wish to receive that type of material.

## Elgg Terms of Use:

All users of elgg agree to the following;

1. users will not publish private information or information about others without their permission.
2. users will not use this site to bully, harass or intimidate other users or students.
3. users will comply with copyright legislation and not use this service to distribute copyrighted material. This includes; MP3s, software, video and any other intellectual property.
4. users will report any content in breach of these terms using the reporting function of elgg.

Failure to comply with these terms will result in the following actions;

1. Removal of content in breach and a warning given to the offending user.
2. If a further breach occurs, the offending user will have their access removed.

## Elgg Privacy Policy

Users of elgg agree to comply by the following privacy policy;

1. Users will not share their login details.
2. Users will report any suspected tampering or unauthorised access to their accounts.
3. Users are aware that **all** content posted on elgg is viewable by school staff.
4. Users will report all breaches of this privacy policy to the IT staff at South Grafton High School.

## Acceptable Use of SGHS's Moodle Network

Our school conducts surveillance and monitoring of its Moodle network to ensure the ongoing confidentiality, integrity and availability of its content. Any movement you make within this site can be logged back to you and the computer that you were using.

By entering this course, you agree to the following;

- Users must not attempt to gain unauthorised access to Moodle.
- Under no circumstances must users share their password or access details.
- Users must notify the IT department or their subject teacher if she/he has identified a possible security problem.
- Students who abuse this system will have their Moodle, Internet and Computer access revoked.

Access to the school network system is a privilege, not a right.

## **LAPTOP USER CHARTER (version 09/1)**

### **1. Purpose**

The laptop is to be provided as a tool to assist student learning both at school and at home.

### **2. Equipment**

#### **2.1 Ownership**

- 2.1.1 The student must bring the laptop fully charged to school every day. Chargers should be left at home.
- 2.1.2 The school retains ownership of the laptop until the student completes year 12. At this time ownership of the laptop will be transferred to the student. Laptops assigned for ownership must be more than two years old.
- 2.1.3 All material on the laptop is subject to review by school staff.
- 2.1.4 If the student leaves school prior to completing year 12 or moves to a nongovernment school, interstate or overseas, the laptop must be returned to the school.

## **2.2 Damage or loss of equipment**

- 2.2.1 All laptops and batteries are covered by a manufacturer's warranty. The warranty covers manufacturer's defects and normal use of the laptop. It does not cover negligence, abuse or malicious damage.
- 2.2.2 Any problems, vandalism, damage, loss or theft of the laptop must be reported immediately to the school.
- 2.2.3 In the case of suspected theft a police report must be made by the family and an event number provided to the school.
- 2.2.4 In the case of loss or accidental damage a witnessed statutory declaration signed by a parent/carer should be provided.
- 2.2.5 If a laptop is damaged or lost by neglect, abuse or malicious act, the Principal will determine whether replacement is appropriate and/or whether or not the student retains access to a laptop for home use.
- 2.2.6 Students will be required to replace lost or damaged chargers.

## **2.3 Substitution of equipment**

When a laptop is replaced, it is replaced with one of similar age.

## **3. Standards for laptop care**

The student is responsible for:

- i) Taking care of laptops in accordance with school guidelines.
- ii) Adhering to [Online Communication Services: Acceptable Usage for School Students](#) policy.
- iii) Backing up data securely.

## **4. Acceptable computer and internet use**

4.1 Upon enrolment into a New South Wales Government school, parental/carer permission was sought to allow the student access the Internet at school based on the [Online Communication Services: Acceptable Usage for School Students](#) policy. Extracts are provided on the following page.

4.2 This policy forms part of the Laptops User Charter.

4.3 The [Online Communication Services: Acceptable Usage for School Students](#) policy applies to the use of the laptop and internet both on and off school grounds.

**Extracts:** [Online Communication Services: Acceptable Usage for School Students](#)

#### **4.1 Access and Security**

4.1.1 Students will:

- not disable settings for virus protection, spam and filtering that have been applied as a departmental standard.
- ensure that communication through internet and online communication services is related to learning.
- keep passwords confidential, and change them when prompted, or when known by another user.
- use passwords that are not obvious or easily guessed.
- never allow others to use their personal e-learning account.
- log off at the end of each session to ensure that nobody else can use their e-learning account.
- promptly tell their supervising teacher if they suspect they have received a computer virus or spam (i.e. unsolicited email) or if they receive a message that is inappropriate or makes them feel uncomfortable.
- seek advice if another user seeks excessive personal information, asks to be telephoned, offers gifts by email or wants to meet a student.
- never knowingly initiate or forward emails or other messages containing:
  - a message that was sent to them in confidence.
  - a computer virus or attachment that is capable of damaging recipients' computers.
  - chain letters and hoax emails.
  - spam, e.g. unsolicited advertising material.
- never send or publish:
  - unacceptable or unlawful material or remarks, including offensive, abusive or discriminatory comments.
  - threatening, bullying or harassing another person or making excessive or unreasonable demands upon another person.

sexually explicit or sexually suggestive material or correspondence.  
false or defamatory information about a person or organisation.

- ensure that personal use is kept to a minimum and internet and online communication services is generally used for genuine curriculum and educational activities. Use of unauthorised programs and intentionally downloading unauthorised software, graphics or music that is not associated with learning, is not permitted.
- never damage or disable computers, computer systems or networks of the NSW Department of Education and Training.
- ensure that services are not used for unauthorised commercial activities, political lobbying, online gambling or any unlawful purpose.
- be aware that all use of internet and online communication services can be audited and traced to the e-learning accounts of specific users.

## **4.2 Privacy and Confidentiality**

### **4.2.1 Students will:**

- never publish or disclose the email address of a staff member or student without that person's explicit permission.
- not reveal personal information including names, addresses, photographs, credit card details and telephone numbers of themselves or others.
- ensure privacy and confidentiality is maintained by not disclosing or using any information in a way that is contrary to any individual's interests.

## **4.3 Intellectual Property and Copyright**

### **4.3.1 Students will:**

- never plagiarise information and will observe appropriate copyright clearance, including acknowledging the author or source of any information used.
- ensure that permission is gained before electronically publishing users' works or drawings. Always acknowledge the creator or author of any material published.
- ensure any material published on the internet or intranet has the approval of the principal or their delegate and has appropriate copyright clearance.

## **4.4 Misuse and Breaches of Acceptable Usage**

### **4.4.1 Students will be aware that:**

- they are held responsible for their actions while using internet and online communication services.
- they are held responsible for any breaches caused by them allowing any other person to use their e-learning account to access internet and online communication services.
- the misuse of internet and online communication services may result in disciplinary action which includes, but is not limited to, the withdrawal of access to services.

## **5. Monitoring, evaluation and reporting requirements**

### **5.1 Students will report:**

- 5.1.1 any internet site accessed that is considered inappropriate.

5.1.2 any suspected technical security breach involving users from other schools, TAFEs, or from outside the NSW Department of Education and Training.

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