



Discovering Potential | Learning to Care | Respecting Differences

POLICY AND PROCEDURES

ICT RESPONSIBLE USE POLICY

Introduction

Access to the MIGS Information and Computer Technology (ICT) Network is provided for students as a tool for educational use and access to this resource is a privilege which carries with it responsibilities. Student behaviour concerning the use of email, Internet and network resources must be according to the principles outlined in this policy. These rules are intended to facilitate the appropriate, effective and equitable use of the network for all members of the MIGS community.

It is important that all students read and understand the expectations contained in this policy, and abide by them at all times. Your conduct when using the MIGS network and shared resources (e.g. digital classrooms, printers, library computers etc.) must reflect the high standards of behaviour expected of you at MIGS at all times.

The School reserves the right to, at any time, and without prior notice, examine email messages, files stored on students' computers and in network locations, internet favourites, history and cache files, and other information stored on computers and on the network, for material that would constitute a breach of this policy.

Online Behaviour

- You have been provided with the MIGS Wi-Fi password, which you should always keep secure – don't disclose it to anyone, unless required for the maintenance of your computer by ICT staff.
- You should only access the MIGS network or any computer within the School using your own username and password.
- Always log off or lock your computer before you move away; and always be sure to log off shared computers (e.g. in the library).
- You should not intentionally access, interfere with, copy or move other students' files or settings.

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- You should not intentionally interfere with, move or delete shared files stored on the network.
- You must not install or store inappropriate or illegal software on your computer or on the network.
- You may only utilise the MIGS network to host or participate in game playing if this has been approved by your teacher.

The MIGS network must not be used as a medium to bully, harass, threaten or intimidate other users. Your behaviour on-line should reflect your behaviour offline or in person; treat others fairly and with common courtesy.

If you experience harassment or bullying online, don't respond. Record the details, save any information you can, and contact a teacher or ICT staff member as soon as possible.

File sharing between students' computers over the network can be a security risk, and you should avoid allowing other students to access your computer.

Internet Usage

Internet access at MIGS is provided for educational use and therefore personal use should be limited. All Internet use is logged and may be reviewed at any time, at the discretion of the ICT Manager at MIGS.

During class time, make sure you have your teacher's permission to use the Internet.

MIGS's internet connection is filtered to prevent access to sites which are deemed inappropriate for School use. You should not attempt to circumvent this security.

You should exercise care when using the internet and should not seek to access or download inappropriate, offensive, discriminatory or intimidating material. If you encounter such material, you should report it to a staff member or the ICT office.

Accessing, storing or distributing material that is inappropriate, offensive, discriminatory or intimidating in nature, or which puts any member of the community at risk, is contradictory to the ethos of MIGS and will lead to disciplinary action. This may involve reporting the matter to Police where certain laws have been breached.

When obtaining information from the Internet, be conscious of copyright, and always take care to verify data, as not all information found on the Internet can be considered accurate. Wherever possible, the information should be validated from more than one source.

You should always exercise caution when you download files from the Internet, as these may contain viruses, adware or spyware. Anti-Virus software is provided as part of access to the MIGS network and you should scan your computer regularly to ensure that it is free from infections.

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You should always take care when entering your personal details online, such as submitting your email address to a website. Make sure you trust the site. If you're not sure, check with your teacher. Unsolicited emails (SPAM) which may also be offensive can put you, your computer, and the MIGS network at risk.

MIGS will not be responsible for any loss or liability incurred by you through your use of the Internet.

Mobile Digital Communication Devices (Webcams / Mobile Phones)

You should always follow MIGS's policy for the 'Responsible Use of Mobile Communication Devices' when using mobile phones, cameras and web cameras at school.

During class time, make sure you have your teacher's permission to use digital communication devices, and that it is relevant to the task being undertaken in class.

When you record sounds or images of others, always ensure that the subject of the recording is aware that they are being recorded.

You must not upload images of other students in uniform, or images of MIGS's school grounds or buildings to the internet.

You must not upload material which is inappropriate or intended to be offensive, discriminatory, intimidating or bullying in nature.

Social Media

Please refer to the *Social Media Policy* for details.

Email Usage

When you communicate via email, your communications should be positive in nature, and appropriate language should be used at all times.

You should not use email to send material which is inappropriate or intended to be offensive, discriminatory, intimidating or bullying in nature.

During class time, make sure you have your teacher's permission to use email. You must not send unsolicited email to multiple recipients.

You must not send email messages to more than 30 recipients at one time.

You must not email games or game installation files to other students.

You should take care to monitor the total size of your mailbox and take steps to maintain your data within the allowed storage limits.

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Backup

You must take responsibility for the backup of your school work. You should regularly backup to a portable USB/thumb drive, CD storage, or any another medium outside your computer.

You should monitor the total size of your storage units and maintain your data within the allowed storage limits.

Security and Care

Your computer is an essential part of your learning at MIGS. You should take care to maintain your tablet or notebook computer in good working condition. If you have a problem with your computer, you should contact the ICT Office so that your issue can be resolved and your computer returned to you.

It is a requirement that your computer/tablet is always carried in a soft padded bag to protect the device whilst at school and during transit.

Your computer/tablet should not be moved or transported while turned on. When moving the computer/tablet between locations, you should shut down, or place the computer/tablet in Hibernate or Standby.

Your computer/tablet should always be kept in a locked area, or in your possession. You should take care to ensure that other students cannot gain access to your locker and always keep your combination secure.

If you misplace your computer/tablet, you should immediately report this to your Form Teacher, Year Coordinator and the MIGS ICT Office, who will then take steps to locate your device.

If you find a computer/tablet and the owner cannot be immediately located, you should promptly hand it to the ICT Office or your Year Coordinator, so that the owner can be found.

Home Networks

MIGS recognises that your computer may be connected to a network outside the School, however it is important that you understand that certain work undertaken by the ICT Team in order to ensure that your computer functions as required at School can affect, and in some cases erase, these settings.

You and/or your parents are responsible for recording your home network settings and passwords – you should ask the person who set up your network to provide these to you. Any support provided by the ICT Team for non-MIGS networks is provided on a best-effort basis only, and should not be an expectation of the service provided by the ICT Team.

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Printing

Care and conservation should be paramount considerations with regard to the use of MIGS printing facilities. Students should keep printing to a minimum and consider each other and the environment when using these facilities.

Students are expected to review their documents on screen before printing out a final copy, unless a teacher has requested a draft copy.

Shared Equipment

All equipment in shared areas (e.g. library or classrooms) should be treated with care, and must not be interfered with in any way.

No printers, cables, computers, monitors or other equipment should be moved or removed.

You should never attempt to repair faulty equipment - this includes attempts to remove paper jams from printers. You should report any failure of equipment to a member of staff or the ICT Service Desk.

If you have any queries relating to this document, please contact the MIGS ICT Office via email at itsupport@migs.edu.my or phone 03-4252 1452 / 03 – 4257 8678.

The ICT Office is open from 7.30am to 4.00pm weekdays, including School Holidays (closed Public Holidays).

Acknowledgement

In accessing the MIGS Network, students agree to be bound by the principles outlined in this Policy with regard to the use of email, Internet and network resources.

Date Approved	20 June, 2016
Approval Authority	The Head of Senior & Junior School
Date of Commencement	27 June, 2016
Amendment Dates	N/A
Date for Next Review	June, 2017
Related Policies, Procedures and Guidelines	Year 7 – 11 Curriculum Guides BYOD Policy and Student Agreement Social Media Policy
Policies Superseded by this Policy	N/A

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