Lowther Hall

ANGLICAN GRAMMAR SCHOOL

All about the girl

Acceptable Use of Information and Communication Technology Policy

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ACCEPTABLE USE OF INFORMATION & COMMUNICATION TECHNOLOGY POLICY

1. DEFINITIONS

Artificial Intelligence

Artificial Intelligence (AI) refers to the development and implementation of computer systems capable of performing tasks that typically require human intelligence. This encompasses a wide range of technologies and approaches, including but not limited to the examples set out in **Appendix A**. The most common AI application covered by this policy is Generative Artificial Intelligence.

Communications Applications

For the purposes of this policy, this refers to specific applications which do not meet the definition of "social media" designed for communicating online with others usually individually or in small groups, including messenger applications (such as Facebook messenger), iMessage, WhatsApp and email.

Information Communication Technologies (ICT)

For the purpose of this policy, Information Communication Technologies (ICT) are defined as, but not limited to the following:

1. Hardware

    a) Staff and student workstations (both desktop and portable),
    b) Printers, photocopiers, scanners and other peripherals;
    c) School and departmental local area networks (both wired and wireless),
    d) Infrastructure including servers, wiring, hubs, routers, transmitters/receivers and other devices;
    e) Mobile and land-based telephone systems; including primary systems, integrated voice response/management systems, automatic dialing systems;
    f) Video capturing, broadcast, receiving, and distribution systems;
    g) Mobile devices;
    h) Radio systems; walkie talkies, etc.

2. Software and digital resources:

    a) Learning resource management systems, including library automation systems;
    b) Distance learning systems;
    c) Imaging, and document management systems;
    d) Application software packages which result in the creation and maintenance of an operational database;
    e) SAS (Software as a service) – including Google workspace, Microsoft 365, streaming services, social media etc.
    f) Teleconferencing systems;
    g) Energy management and security monitoring systems;
    h) Artificial Intelligence (AI)

Social Media

Websites or applications (apps) that enable users to create and share content usually with multiple individuals (one to many) simultaneously. For the purposes of this policy, social media does not include communications applications such as text message, WhatsApp and email.

The School

Lowther Hall Anglican Grammar School

Wearable technology

Technology that is designed to be used while worn, including smart watches, including any wrist-worn device that connects to mobile applications—typically via Bluetooth or Wi-Fi—to enhance and extend the functionality of a smartphone. It integrates traditional timekeeping with features such as notifications, health and fitness tracking, and other interactive capabilities.

2. CONTEXT

At Lowther Hall Anglican Grammar School, Information and Communication Technologies are integral to delivering high-quality education and supporting efficient school operations and as an organisation we are committed to leveraging technology responsibly in order to enrich learning experiences, administration, and school operations.

The Australian Government is increasingly recognising the risks to young people from exposure to some ICT applications. This Policy acknowledges the risks of ICT and AI, especially for young people. It outlines expectations, processes and procedures the School uses to mitigate relevant risks, and promote safe, respectful, and ethical ICT use, ensuring that all users benefit from a safe, secure and supportive digital environment. It seeks to ensure that the School is compliant with legislative requirements that are emerging in this space.

3. PURPOSE

The purpose of this document is to set forth policies and guidelines for appropriate ICT and AI utilisation for learning and teaching and in school administration, management and operations.

In so doing, the School seeks to ensure that students are kept safe and that all Lowther Hall staff and student users of ICT and AI comply with relevant privacy, child safety, OH&S and other regulations when undertaking any activities associated with the School or members of its community.

Breaches of this policy are treated with the utmost seriousness and are dealt with at the end of each of Appendices B, C & D and in section 9 of Appendix G.

4. SCOPE

The scope of this policy is intentionally broad and covers all members of the Lowther Hall community, including students, staff, contractors, Board members, parents, volunteers and guests who meet one or more of the following criteria when using ICT and or AI:

- On any device (personal or school) and in any location:
  - Dealing with School related matters
  - Having school related interactions
  - Interacting with other members of the School community
  - Preparing, undertaking, completing or assessing work as a student or staff member of the School
  - Identifiable as a member of the Lowther Hall community

- And, irrespective of the nature of the task, when:
  - Using a School owned device
  - Using a School issued device
  - Using a device leased from the School
  - Using the School network
  - On School grounds

Parents are expected to be familiar with this policy so that they can support adherence to it when students use ICT outside the School premises and/or in their care.

5. POLICY STATEMENTS

5.1 The following statements of policy apply to the use of all ICT at Lowther Hall Anglican Grammar School:

5.1.1 The proper use of ICT is the joint responsibility of students, staff and parents.

5.1.2 For students under 10 years of age, use of ICT should only take place under adult supervision. For students between 10 and 18 years of age, use of ICT should only take place with the authorisation of an adult. Any age restrictions associated with specific applications must be strictly complied with. Staff must ensure that any applications to which students are referred are age appropriate and approved via the process set out in Appendix B. A list of approved applications is available on LowtherLink under the ICT tab.

5.1.3 ICT hardware, infrastructure, networks, data, applications and platforms are assets of the School and should be protected from unauthorised access, modification or destruction. The School will impose the necessary measures to ensure such protection.

5.1.4 The School has the right to monitor, inspect, copy, review and store at any time and without prior notice any and all usage of its ICT assets, including transmitted and received information.

5.1.5 To the extent reasonably possible, users of ICT shall be protected from harassment or unsafe, unwanted, inappropriate or unsolicited contact. The School will take reasonable measures to ensure such protection.

5.1.6 All individuals covered by this policy are expected to abide by the policy statements herein and to follow the guidelines set out for acceptable use in the Appendices.

5.1.7 The ICT Acceptable Use Agreement form for staff must be read and signed by the staff member on commencement in order to be granted access to the School's ICT. This policy requires that the signed, up-to-date form be retained electronically or physically. In the event of changes to the policy a new Acceptable Use Agreement form will be required to be signed.

5.1.8 The ICT Acceptable Use Agreement form for students must be read and signed by the student and the student's parent or guardian annually via Consent2Go. The agreement must be signed in order to be granted access to the School's ICT. This policy requires that the signed, up-to-date form be retained electronically or physically.

MOBILE PHONES (and other personal mobile devices)

5.2 The following policy statements apply specifically to mobile phones

5.2.1 Mobile phones are recognised as an efficient means of communication and an effective tool for mitigating risk in some circumstances.

5.2.2 Students may bring mobile phones to school, however, they do so at their own risk. Mobile phones are not permitted to be used at school between the hours of 8:30am and 3:30pm (Senior School) and 8:15am and 3:15pm (Raymond House), and should be turned off during these times. Students are required to keep their mobile phone in their locker if it is brought to school. (See section 5.2.9 below for exemptions). Where a staff member requires a phone to be used by a Senior School student during the school day for a learning activity, permission must be sought from the Head of School.

5.2.3 If a student is in possession of a mobile phone at school during these hours it will be removed and held at Reception until the conclusion of the School day. Parents will be informed.

5.2.4 Parents needing to contact their daughter urgently during the school day are asked to phone the relevant Reception to have a message passed on.

5.2.5 Students are expected to turn their phones off or put them aside during homework time in order to minimise distraction to concentration and disruption of learning. Parents are encouraged to support students in managing this expectation.

5.2.6 Parents are asked to ensure that students do not have mobile phones in their bedrooms overnight in order to minimise disruption to sleep.

5.2.7 Where students are on camp or on some excursions, families will be advised in advance as to whether or not mobile phones are permitted. (See section 5.2.9 below for exemptions) Staff are authorised to collect phones from students overnight or during the day as required on camps and excursions. Any member of the School community using a mobile phone is expected to conduct themselves in a manner consistent with the School's values and Codes of Conduct.

5.2.8 Staff would not be expected to be using mobile phones for personal reasons during activities when teaching or supervising students or during staff meetings, school events or professional learning sessions. Kindergarten staff are not permitted to have personal mobile devices in the class. In order to promote a lack of dependence on personal devices amongst our young people, it is preferred that teachers of Prep to Year 12 do not have mobile phones visible to students in class. In instances where staff choose to take their mobile phone to class it is expected that it is:

- On silent or do not disturb
- Not visible to students
- Not accessed for personal messaging
- Not accessed by students or used to show them material

Teaching staff are able to make intentional professional decisions as to whether their mobile phone is needed in a learning context, having considered whether an alternative option, such as an iPad, is workable.

5.2.9 Students and staff with acute life-threatening medical conditions which depend on mobile phone applications for monitoring may apply in writing for an exemption from section 5.2.2. & 5.2.8. Such applications should be directed to the relevant Head of School.

WEARABLE TECHNOLOGY

5.3 The following policy statements apply to wearable technology (including smart watches).

5.3.1 Students are not encouraged to bring wearable technology to school. If they do, they do so at their own risk. Wearable technology is not permitted to be used at school between the hours of 8:30am and 3:30pm (Senior School) and 8:15am and 3:15pm (Raymond House). Students are required to keep their wearable technology in their locker if it is brought to school. (See section 5.3.7 below for exemptions)

5.3.2 If a student is in possession of wearable technology at school during these hours it will be removed and held at Reception until the conclusion of the School day. Parents will be informed.

5.3.3 Students are expected to turn their wearable technology off or put it aside during homework time (including in School supervised homework sessions) in order to minimise distraction to concentration and disruption of learning. Parents are encouraged to support students in managing this expectation.

5.3.4 Parents are asked to ensure that students do not have message enabled wearable technology in their bedrooms overnight in order to minimise disruption to sleep.

5.3.5 Where students are on camp or on some excursions, families will be advised in advance as to whether or not wearable technology is permitted. (See section 5.3.7 below for exemptions)

5.3.6 Staff would not be expected to be using wearable technology for personal reasons during activities when teaching or supervising students or during staff meetings, school events or professional learning sessions. Staff are expected to have notifications set in such a way as to minimise distractions from wearable technology during all meetings.

5.3.7 Students with acute life-threatening medical conditions which depend on mobile phone applications for monitoring may apply in writing for an exemption from section 5.3.1. & 5.3.5. Such applications should be directed to the relevant Head of School.

SOCIAL MEDIA

5.4 The following policy statements apply to social media applications

5.4.1 The School notes that the government is in the process of banning social media use for those 16 and under. The School supports this approach and does not endorse the use of social media by students.

5.4.2 Social media should never be used by staff or parents as a means of communication with students. Students who are legally eligible to use social media should not use social media to communicate with younger students who are not legally allowed on the platform.

5.4.3 The School's social media sites are used for promotion of school news and information to adults within the School community and are not audienced for students. The School will take reasonable measures to ensure that students are not approved to follow these sites.

5.4.4 Any member of the School community using a social media site is expected to conduct themselves in a manner consistent with the School's values and Codes of Conduct.

5.4.5 The School does not proactively monitor use of non-School, online social networking tools; however, the School may take appropriate action when it becomes aware of, or suspects, conduct or communication on an online social media site that adversely affects the members of the School community or violates applicable professional codes of ethics or student codes of expected behaviour or brings the School into disrepute.

ARTIFICIAL INTELLIGENCE

5.5 The following policy statements apply to the use of Artificial Intelligence. They are informed by the Principles set out in Appendix C.

5.5.1 The School notes that the use of many Generative Artificial Intelligence applications are illegal for those under 18. The School supports this approach and does not endorse the use of any Artificial Intelligence by students unless under direct adult supervision within an age appropriate application.

5.5.2 Privacy and Data Protection

5.5.2.1 In order to protect personal and confidential information the School has identified preferred AI applications for use by staff. These are listed on LowtherLink under the Information Technology area.

The School shall protect the privacy and personal data of all users when utilising AI tools. Staff should never require students to enter personal data (name, date of birth & email, etc.) without the staff member having received an approved Privacy Impact Assessment Application. Staff cannot enter the personal data of any other person (including students) into an AI application. Names must be removed from any student work submitted into an AI application.

5.5.2.2 Collection, usage, and storage of data related to AI tools must comply with established data protection protocols. No information should be entered into an AI tool that has not been collected with permission.

5.5.2.3 Users are prohibited from entering confidential or sensitive information into AI tools. No information should be entered into an AI platform which could be considered confidential or sensitive.

5.5.2.4 In order to facilitate data protection, where possible, chat history and data training features in AI tools should be disabled.

5.5.3 Transparency and Explainability

5.5.3.1 AI systems used in the educational environment must be explainable and understandable to users.

5.5.3.2 All communications about AI systems must use age-appropriate language for students.

5.5.3.3 For the purposes of academic integrity, students must disclose when AI tools have been used in the creation of their work. Teachers are responsible for communicating this expectation to students and for making it clear the extent that they are allowed to utilise an AI tool.

5.5.4. Fairness and Non-discrimination

5.5.4.1 AI tools must be used in ways that are accessible, fair, and respectful to all users.

5.5.4.2 AI systems shall be regularly assessed for bias and discriminatory outputs.

5.5.4.3 Users must actively identify, interrogate, and mitigate biases in AI models and outputs, including risks of misinformation and deep fakes.

5.5.4.4 AI-generated content must be reviewed to ensure it does not perpetuate stereotypes or discrimination.

5.5.5. Safety and Security

5.5.5.1 Student safety and well-being shall be the primary consideration in all AI tool usage. Staff must ensure that students are not exposed to content that could compromise student wellbeing.

5.5.5.2 The creation of inappropriate or harmful content using AI tools is strictly prohibited.

5.5.5.3 All AI-generated content being shared with students must be suitable for educational purposes. Other content should be appropriate for its context.

5.5.6. Human Control and Oversight

5.5.6.1 Final decision-making authority in educational matters shall remain with human educators.

5.5.6.2 AI systems must be subject to ongoing human oversight and review.

5.5.7. Accountability

5.5.7.1 Clear lines of responsibility for AI system outcomes must be established and communicated.

Until a formal framework is established for the start of 2026, the following processes are in place: Staff members seeking to use AI in relation to their work must seek approval from a member of the Principal's Advisory Committee or, for teachers, a member of the Teaching and Learning Leadership Team.

5.5.7.2 Regular evaluations of AI systems' impacts and effectiveness shall be conducted.

5.5.8. Informed Consent/Assent

5.5.8.1 Parental consent and student assent must be obtained before using AI tools that collect or process personal data pertaining to students.

5.5.9. Ethical Use and Digital Citizenship

5.5.9.1 All use of AI tools must adhere to all other aspects of the School's broader Acceptable Use Policy.

5.5.10. Professional Responsibility

5.5.10.1 Educators must ensure AI-generated content aligns with curriculum standards and educational goals.

5.5.10.2 Regular reviews of AI outputs for accuracy and educational relevance must be conducted. Individual responsibility.

5.5.11 Accessibility

5.5.11.1 Any AI systems and tools used must be accessible to all students, including those with disabilities.

5.5.12 AI Literacy - professional learning. What are we doing with this? Who is doing this?

5.5.12.1 The School shall promote AI literacy among students, teachers, and parents through educational programs and resources. Professional Learning. Curriculum.

6. PARENT AND STUDENT RESPONSIBILITIES

6.1 Parents/guardians are responsible for monitoring their child's use of the School ICT, if the child is accessing School ICT from home or a remote location. They are also responsible for ensuring that students have read the relevant Appendix.

6.2 Responsibilities of students are set out in Appendices D, E & F.

7. GUEST ACCESS AND USE OF ICT

Guest access to the School's open wireless network is provided as a service at the discretion of the School, and is subject to policy and guidelines covered in this document, plus any state and Federal laws related to internet use, including copyright laws.

8. IMPLEMENTATION

The School's ICT Acceptable Use Policy will be available for review by parents, staff and members of the School community.

Due to the rapid evolution in educational technologies, the School will conduct an annual review of this policy. Should this review lead to alterations in the Acceptable Use Policy Form, users will be required to complete a new form.

Users will be provided with a copy of this policy as follows:

- New staff eligible for a laptop computer will be provided with the policy and provided with an induction to it when they are issued with their laptop or on their induction day or when they are given a log-in to the School network (whichever is sooner). Provision of the policy and induction are the responsibility of the Director of ICT.

- New staff not eligible for a laptop computer will be provided with the policy and provided with an induction to it on their induction day or when they are given a log-in to the School network (whichever is sooner). Provision of the policy and induction are the responsibility of the Director of ICT.

- New students eligible for a laptop computer will be provided with the policy and provided with an induction to it when they are issued with their laptop or when they are given a log-in to the School network (whichever is sooner). Provision of the policy and induction are the responsibility of the Director of ICT.

- New students not eligible for a laptop computer will be provided with the policy and provided with an induction to it when they are given a log-in to the School network. Where students are unable to read and comprehend the policy independently, a copy of the policy will be directed to parents and guardians. Where appropriate, classroom teachers will discuss the policy with these students. Provision of the policy and induction are the responsibility of the Director of ICT.

- Guests will be provided with the policy and provided with an induction to it on their induction day or when they are given a log-in to the School network (whichever is sooner). Provision of the policy and induction are the responsibility of the Director of ICT.

- There will be an annual opportunity for refamiliarisation with the policy for all staff and students. Students will re-sign the Acceptable Use Form each year.

9. LIABILITY

Use of the School's information and communications technology is at the user's own risk. The system is provided on an "as is, as available" basis. The School will not be responsible for any damage users may suffer. The School is not responsible for the accuracy or quality of any advice or information obtained through or stored on the School system, nor is it responsible for damages or injuries from improper communications or damage to property used to access School computers and online resources. Lowther Hall Anglican Grammar School is not responsible for any information that may be lost, damaged, or unavailable when using the network, or for any information that is retrieved via the internet. Furthermore, the School will not be responsible for any unauthorised charges or fees resulting from access to the internet. The School will not be responsible for financial obligations arising through unauthorised use of the School's ICT or the internet.

10. TERMS OF AGREEMENT

Lowther Hall Anglican Grammar School reserves the right to deny, revoke or suspend specific user privileges and/or to take other disciplinary action, up to and including suspension, expulsion (students), or dismissal (staff) for violations of these Guidelines. The School will advise appropriate law enforcement agencies of illegal activities conducted and will cooperate fully with local, state, and/or federal officials in any investigation related to any illegal activities.

Lowther Hall Anglican Grammar School and its representatives are not responsible for the actions of the users or the information they access.

11. RELATED DOCUMENTS

This policy should be read in conjunction with the following related School documents:

- Bullying Intervention and Prevention Policy
- Camps, Excursions and Offsite Activities Policy
- Code of Conduct (Parents and community members)
- Code of Conduct (Staff and volunteers)
- Complaints Resolution Policy
- Copyright Policy
- Delegation of Authority Policy
- Discipline Policy
- Recruitment Policy
- Equal Opportunity and Respectful Workplace Policy
- Occupational Health and Safety Policy
- Photography & Video Policy
- Privacy Policy
- Records Retention and Management Policy
- Student Welfare Policy
- Supervision Policy

APPENDIX A

TYPES OF ARTIFICIAL INTELLIGENCE

1. **Machine Learning (ML):** Systems that can learn and improve from experience without being explicitly programmed. Example: Adaptive learning platforms that adjust difficulty based on student performance.

2. **Deep Learning:** A subset of ML using artificial neural networks with multiple layers. Examples: Automated essay scoring systems and online tutors.

3. **Natural Language Processing (NLP):** AI that can understand, interpret, and generate human language. Example: Language learning apps that can understand and correct student pronunciations, writing improvement apps.

4. **Computer Vision:** Systems that can interpret and analyze visual information. Examples: AI-powered tools that can grade handwritten math assignments by analyzing photos or scans of student work.
5. **Expert Systems:** AI designed to emulate the decision-making ability of a human expert. Example: Educational software that provides personalised study plans based on a student's learning style and progress.

5. **Robotics:** The integration of AI with physical machines to perform tasks. Example: Programmable robots like Sphero used in coding classes.

6. **Generative AI:** Systems capable of creating new content. Example: AI writing assistants that help students brainstorm ideas for essays or creative writing projects.

7. **Reinforcement Learning:** AI that learns through interaction with its environment. Example: Educational games that adapt their difficulty level based on student performance.

8. **Symbolic AI:** Rule-based systems that use logical reasoning to solve problems. Example: Math problem-solving software that shows step-by-step solutions.

9. **Hybrid AI:** Combinations of different AI approaches to solve complex problems. Example: Intelligent tutoring systems that combine NLP, machine learning, and expert systems to provide personalised instruction.

APPENDIX B

APPLICATION APPROVAL PROCESS

Teachers seeking to use an AI Application should follow the following steps:

1. Consider whether there is an already approved application that could do the same thing

If not,

2. Carefully check the age restrictions of the application to ensure that it is appropriate for the proposed users.

If so,

3. Seek to ascertain how the data associated with the application is used and stored (check against the Privacy Policy)

If satisfied,

4. Ensure that any application is not going to expose students to contact with individuals beyond the School community (via social aspects of an application)

If satisfied,

5. Make a request to the IT Department for approval to use the application.

APPENDIX C

AI USE PRINCIPLES

1. Privacy and Data Protection: Students and others using generative AI tools have their privacy and data protected:

    a) Protect students' personal data and privacy
    b) Include provisions on data collection, usage, and storage
    c) Prohibit entering confidential data into AI tools
    d) Advise turning off chat history and data training in AI tool settings

2. Transparency and Explainability

    a) Ensure AI systems are explainable and understandable
    b) Use age-appropriate language for students
    c) Maintain transparency by citing or disclosing AI use

3. Fairness and Non-discrimination

    a) Generative AI tools are used in ways that are accessible, fair, and respectful
    b) Ensure AI systems are free from bias
    c) Identify and critically assess biases in AI models and outputs
    d) make a conscious effort to identify, critically interrogate, and mitigate biases including risks regarding authenticity, misinformation, and deep fakes (high quality artificial content that appears to be human generated). Societal bias, structural racism and overt discrimination
    e) Promote equitable access and use
    f) Review AI outputs to avoid perpetuating stereotypes or discrimination

4. Safety and Security

    a) Prioritise student safety and well-being
    b) Prohibit the creation of inappropriate or harmful content using AI tools
    c) Protect students from potential physical or psychological harms
    d) Ensure AI-generated content is suitable for educational purposes

5. Human Control and Oversight

    a) Maintain human (teacher) authority in educational decisions
    b) Enable human oversight of AI systems

6. Accountability

    a) Identify those responsible for AI system outcomes
    b) Regularly evaluate the impacts and effectiveness of AI systems

7. Informed Consent/Assent

    a) Obtain appropriate parental consent and student assent for AI use
    b) Ethical Use and Digital Citizenship
    c) Prohibit creation of inappropriate or harmful content using AI tools
    d) Adhere to Student Acceptable Use Policy when using AI resources

8. Bias Awareness and Mitigation

    a) Identify and critically assess biases in AI models and outputs
    b) Verify source information relied upon by AI outputs

9. Professional Responsibility

    a) Ensure AI-generated content is suitable for educational purposes
    b) Conduct thorough reviews of AI outputs for accuracy and alignment with educational goals

10. Accessibility

    a) Ensure AI systems are accessible to students with disabilities

11. AI Literacy

    a) Promote understanding of AI among students, teachers, and parents

12. Pedagogical Appropriateness

    a) Ensure AI tools are developmentally appropriate
    b) Align AI use with educational goals and values
    c) Evaluate AI's impact on critical thinking and other essential skills

13. Children's Rights

    a) Uphold children's rights to education, privacy, safety, and non-discrimination
    b) Ensure children's participation in decisions affecting their AI interactions

14. Teacher Well-being

    a) Consider effects on teacher workload and job security
    b) Address professional development needs for AI literacy

15. Environmental Considerations

    a) Promote awareness of AI's environmental impact
    b) Encourage responsible use of AI resources

16. Cultural Sensitivity

    a) Ensure AI systems respect cultural diversity
    b) Avoid cultural biases in AI-generated content

18. Intellectual Property and Copyright

    a) Address issues of authorship and ownership for AI-generated content
    b) Ensure compliance with copyright laws when using AI tools

19. Psychological Impact

    a) Consider the potential psychological effects of AI on students
    b) Address concerns about AI dependency or over-reliance

20. Contestability

    a) Provide a process for challenging AI system use or outcomes
    b) Ensure human review of significant AI-influenced decisions

21. Continuous Evaluation and Adaptation

    a) Regularly review and update AI policies as technology evolves
    b) Encourage feedback from all stakeholders on AI use

APPENDIX D

YEARS 7 TO 12 STUDENTS
ACCEPTABLE USE OF COMPUTER NETWORK AND DIGITAL RESOURCES

All users are expected to read, understand and abide by the following guidelines when using School devices, networks and resources, property or facilities (WAN, LAN, networks, Internet, Intranet, etc.) of Lowther Hall Anglican Grammar School. Use of School devices and networks will not be authorised until this document has been signed by the user.

Upon receipt of written parental/guardian permission, students will be eligible to receive authorisation to use the School's computer network and online telecommunications.

I agree to abide by the following guidelines when using School devices, networks and resources, property or facilities (WAN, LAN, networks, Internet, Intranet, etc.):

1. ICT is considered an extension of the classroom. Whether at home or in School, any speech that is considered inappropriate in the classroom is also inappropriate in all uses of ICT. Students must immediately tell a member of staff if they receive an offensive online communication.

2. Users should conduct themselves in a responsible, safe, ethical, and legal manner while using ICT and/or accessing digital content. Any use of ICT for illegal, inappropriate, obscene, or pornographic purposes is prohibited. *Illegal* activities shall be defined as a violation of local, state, and/or federal laws. *Inappropriate* use shall be defined as any use in conflict with the School's mission, goals, policies, or procedures and/or any use inconsistent with the Qualities of the Lowther Hall Girl.

3. Students must exercise caution and seek adult advice if they intend to reveal personal details of themselves or others when communicating online. This is also the expectation if organising to meet an individual via online communication.

4. Students must strictly adhere to age restrictions for all digital platforms and applications. Social media applications are not permitted on school devices.

5. Students must not ask or help younger students to access age-restricted content or applications.

6. Artificial Intelligence (AI) Use

    a. Many AI applications have minimum age requirements that must be adhered to. In many cases, users under the age of 18 are restricted from using AI. Students under the age of 18 may only use AI tools that have been approved by the School and with explicit teacher permission. Students under the age of 18 using approved AI applications must do so under teacher or parental supervision.

    b. When permitted to use AI, students must:

        - Never input personal information or identifiable details about themselves or others
        - Be transparent about the use of any AI tools in their work
        - Always acknowledge and or cite AI assistance in their work
        - Use it as a tool for learning, not as a way to avoid learning
        - Verify any information provided by AI tools
        - Remember that using AI without permission for school work is a form of academic misconduct

7. Users who are communicating with others outside the School are representing Lowther Hall Anglican Grammar School and should conduct themselves accordingly.

8. Authorised users shall be ultimately responsible for all activity under their account and password. Accounts shall be used only by the authorised user for the purposes specified. Students are responsible for maintaining appropriately secure and confidential passwords.

9. Use of an identity or password other than the user's own is prohibited. Users will not use ICT to gain unauthorised access to information resources or to access another person's materials, information or files without the implied or direct permission of that person. Users will not use ICT to post information in public access areas regarding private or confidential information about another person.

10. All users shall adhere to the rules of copyright regarding software, information, and the attribution of authorship. Re-posting communications of a personal nature without the author's permission is prohibited. Plagiarism is unacceptable and will result in disciplinary action.

11. Users shall not intentionally spread computer viruses, vandalise the data, infiltrate systems, damage hardware or software, or in any way degrade or disrupt the use of the network.

12. Messages and records on the School's information and communications technologies may not be encrypted without the permission of the Director of IT.

13. Students must use the School email account for any School related matters unless advised otherwise.

14. Emails sent to an external organisation for an official School purpose should be written carefully and authorised by a member of staff before they are sent, in the same way as a letter written on School letterhead.

15. Wearable technology (including a smart watch and any device that connects to an app) is not allowed to be worn at school unless it is needed for a life threatening medical condition.

16. Students are accountable to their readers, listeners, viewers and to each other, to admit mistakes and correct them promptly, and to expose unethical information and unethical practices of others.

Failure to follow this policy will result in disciplinary action which may include suspension or expulsion.

APPENDIX E

YEARS 2, TO 6 STUDENTS
ACCEPTABLE USE OF COMPUTER NETWORK AND DIGITAL RESOURCES

Devices used in Raymond House are deemed as personal not private. Students should use these devices for learning purposes only. Teachers will from time to time check that device use and communication by the students are appropriate for a school setting and students are expected to follow all rules as set out in this agreement below when using devices.

1. Whether at home or in School, any communication from any device (School or Personal) that is considered inappropriate in the classroom is also inappropriate in all uses of ICT. This includes messages that include bad language, emojis, memes, pictures, etc. Students must immediately tell a teacher if they receive this type of message.

2. Students should be responsible and safe when using any devices. Any inappropriate behaviour or doing anything against the law is not allowed. Do not share material or websites that are inappropriate or against the law. Inappropriate includes anything that is inconsistent with the Qualities of a Lowther Hall Girl.

3. Do not give information such as your name, address, phone number or share photos with anyone online unless you have spoken to your classroom teacher or parent about it.

4. Students must strictly adhere to age restrictions for all digital platforms and applications.

5. When using your device to communicate with others outside the School, remember that you are representing Lowther Hall Anglican Grammar School and should behave in the same way you would at school.

6. You are responsible for everything you do on your allocated device. You should not allow others to use your device to do tasks without your permission or supervision.

7. You must never use a password that is not yours or pretend to be someone else when online.

8. Students must use the School email account for any School related matters. This email should be checked by a teacher before sending. Emails sent to an external organisation for an official School purpose should be written carefully and authorised by a member of staff before they are sent, in the same way as a letter written on School letterhead.

9. Make sure you don't pretend something is yours if someone else wrote it or created it. If you are unsure which images or information you are allowed to use in your work please ask your teacher. If you do use words or images from the internet you must write where they came from.

10. You should not use digital helpers such as Artificial Intelligence tools (AI) to create content, including words, images or videos that are not right for your age. Ask your teacher if you are unsure if the AI tool is okay to use.

11. Be careful about games and videos online. Only use ones that your teacher has approved.

12. You are not allowed to send viruses that may cause damage or stop a computer or the School's network from working. For example, junk emails, nuisance air dropping and spam.

13. Wearable technology (including a smart watch and any device that connects to an app) is not allowed to be worn at school unless it is needed for a life threatening medical condition.

You need to think about your own actions and those of people who you communicate with online. You are responsible for your own mistakes and must correct any errors straight away. If you fail to follow the rules listed above this may lead to a range of consequences such as being excluded from coming to school or even being asked to leave the School.

APPENDIX F

KINDER TO YEAR 1 STUDENTS
ACCEPTABLE USE OF COMPUTER NETWORK AND DIGITAL RESOURCES

All students are expected to have the guidelines explained to them by a parent and abide by the following guidelines when using ICT as a Lowther Hall student. Students will also discuss these guidelines with their classroom teacher.

When using your iPad (or other device) for school:

14. Only use the Apps you are told to use by your teacher.

2. Don't go on the internet without a parent or teacher with you.

3. Never communicate with someone you don't know.

4. Always use good manners and be kind.

5. If something goes wrong, tell an adult straight away.

6. Don't let anyone else use your iPad or device unless you have permission from a parent or teacher.

APPENDIX G

STAFF ACCEPTABLE USE OF COMPUTER NETWORK AND DIGITAL RESOURCES

All users are expected to read, understand and abide by the following guidelines when using School devices, networks and resources, property or facilities (WAN, LAN, networks, Internet, Intranet, etc.) of Lowther Hall Anglican Grammar School. Use of School devices and networks will not be authorised until this document has been signed by the user.

Upon receipt of this signed document, staff will be eligible to receive authorisation to use the School's computer network and online telecommunications.

I agree to abide by the following guidelines when using School devices, networks and resources, property or facilities (WAN, LAN, networks, Internet, Intranet, etc.)

A. GENERAL USE OF ICT

1. Users should conduct themselves in a responsible, safe, ethical, and legal manner while using ICT and/or accessing digital content. Any use of ICT for illegal, inappropriate, obscene, or pornographic purposes is prohibited.

   Illegal activities shall be defined as a violation of local, state, and/or federal laws.

   Inappropriate use shall be defined as any use in conflict with the School's mission, goals, policies, or procedures and/or any use inconsistent with the School's mission, values, policies and/or processes.

   Offensive online communications should be reported to the Principal or appropriate Head of School.

2. Users who are communicating with others outside the School are representing Lowther Hall Anglican Grammar School and should conduct themselves accordingly.

3. Authorised users shall be ultimately responsible for all activity under their account and password. Accounts shall be used only by the authorised user for the purposes specified. Staff are responsible for maintaining appropriately secure and confidential passwords.

4. Use of an identity or password other than the user's own is prohibited. All users shall adhere to the rules of copyright regarding software, information, and the attribution of authorship. Reposting communications of a personal nature without the author's permission is prohibited. Users will not use ICT to gain unauthorised access to information resources or to access another person's materials, information or files without the implied or direct permission of that person. Users will not use ICT to post information in public access areas regarding private or confidential information about another person.

5. Users shall not intentionally spread computer viruses, vandalise the data, infiltrate systems, damage hardware or software, or in any way degrade or disrupt the use of the network.

6. Messages and records on the School's information and communications technologies may not be encrypted without the permission of the Director of IT.

7. Staff are accountable to their readers, listeners, viewers and to each other, to admit mistakes and correct them promptly, and expose unethical information and unethical practices of others.

8. Staff are advised to exercise caution if they intend to reveal personal details of themselves or others when communicating online. This is also advised if organising to meet an individual via online communication.

9. Failure to follow this policy may result in disciplinary action including suspension and/or termination of employment.

B. SPECIFIC GUIDELINES AND REQUIREMENTS RELATING TO EMAIL

1. The email system will not be used for activities that conflict with School policy.

2. All information contained in an email must be treated in accordance with the School's Privacy Policy.

3. Staff will not provide access to their email accounts to non-staff.

4. Staff are required to use the School signature and disclaimer when communicating in a professional context.

5. The School's electronic letterhead and style guide should be used for an external professional communication. Email sent to an external organisation should be written carefully and authorised in the same way as a letter written on School letterhead.

6. Staff may only use approved email accounts on the School system.

7. The forwarding of chain letters is not permitted.

8. Distribution lists should only be used for disseminating relevant, school related information.

C. SPECIFIC GUIDELINES AND REQUIREMENTS RELATING TO STAFF ENGAGING IN SOCIAL NETWORKING FOR PERSONAL USE

1. When using personal social networking sites, use caution when deciding whether to connect with current or past students. Current students should not be connected with on any social media accounts. Past students should not be connected with for 12 months after the students have left the School.

2. If allowing student or past student access to personal information, ensure it is appropriate for the School context and for your role within the School community.

3. Weigh whether a posting will put your effectiveness as an employee at risk.
4. Use caution with regard to exaggeration, profanity, guesswork, copyrighted materials, legal conclusions and derogatory comments.

5. Ensure compliance with data privacy laws and School policies.

6. Do not discuss students, their families or coworkers.

7. Student images obtained from your employment must not be included on personal social networking sites.

8. Set privacy settings carefully to ensure that you know who has access to the content on your social networking sites.

9. If the public may consider your statements to be made in your capacity as a School employee, you must consider whether personal thoughts you publish will be attributed to this School.

10. The School's logo may not be included on personal social media without prior written permission from the Principal.

D. SPECIFIC GUIDELINES AND REQUIREMENTS RELATING TO STAFF USING SOCIAL MEDIA FOR INSTRUCTIONAL USE

Social Media includes Web 2.0 tools. Uses of Web 2.0 tools are considered an extension of the classroom. Teachers may elect to use social media applications for the purpose of instruction in accordance with the following:

1. Teachers will use web based services recommended by the School where appropriate.

2. Teachers must complete the Web Based Service Subscription Request Form for sites that require a subscription or payment.

3. When a web based presence is established, the sponsoring department is responsible for keeping the site current and monitoring the content of the site.

4. If a teacher elects to use a social media application, the teacher must build a separate page in that social media application from their personal, online presence.

5. Content and use must adhere to School policies and guidelines.

6. Content and use must not violate the “terms of service” for the social media application.

7. The teacher must not disclose information on any online social media site that is School property, protected by data privacy laws, or in violation of copyright.

8. The platform/web 2.0 tool must not use official School or School logos without the permission of the Director of IT.

9. If using social media services beyond those recommended and administered by the School, the person who uses the service must ensure the service is age appropriate, that they comply with these terms and conditions, and that they educate students to use the service in compliance with what this policy states as appropriate online behaviour / citizenship.

D. SPECIFIC GUIDELINES AND REQUIREMENTS RELATING TO STAFF USING ARTIFICIAL INTELLIGENCE FOR INSTRUCTIONAL AND SCHOOL-RELATED USE

1. Professional Use of AI.

   Staff are required to:

   - Only use School-approved AI platforms and tools
   - Complete any School required AI training
   - Understand and comply with AI age restrictions
   - Maintain oversight of student AI use
   - Document AI use in educational contexts

2. AI Privacy and Data Protection

   Staff are required to:

   - Never input personal or confidential information into AI tools
   - Remove identifying information from any content shared with AI
   - Use only approved AI platforms that protect student privacy
   - Disable chat history and data training features where possible
   - Obtain approval from the IT Department before implementing AI tools by completing a Privacy Impact Assessment

3. AI Integration in Teaching When using AI in education:

   - Ensure alignment with curriculum objectives
   - Maintain human oversight of all AI-assisted activities
   - Verify AI-generated content for accuracy
   - Promote critical thinking about AI capabilities and limitations
   - Document AI use for both lesson planning and assessment in curriculum documentation

APPENDIX H

REFERENCES

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