Student Acceptable ICT Usage Policy (Student Version)

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YMCA Queensland		

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1. PURPOSE

The purpose of this policy is to ensure safe, responsible, and effective use of ICT resources within Y Schools Queensland. It aims to provide guidelines for students, successfully engage in educational objectives, protect personal safety, and maintain the integrity of ICT systems.

2. APPLICATION/SCOPE

This policy applies to all students who have access to and use ICT resources provided by Y Schools Queensland. ICT resources include but are not limited to computers, tablets, mobile devices, internet access, email, software, and electronic data.

For further information, please refer to YMCA_POL_YSQ_010_Student ICT Acceptable Use Policy.

This policy does not apply to staff, volunteers, board members and guests of Y Schools Queensland or Y Queensland. These roles should refer to YMCA_POL_ICT_018_ICT Acceptable Use Policy.

3. POLICY STATEMENT

The purpose of this policy is to ensure safe, responsible, and effective use of ICT resources within Y Schools Queensland. It aims to provide guidelines for students and staff to promote educational objectives, protect personal safety, and maintain the integrity of teaching and learning. It is expected that Y Schools Queensland students uphold the school values: honesty, respect, caring and responsibility, when using ICT resources regardless of whether they are provided by the Y, personally owned by students or otherwise.

3.1 Guidelines for Acceptable Use

- **Educational Purposes**: ICT resources are primarily intended for educational purposes. Users should use these resources to enhance learning, research, collaboration, and communication related to academic activities.

- **Responsible Use**: Users must respect the rights of others and behave responsibly when using ICT resources. This includes communicating respectfully, avoiding plagiarism, and adhering to copyright laws.

- **Security**: Users are responsible for maintaining the security of ICT resources. This includes protecting passwords, not sharing personal information, and reporting any security incidents promptly to school staff.

- **Privacy**: Users should respect the privacy of others and refrain from accessing, modifying, or deleting others' data without authorisation.

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- **Legal Compliance**: Users must comply with all applicable laws and regulations while using ICT resources. This includes but is not limited to laws related to copyright, defamation, harassment, and child protection.

3.2 Prohibited Activities

The following activities are strictly prohibited:

- Accessing or distributing offensive, obscene, or inappropriate material.
- Engaging in cyberbullying or harassment.
- Breaching network security or attempting to access unauthorised areas.
- Introducing malware or viruses into ICT systems.
- Using ICT resources for personal financial gain or commercial activities without authorisation.

In no way can a student use any computer, the internet, any social media application which may affect the image of the school, its guidelines, mission or wellbeing of its employees or students, whether inside or outside of school property or hours.

3.3 Use of Images, Video and Audio – Student Expectations

Students must not take photos, record video or audio, or capture any digital media of other students, staff, or visitors without their **explicit permission**.

This includes, but is not limited to:

- Taking or sharing photos or videos of others without consent
- Recording classroom activities or school events without prior approval
- Capturing or publishing audio recordings of conversations or lessons

Students must also refrain from:

- Creating, editing, or sharing content (e.g. images, videos, audio) that misrepresents, manipulates, or falsifies the appearance, actions, or identity of another person
- Using AI-generated tools (e.g. deepfakes or synthetic voice generators) to impersonate or mock students, staff, or members of the community

Any breach of these expectations is considered a serious violation of the school's Code of Conduct and ICT Usage Policies and may result in disciplinary action.

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4. ROLES AND RESPONSIBILITIES

Role	Responsibility
Students / Users	Compliance with policy
School staff	Understand the policy and support students to comply escalate concerns of non-compliance to their line manager
Business Services Manager	Ensure standards detailed align with the student code of conduct policy.

5. COMPLIANCE WITH POLICY

Failure to comply with this policy by a student at Y Schools Queensland may result in disciplinary action in accordance with the _Student Code of Conduct Policy._ Depending on the severity of non-compliance disciplinary actions may include loss of ICT privileges, a stand down period or exclusion from Y Schools Queensland.

6. DEFINITIONS

Term	Meaning
ICT Resource	Equipment, services, and technologies used to access, store, transmit, and manipulate data electronically.
User	Any individual who has been granted access to ICT resources provided by Y Schools Queensland
Acceptable Use	Use of ICT resources in a manner that complies with this policy and relevant guidelines.
Unacceptable Use	Use of ICT resources in a manner that violates this policy, breaches security, or interferes with the rights of others.
Artificial Intelligence (AI)	Technologies that enable machines to perform tasks that typically require human intelligence, such as learning, reasoning, problem-solving, and understanding natural language.

7. DISCLAIMER

This policy may be revised at any time without prior notice. All revisions supersede prior policy and are effective immediately upon approval. Printed versions of this document are considered uncontrolled. Please refer to the YMCA website for the latest version.

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8. DOCUMENT INFORMATION

Approval Date	3 July 2025
Effective Date	3 July 2025
Next Review Date	3 July 2028
Document Owner	Principal / Business Services Manager
Approver	Chief Operations Officer

9. RELATED DOCUMENTS AND FORMS

Document Name:	Type:	Location:
YMCA_POL_YSQ_010_Student Acceptable ICT Usage Policy	*Policy*	*School Website*
YMCA_POL_YSQ_012_Student Artificial Intelligence (AI) Usage Policy	*Policy*	*School Website*
YMCA_POL_YSQ_013_Student Code of Conduct Policy	*Policy*	*School Website*

10. VERSION HISTORY

Version	Approved by	Date	Description of change	Author
1	John Hart	16/01/2025	New Policy	Jana Hadlow
2	Will Sambrook	03/07/2005	Addition of section 3.3	Jana Hadlow

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