



HERITAGE COLLEGE KNOX

Reviewed:

September 2026

Next Review Due:

2028

STUDENT COMPUTER & INTERNET USE POLICY

1. OVERVIEW

The aim of the Computer & Internet Use Policy is to ensure that the College computers and other digital devices are used safely, are easy to use, enhance learning and kept fully functional. To achieve this there are five general rules.

- Use all digital devices in a manner which is in accordance with the Scriptural principles and standards we seek to follow.
- Do not use College computers for activities that may be considered offensive.
- Look after all digital devices and computer equipment.
- Leave all device setup as they were originally.
- Only use your own account (for devices, email, websites etc.)

2. CARE FOR EQUIPMENT

Students will ensure that College computers and digital devices are always looked after and kept in good condition. Food and open drinks must not be brought into or consumed near areas where computers or laptops are in use. Students must work carefully at all times to avoid accidental spills or damage to equipment.

When moving between classrooms or across College grounds, laptops must be securely packed in their designated laptop bags and must never be carried loose or unbagged.

3. COMPUTER & DIGITAL DEVICE USE

- Students will always leave computer settings in the way that they were found and will immediately report any unusual setups to a staff member. This includes colour schemes, backgrounds, menu items, and icons on the desktop.
- Students must not save software or apps onto College computers or devices. This includes games, screensavers, or any other unauthorized programs. Students will not use any software that is not found in the Start menu or Home screen. Any unauthorized software or apps found on a computer or device must be reported immediately to a teacher.
- Students must not move or rearrange any College computer equipment from its designated location without staff permission.
- Students will only use computers and digital devices for activities approved by the College and as instructed by staff during class or designated non-instructional times (e.g., wet day timetables).

4. PRINTERS

Use of the College printers will be supervised by classroom teachers. Students may only print material that is relevant to College work. Excess use of the printers outside that permitted by their teacher may have to be paid for personally.

5. **PRIVACY**

Students will accept the following guidelines in regard to privacy at the College:

- Students must not access other students' files without prior permission
- Files stored on the College network and devices are not completely private
- Random checks will be made of student's files and mail areas to see that the College's standards and guidelines are being observed.

6. **ACCOUNTS**

Usage of College computers and digital devices is a privilege given to students and they must not allow another person to use their accounts and that they must not use the account of another student.

7. **PASSWORDS**

- Usage of College computers and digital devices is a privilege given to students and they must not allow another person to use their accounts and that they must not use the account of another student.
- Students are taught the importance of keeping passwords a "secret". Teachers may also record or request a change in password at any time.

8. **MAIL USAGE & ONLINE COMMUNICATION**

Any Email usage or online communication will be strictly supervised. Students require teacher's permission before using the internet and material browsed on the internet will only be related to College work.

9. **INTERNET ACCESS**

Students require teacher's permission before using the internet and material browsed on the internet will only be related to College work.

10. **MOBILE PHONES, SMART WATCHES AND SMART GLASSES**

- **Mobile Phone Usage:** Students may carry mobile phones to and from school; however, they must not be used at any time on College grounds. During the school day, phones must be handed in to the Home Group teacher and may be collected at the end of the day. During school hours, the College is a strictly phone-free zone.
- **Wearable Technology:** Smart watches are not permitted on College grounds.
- **Smart Glasses & Recording Devices:** Smart glasses, camera-enabled glasses, and other wearable devices capable of taking photographs, recording audio or video, accessing online content, or communicating with others are not permitted on College grounds or at College-sanctioned activities.
- **Consent & Recording:** Students must not take photos, videos, or audio recordings of Heritage College Knox staff, contractors, volunteers, or other students without their explicit consent.
- **Grievances:** Students must not use messaging apps to voice grievances regarding the College.

- **Responsibility:** Students carry mobile phones and other personal devices at their own risk. The College accepts no responsibility for their theft, loss, or damage.

11. HEADPHONES AND WIRELESS EAR BUDS

- **Classroom Use:** Headphones and/or wireless ear buds are permitted for use in class only when explicit permission has been granted by the classroom teacher.
- **Grounds Ban:** The use of headphones and/or wireless ear buds in the school grounds is strictly prohibited.
- **Transit Safety:** Students must not wear headphones or wireless ear buds when travelling to and from school, particularly while walking, as this presents a significant distraction and safety hazard.

12. SOCIAL MEDIA & ONLINE COMMUNICATION

Students must observe high standards of conduct across all social media platforms and digital communication channels:

- **Respectful Behaviour:** Students must interact respectfully with peers, College staff, contractors, volunteers, and community members at all times online.
- **College Representation & Grievances:** Students must not use social media platforms to voice grievances about the College.
- **Defamatory & Confidential Content:** Students must not reveal defamatory or confidential information relating to the College, fellow students, staff members, contractors, volunteers, or community members.
- **Inappropriate & Explicit Content:** Students must not send, post, or share inappropriate, offensive, or explicit messages, photos, or videos of themselves or any other person. This includes photos or videos of Heritage College Knox staff or community members.
- **Digital Endorsements ("Likes"):** Students must carefully consider the sites, posts, or content they "like" or share online. Students must not endorse or approve of offensive, discriminatory, or harassing online behaviour.
- **Staff Contact:** Students must not request to "friend" or "follow" any Heritage College Knox staff members on personal social media accounts.

13. At-Home Use & School-Loaned Devices

Student Responsibilities at Home

When using College devices, accounts, or internet resources at home, students must:

- Access internet resources only within the areas specified by their teacher or parents/guardians.
- Protect personal information, including full surname, home address, personal telephone numbers, and parent/guardian work details.
- Never send pictures, videos, or personal details to anyone online without checking with a teacher or parent/guardian first.

- Always obtain parent/guardian or teacher permission before sending electronic communications.
- Refrain from responding to mean, rude, or threatening messages, and understand that receiving such messages is not their fault.
- Immediately move away from and report any inappropriate, unsuitable, or uncomfortable information to a parent/guardian.
- Obtain parent/guardian permission to access internet resources for classroom work and publish work online using first names only.

14. PARENT & GUARDIAN DEVICE LOAN RESPONSIBILITIES

For College-owned devices loaned for home use, parents/guardians agree to:

- Ensure the device is used strictly for school-related purposes.
- Ensure the device is stored properly and safely at all times.
- Accept financial responsibility for any damage, loss, or theft occurring while loaned, including reimbursing the school or replacing the device.

15. CONSEQUENCES

It is the College's aim to provide a safe, fully functional and easy to use computer system. An immediate consequence of not complying with the College computer and internet use policy will be for a student to lose access to the College computers and digital devices or other features of the system such as printing and internet access for a period of time. Parents and students are required to sign a declaration ensuring they understand the guidelines for computer and device use at the College.

16. RELATED DOCUMENTS

- Student Code of Conduct
- Student Computer and Internet Use Declaration

17. REVIEW CYCLE

This policy will be reviewed annually.