

# ICT, Cyber-Safety and Cloud Computing Services Policy

## PURPOSE

To provide supported access to the Department for Education and Findon High School 'Cloud Computing Services'.

## SCOPE

This procedure applies to the use of any Findon High School ICT services and devices both at school and at home, by any person accessing the device.

## PROCESS

### 1. Cloud Computing Services at Findon High School

This procedure sets out the terms on which a user (staff, students or visitor) may access 'Cloud Computing Services' provided by the school, including but not limited to; Google Suite for Education, blogs, EdPass, Office 365 and or LearnLink Office 365 Pro Plus, Adobe Creative Cloud, Freshdesk, Autodesk, Trimble Sketchup, Acer PAT, Naplan, SACE, Unreal, Unity, Microsoft Visual Studio, ViVi, Geogebra. Findon High School reserves the right to sign-up students and staff to other cloud based services for educational purposes. Cloud computing involves the use of internet-based services (rather than a PC or school server) for functions such as email, blogs and data storage.

1. You will need to sign and return the ICT and Cyber-Safety User Agreement before you will be allowed to access the Cloud Computing Services.
2. By signing the ICT and Cyber-Safety User Agreement, you (including parents/guardians in the case of students under 18 years) are agreeing to the terms set out in this User Agreement, including the consequences of any breach of the terms.
3. Findon High School will use personal information, such as student's first and last name and their Department for Education provided email to sign up to Cloud Computing Services.
4. The services accessed by the students will have educational value and be used as instructed by Findon High School staff.

### 2. Privacy Consent

Information that you transfer or store using the school's Cloud Computing Services may be stored by their respective service providers in Australia, or such other country as the cloud service providers may decide.

By using the school's Cloud Computing Services, you are consenting to the transfer to, and processing and storage of your information in, such overseas location, even though the privacy laws in those countries may be different to the privacy laws in Australia.

### 3. Acceptable Use

You agree that you will not use the Cloud Computing Services to do anything that is against the law, and that you will not:

1. give your account password to anyone else;

2. access (or try to access) anyone else's account, or try to defeat any security controls;
3. send or help to send unsolicited bulk email (spam);
4. publish, send or knowingly access material that is pornographic, hurtful or offensive to other people, including material that is defamatory, threatening or discriminatory;
5. knowingly create or send any viruses, worms, trojans or anything of a similar nature; or
6. disable, change, reverse-engineer or otherwise interfere with the Cloud Computing Services.

#### 4. Monitoring

You agree that:

1. ICT Support Staff responsible for ICT systems will have the ability to (and may at any time) monitor your use of the Cloud Computing Services, including accessing and monitoring any data that you have sent or stored using the Cloud Computing Services, to ensure that you are using the Cloud Computing Services appropriately.
2. You will tell the school's ICT Support Staff immediately, if you notice a problem with the Cloud Computing Services, or if you think that someone is trying to access your account (or someone else's account).

#### 5. Suspension or termination of use and other consequences

If there is an emergency security issue, or if you are suspected of making inappropriate use of the Cloud Computing Services, your access to the Cloud Computing Services may be suspended or terminated. This means that you might not be able to access your school's ICT services, including your school email account. If you are found to have made inappropriate use of the Cloud Computing Services, the school may also apply other disciplinary consequences.

#### AGREEMENTS

Parents and Students are to read this policy and return the signed [FHS ICT, Cyber-Safety and Cloud Computing User Agreement](#) in order to access the school network and related ICT services.

Version Control

Version 1.1

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