




Acceptable Use of ICT Policy and Agreement

Purpose:	The purpose of this policy is to establish clear expectations and guidelines for the responsible, ethical, and secure use of all ICT resources within Montessori Noosa, including school-owned ICT resources as well as personal ICT devices when they are used for school-related activities.	
Scope:	This policy applies to all users of ICT at Montessori Noosa, including staff, students, volunteers, authorised guests and contractors.	
Status:	RATIFIED	Supersedes: N/A
Authorised by:	Elizabeth Goor Board Chair 	Date of Authorisation: 10 October 2025
References:	<ul style="list-style-type: none">• Privacy Act 1988 (Cth)• Copyright Act 1968 (Cth)• Australian Privacy Principles• The Australian Student Wellbeing Framework• National Principles for Child Safe Organisations• eSafety Toolkit for Schools• Queensland Government Department of Education Use of ICT systems procedure• Montessori Noosa Staff Code of Conduct• Montessori Noosa Privacy Policy• Montessori Noosa Complaints Resolution Policy & Procedure	
Review Date:	Every 2 years	Next Review Date: 10 October 2027
Policy Owner:	School Governing Body (Education for Generations Ltd)	



Definitions

- **Acceptable use:** Use of technology that aligns with the values and purposes of the school and the intent of this policy, complies with relevant laws and regulations, and respects the rights of others.
- **AI tools:** Computer programs that utilise machine learning algorithms and other advanced techniques to mimic human cognitive abilities like reasoning, pattern recognition, and learning from data. These tools can generate creative content, assist with problem-solving, and automate certain tasks.
- **Copyright:** Legal protection granted to original creative works.
- **Cyberbullying:** Repeated online harassment or intimidation targeting an individual.
- **Data:** Any information stored or transmitted electronically, including personal or sensitive information of students and staff.
- **ICT:** Information and Communication Technology. Refers to all technology provided by the school used for collecting, storing, processing, transmitting, and communicating information, including computers, networks, software, applications, and internet access, and personal devices used for school-related activities.
- **Network resources:** Hardware and software infrastructure supporting the school's technology network.
- **Personal device:** Any electronic device owned by a user that is brought to school or used for school-related activities, such as laptops, phones, tablets, smart watches, etc.
- **Plagiarism:** Using someone else's work or ideas without conferring appropriate credit.
- **School-related activities:** Any activity connected to the school, including classes, breaks, assignments, clubs, extracurricular activities, school trips, and online communication of teachers and students.
- **User:** Any individual authorised to use school ICT, including staff, students, volunteers, authorised guests, and contractors.

Acceptable Use of ICT

General Principles

- All ICT use must be responsible, ethical, and legal, respecting the rights and dignity of others.
- ICT should be used to support learning, communication, and collaboration within the school community.
- ICT should be used in a way that maintains a safe and productive learning environment for all.
- To ensure the responsible and safe use of the school's network, Montessori Noosa reserves the right to monitor and maintain appropriate records of network activity (e.g. email, web browsing, file sharing). This monitoring is conducted in alignment with applicable laws to protect the school community and maintain a secure learning environment.

Online Conduct

- Using ICT to engage in any illegal activity, such as hacking, accessing or distributing illegal content, or participating in online scams is strictly prohibited.



- Users must not engage in any online behaviour that is intended to intimidate, humiliate, threaten or harass another person, including sending offensive messages, excluding others from online groups with the intent to ostracise, spreading false or harmful information, or impersonating others.
- Sharing content online that is hateful, discriminatory, promotes violence or illegal activities, or expresses discriminatory views based on protected characteristics such as race, religion, gender, sexual orientation, disability, or any other personal attribute is strictly prohibited.
- Users must not engage in activities that violate community standards of decency and professionalism regarding online content. This includes accessing, viewing, or distributing materials of a sexually suggestive or exploitative nature.

Access and Authorisation

- Access to school technology is granted on a privilege basis and for approved school-related purposes only.
- Limited personal use of school technology may be permitted for staff members during off-duty hours and within the acceptable use parameters outlined in this policy, as long as it doesn't interfere with official duties and incur more than negligible costs.
- Downloading and installing unauthorised software using school technology, including games, gambling software, pirated software, or applications that bypass school security measures or disrupt network performance, is strictly prohibited.
- Users must only access school technology using their own authorised accounts. Sharing of authorised accounts or passwords is strictly prohibited.
- Accessing data or systems that users are not authorised to access, or attempting to bypass security measures to gain unauthorised access is strictly prohibited.
- Users must not share confidential information with unauthorised individuals or organisations.
- **Photographs of school children must be taken from above or behind (not of their faces) so students remain unidentifiable and on school-sanctioned devices only (not personal devices).**

Data Security and Privacy

- Users should be aware of the risks of online activity and take steps to protect their own data and privacy.
- Users must not collect, store, or share personal information about others without their consent.
- All personal information, including sensitive information, must be handled confidentially and with appropriate security measures to protect against unauthorised access, misuse, or disclosure.
- Users must report potential data breaches or security vulnerabilities in alignment with the Montessori Noosa Privacy Policy and Data Breach Response Plan.

Online Communication and Behaviour

- All online communication must be respectful, courteous, and professional.
- Cyberbullying, harassment, and discrimination are strictly prohibited.
- Users must not engage in offensive or illegal online activities.



Content Creation

- Users must respect copyright laws, avoid plagiarism, and not use ICT in any way that impacts on the academic integrity of work produced.
- Using copyrighted materials without permission, such as downloading or sharing music, movies, software, or other copyrighted works without the owner's consent is strictly prohibited.
- Submitting work that is plagiarised is strictly prohibited.
- Users should be mindful of the potential impact of their digital content on others.

Network and Internet Use

- The school network and internet resources are valuable tools for learning and communication. All users are responsible for using these resources efficiently and prioritising activities that support educational goals.
- Users must be mindful of data download and upload limitations when accessing online content or engaging in network activity, and consider the impact their usage might have on others' access and the overall network performance.
- If users' activities require significant data usage, they should consult with relevant staff to explore options and ensure responsible resource allocation.
- Overloading the network with excessive bandwidth usage, downloading large files for personal use during peak hours, or engaging in activities that disrupt others' access to network resources must be avoided.
- Accessing websites or online services that contain harmful content or present security and privacy concerns is strictly prohibited.
- Using school network resources for personal gain, such as running commercial businesses or engaging in unauthorised online activities is prohibited.

Personal Device Use

- Personal devices may only be used for school purposes with prior permission and under specific guidelines determined by the school from time to time. A consent form may have to be signed prior to being granted permission to use a personal device, containing an agreement to comply with the specific guidelines and this policy.
- Users are responsible for the security and appropriate use of their personal devices on school premises. The school assumes no responsibility for their loss, theft, or damage.
- Personal device use must not disrupt the learning environment or interfere with school activities.
- Personal devices must not be used to access websites or content prohibited on school technology.
- Recording audio or video with personal devices during school-related activities without the express consent of all individuals involved and in contravention to relevant laws and school policies is strictly prohibited.
- Users must not utilise personal email accounts and platforms for school-related communication or storage of school documents.
- **Student phones are to be deposited in the office upon arrival at the school and collected from the office upon departure each day.**



Use of School Identity

- Montessori Noosa's name, or any images where Montessori Noosa or Montessori Noosa students are identifiable, such as students in uniform, may not be used as content to post online without the express permission of the school. This includes but is not limited to posting images or video footage on social media sites.
- Use of social media must not impact the reputation of Montessori Noosa, or any previous/current Montessori Noosa staff or students.

Consequences of Violation

- Montessori Noosa takes violations of this policy seriously. Misuse of ICT may result in a range of consequences, depending on the severity of the offence.
- Possible consequences may include:
 - Discussions: In some cases, violations may be addressed through discussions about acceptable use with the individual(s) involved and, if appropriate, parents or guardians.
 - Access Restrictions: The school may temporarily or permanently revoke a user's access to the network or limit their access to devices to ensure the safety and security of the school's digital environment.
 - Disciplinary Actions: For more serious violations, the school may take disciplinary actions, such as warnings, suspensions, expulsion, or termination of employment, in accordance with established disciplinary procedures.
 - Legal Consequences: Serious violations that involve illegal activities may also have legal consequences, including potential criminal charges.

Resources and Support

- Montessori Noosa will ensure that appropriate information, training, instruction, and supervision is provided to users to enable them to use Montessori Noosa's ICT assets in accordance with this policy.



Safe Use of Information & Communication Technology (ICT)

ICT Acceptable Use Agreement (AUA)

Purpose

Montessori Noosa is committed to providing a safe, respectful and developmentally appropriate learning environment for all children. This policy outlines the safe and responsible use of Information and Communication Technology (ICT) at school and applies to students, staff, and families.

In accordance with **Universal Principle 8**, Montessori Noosa ensures that both physical and online environments promote safety and wellbeing and minimise the risk of harm. Digital technologies are used in ways that support learning while protecting children's privacy, dignity, and healthy development.

Scope

This agreement applies to:

- School-owned computers, tablets, and digital devices
- School internet and online platforms
- Any ICT use during school hours or school-related activities

Educational Use of ICT

At Montessori Noosa:

- ICT is used **for educational and research purposes only**
- Technology supports Montessori principles, independence, curiosity, and purposeful learning
- Screen use is intentional, supervised, and age-appropriate
- Digital tools are used as a complement to hands-on learning, not a replacement

Student Expectations

Students are expected to:

- Use computers and digital devices **only as directed by staff**
- Access only approved websites, programs, and platforms
- Treat all devices with care and respect



- Respect the privacy and feelings of others
- Immediately tell a teacher if they see something online that makes them feel uncomfortable or unsafe

Students must not:

- Use ICT for games, videos, or social media unless explicitly approved for learning
- Access inappropriate, harmful, or non-educational content
- Take photos, videos, or recordings of others without permission
- Share personal information about themselves or others online
- Attempt to bypass security settings or filters

Staff Responsibilities

Staff at Montessori Noosa will:

- Model safe, respectful, and ethical use of ICT
- Supervise and guide student use of technology at all times
- Use online platforms in line with the school's Code of Conduct and Child Safe policies
- Proactively identify and reduce online risks
- Respond promptly to any concerns, breaches, or disclosures related to online safety

Privacy and Child Safety

- Student privacy is protected at all times
- Images, recordings, or student work are only shared in line with school permissions and policies
- Safety measures are balanced to ensure children's rights to privacy and healthy development are respected
- Any breach of this policy will be addressed in a calm, educative, and child-centred manner

Breaches of the Policy

If this policy is not followed:

- ICT access may be limited or withdrawn
- Parents/carers will be informed
- Support and education will be provided to help students make safer choices
- Serious or repeated breaches will be managed in line with school behaviour and child safety procedures



Responsible/Acceptable Use of Technology Agreement

(To be signed annually by students, parents/carers, and staff)

Student Agreement

I agree that:

- I will use computers and technology **only for learning**
- I will follow my teacher's instructions
- I will be kind and respectful when using technology
- I will tell a teacher if something online worries me or feels unsafe

Student Name: _____

Student Signature: _____

Date: _____

Parent/Carer Agreement

I understand that:

- ICT is used at Montessori Noosa for educational purposes only
- The school takes active steps to keep children safe online
- I will support safe and responsible technology use at home
- I will work in partnership with the school if any concerns arise

Parent/Carer Name: _____

Signature: _____

Date: _____