

DAINFERN COLLEGE PREPARATORY SCHOOL

IT ACCEPTABLE USE POLICY (AUP): SENIOR PREPARATORY SCHOOL

EFFECTIVE DATE	February 2026	DATE OF LAST REVISION	February 2025	VERSION :	February 2026
POLICY OWNER	Director of Technology	ADMINISTRATOR RESPONSIBLE	Communication & Compliance Manager		
RATIFICATION LEVEL	<ul style="list-style-type: none"> Prep School MANCO 				
APPLIES TO					
STAFF		ACADEMIC STAFF	X	STUDENTS	X
PARENTS	X	VISITORS		CONTRACTORS	

RELATED POLICIES & DOCUMENTS

- Preparatory School Code of Conduct

SPECIFIC TERMS & DEFINITIONS

TERM	DEFINITION
Prep School MANCO	Management Committee of Dainfern College Preparatory School, comprising the Senior Preparatory Principal and Deputy Principals; the Junior Preparatory Principal and Deputy Principal; and the Preparatory School MANCO Divisional Manager/s.
AUP	Acceptable Use Policy
BYOD	Bring Your Own Device
IT	Information Technology

VERSION HISTORY

VERSION	APPROVED BY	REVISION DATE	DESCRIPTION OF CHANGE	AUTHOR
2026	Senior Prep MANCO	28 Jan 2026	Mobile device policy amended. Reformatted with minor edits throughout. Addition of Annexure 1 – Simplified AUP for Students with Student Statement & Parent/Guardian	Joanna Pettitt
2023	Prep MANCO	10 March 2023	Updated and reformatted	Anthony Egbers

Dainfern College Senior Preparatory School Information Technology (IT) Acceptable Use Policy

1. Preamble

- 1.1. The following document outlines the rules and expectations of a Senior Preparatory student's interaction with technology at school. It endeavours to remind students about when and where it is appropriate to use technology and what is acceptable behaviour when using it. The policy also acts as a guide for parents/guardians and their involvement with their child's technology usage and may be adapted to suit the rules at home.
- 1.2. This document is intended to be a summary of the digital citizenship expectations placed on the students by Dainfern College and a reminder to parents/guardians of Dainfern College's commitment to digital responsibility and a successful digital learning experience.
- 1.3. The Preparatory School's Code of Conduct makes provision for Level 1, 2 and 3 infringements in this regard and the Code of Conduct will be applied should any of the below be breached.

2. Scope of this Policy

- 2.1. This Policy will be consistently applied to all Senior Preparatory School students at Dainfern College.
- 2.2. Information Technology (IT) equipment in this policy refers to laptops; Chromebooks; computers; iMacs; iPads; any tablet devices; iPods or music devices; cell phones; smart watches; cameras and video recorders; and any other technology provided by, or used at, school. This includes any devices used as part of the Bring Your Own Device (BYOD) programme.

3. General Behaviour regarding IT Resources

- 3.1. All data and personal files saved on the network are the property of Dainfern College and will be monitored.
- 3.2. All students are expected to use technology in a safe and responsible way and to treat all IT equipment with respect.
- 3.3. No student may use computers or devices without permission from a staff member and without a staff member being present.
- 3.4. Students may only store school-related material on school-owned computers and devices. Copying of music, videos, applications and games is prohibited, and these may not be stored on the Google Drive provided to the student by the school. Any copyright infringements will be the student's responsibility.
- 3.5. Students may not use IT equipment to communicate with each other during class time unless stipulated otherwise and supervised by the teacher. This includes but is not limited to email, chat messaging and social networking sites like Facebook, Instagram, X (Twitter), Snapchat and Google Chat.
- 3.6. Students may not play games on school devices, their personal devices or over the Internet (on cell phones, tablets etc) while at school, unless an educational game is required for the lesson or activity and is supervised by the teacher.
- 3.7. No student may use another student's school email or Google account. There may be no sharing of passwords. A password must be changed if there is any breach.
- 3.8. Students may not modify school computer files, folders or settings without authorisation from an IT staff member.
- 3.9. No student may record or video a staff member, visitor or a fellow student without the knowledge and permission of the person/s being recorded; any such recording must take place under supervision of the teacher.
- 3.10. Students may only use the school printers for school-related tasks. Permission from the relevant staff member is required. Each student is allocated credits for printing every month. If this runs out, more credits may be purchased at the Tuckshop.

4. Mobile Devices

- 4.1. Mobile devices in this context include cell phones, smartwatches and any other mobile device not required by the school.
- 4.2. Students in Grades 0-7 may not have mobile devices at school at any time – this includes during the academic day and at extramurals or other afternoon activities.
- 4.3. Exemptions from the above for students who require mobile phone access for health monitoring apps for conditions such as diabetes, epilepsy or asthma should be motivated in writing by Parents/Guardians to the relevant Principal, with supporting documentation.
- 4.4. Where a student is granted an exemption, bringing a mobile device to school remains the responsibility of the student and the school does not accept responsibility for theft of or damage to a cell phone or other personal mobile device under any circumstances.

5. Bring Your Own Device

- 5.1. Students are expected at all times to adhere to Clauses 3 and 4 above and to follow the classroom and school rules when using personal devices at school.
- 5.2. Bringing a device to school remains the responsibility of the student and the school does not accept responsibility for theft of, or damage to, a device under any circumstances. For security reasons, a student's device must at all times be either on their person (not left in their school bag) or locked in the locker that is available to all students in Grades 6 and 7. Students in Grades 4 will keep their Chromebooks in their classroom unless required by a specialist teacher. Grade 5 may leave their devices with their teacher for lockup purposes.
- 5.3. Devices belonging to other students are not to be tampered with in any way or to be used without the permission of the owner.
- 5.4. Devices are not to be used at break time or after school unless in the presence of a teacher. The device is only to be used in class and with permission of the class teacher. There will be 'no device' lessons in some instances.
- 5.5. If a device is found unattended, it should be given to the nearest member of staff.
- 5.6. Students are responsible for ensuring that the recommended apps and/or programs are loaded on their device and that they know how to use them. The IT department will be available for questions and assistance.
- 5.7. Students are responsible for updating and maintaining their devices.
- 5.8. Students may not use their device to listen to music without permission from a teacher.

6. Artificial Intelligence - School Use

- 6.1. The use of Artificial Intelligence (AI) has become increasingly popular in recent years and can be a valuable tool for students. However, it is important to use AI in a responsible and ethical manner. This section outlines the guidelines for the acceptable use of AI resources by students in the Senior Preparatory School. By adhering to this policy, students can make the most of AI resources while staying safe and ethical.
- 6.2. **Access to AI resources:** Students will only be granted access to AI resources with the permission of their teacher or parent/guardian. Access to AI resources at school will be provided based on the student's age, maturity and academic level. Students may not share their login details or passwords with anyone.
- 6.3. **Responsible Use of AI:** When at school, students may use AI resources for educational purposes only. Any use of AI resources for personal gain, malicious activities, or unethical purposes is strictly prohibited. Students may not use AI to create fake news or manipulate information.
- 6.4. **Ethical Use of AI:** Students must use AI in an ethical and responsible manner. They must respect the privacy of others and not use AI to gather personal information without permission. Students must not use AI to discriminate against others based on their race, gender, religion, nationality, culture, or any other characteristic.
- 6.5. **Legal Use of AI:** Students must use AI resources in compliance with all applicable laws and regulations, including the Preparatory School Code of Conduct. They must not use AI to engage in any illegal activities, including but not limited to copyright infringement, hacking, or cyberbullying.

6.6. **Reporting Concerns:** If students become aware of any misuse of AI resources, they must report it immediately to their teacher or parent/guardian. Any suspected breach of this policy will be investigated, and appropriate action will be taken.

7. Consequences of Policy Violations

7.1. Any student who violates this policy may face disciplinary action, as per the school's Code of Conduct.

8. Student Statement & Parent/Guardian Undertaking

8.1. Each student in the Senior Preparatory School is required to read a simplified version of this Policy and complete a statement to indicate they have read, understood and agree to comply with the rules set out here.

8.2. Each student's parent/guardian is also required to sign this statement, to indicate their knowledge and understanding of the contents of the policy as well as undertaking to ensure their children also understand it.

8.3. The Acceptable Use Policy for Senior Preparatory Students, Student Statement and Parent/Guardian Undertaking are outlined in Annexure 1, attached below.

6 February 2026

1. ANNEXURE 1: Acceptable Use Policy for Senior Preparatory Students

Introduction

- This document outlines the rules and expectations of a Senior Preparatory student's interaction with technology at school. It is a summary of the digital citizenship expectations of Senior Preparatory students and reminds students about when and where it is appropriate to use technology and what is acceptable behaviour when using it.
- You are reminded that the Preparatory School Code of Conduct will be applied should any of the rules below be broken.

Definition

- Information Technology (IT) equipment includes laptops; Chromebooks; computers; any tablet devices; mobile phones; smart watches; cameras and video recorders; and any other technology provided by, or used at, school. It includes any devices used as part of the Bring Your Own Device (BYOD) programme.

General Behaviour regarding IT Resources

- All data and personal files saved on the network are the property of Dainfern College and will be monitored.
- You are expected to use technology in a safe and responsible way and to treat all IT equipment with respect.
- You may not use computers or devices without permission from a staff member or without a staff member being present.
- You may only store school-related material on school computers and devices. You may not copy music, videos, apps and games and these may not be stored on your school Google Drive. Any copyright infringements will be your responsibility.
- You may not use IT equipment to communicate with other students during class unless told to by the teacher, who must be present. This includes email, chat messaging and sites like Facebook, Instagram, Snapchat and Google Chat.
- You may not play games on school devices, your device or over the Internet (on cell phones, tablets etc) while at school, unless an educational game is required for a lesson or activity and is supervised by the teacher.
- You may not use another student's school email or Google account. Passwords may not be shared and must be changed if there is any breach.
- You may not change school computer files, folders or settings without permission from an IT staff member.
- You may not record or video a staff member, visitor or other students without their knowledge and permission. Any recordings must take place under supervision of the teacher.
- You may only use the school printers for school tasks and you need permission from your teacher for this. Each student is allocated credits for printing every month. If this runs out, you can buy more credits at the Tuckshop.

Mobile Devices

- Cell phones and smartwatches are not allowed in the Prep School at any time.
- If a student needs to have a cell phone for medical reasons, their parents/guardians must get special permission in writing from Mr Van Gass. If permission is given, it is then the student's responsibility to look after the phone as the school does not accept responsibility for theft of or damage to a cell phone or other personal mobile device under any circumstances.

Bring Your Own Device

- Students are expected to follow the classroom and school rules when using personal devices at school.
- Bringing a device to school remains your responsibility and the school does not accept responsibility for theft of, or damage to a device under any circumstances.

- For security reasons, your device must at all times be either on your person (not left in your school bag) or locked away:
 - Grades 6 and 7 students are to use their locker.
 - Grade 5 students may leave their devices with their teacher.
 - Grade 4 students will keep their Chromebooks in their classroom unless required by a specialist teacher.
- You may not tamper with devices belonging to other students or use them without the permission from the owner.
- You may only use your device in class when a teacher gives permission – some lessons will not use a device.
- You may not use a device at break time or after school unless a teacher is present.
- If a device is found unattended, it should be given to the nearest member of staff.
- You are responsible for ensuring that the recommended apps and/or programs are loaded on your device and that you know how to use them. The IT department is available for questions and assistance.
- You are responsible for updating and maintaining your device.
- You may not use your device to listen to music without permission from your teacher.

Artificial Intelligence - School Use

The use of Artificial Intelligence (AI) is becoming very popular and can be a valuable tool. However, it is important to use AI in a responsible, safe and ethical manner.

- **ACCESS at school:** You will only be granted access to AI resources with the permission of your teacher. Access to AI resources at school will depend on your age and grade. You may not share your login details or passwords with anyone.
- **Be RESPONSIBLE:** You may use AI resources for educational purposes only. You may not use AI to create fake news or manipulate information.
- **Be ETHICAL:** You must use AI in an ethical and responsible manner. You must respect the privacy of others and not use AI to gather personal information without permission. You must not use AI to discriminate against others based on their race, gender, religion, nationality, culture, or any other characteristic.
- **Stay LEGAL:** You must use AI resources in compliance with all laws and regulations, including the Preparatory School Code of Conduct. You must not use AI to engage in anything illegal, such as copyright infringement, hacking, or cyberbullying.
- **REPORT any concerns:** If you become aware of any misuse of AI resources, you must report it immediately to your teacher or parent/guardian. Any suspected breach of these rules will be investigated, and appropriate action will be taken.

Consequences

- Any student who breaks these rules may face disciplinary action in accordance with the Code of Conduct.

STUDENT STATEMENT:

I, _____, confirm I have read and understood the Dainfern College Senior Preparatory School IT Rules and agree to obey them fully. I understand that any breach may result in disciplinary action in accordance with the Code of Conduct.

Student signature: _____ **Date:** _____

PARENT/GUARDIAN UNDERTAKING:

I, _____, in my capacity as parent/ guardian of the student named above, hereby confirm I have read and understood the Dainfern College IT AUP (Rules) and ensured that my child has understood the policy and has committed to obeying it fully. I understand that any breach may result in my child's facing disciplinary action in accordance with the Preparatory School Code of Conduct.

Parent/Guardian signature: _____ **Date:** _____