



USE OF INFORMATION COMMUNICATION TECHNOLOGIES

Student Acceptable Use Policy

1. If I have my own user name, I will log on only with that user name. I will not allow anyone else to use my user name. The user name is the unique identity by which the network recognises an individual. There are never two users with the same user name and this allows the school to track the activity of any student. A user name could be misused if a student's password was known and then used by others.
2. I will not tell anyone else my password. Passwords perform two main functions. Firstly, they help to ensure only approved persons can access the school ICT facilities. Secondly, they are used to track how those facilities are used. Knowing how the equipment is being used and by whom, helps the school to maintain a cyber safe environment for all users, and teaches the student the importance of personal security.
3. While at school or at a school related activity, I will not have any involvement with any ICT material or activity which might put myself or anyone else at risk (eg bullying or harassing).

Unfortunately, along with many benefits, technology has also provided new ways to carry out anti-social activities.

4. I understand that I must not at any time use ICT to upset, offend, harass, threaten or in any way harm anyone connected to the school or the school itself, even if it is meant as a joke. Harassing or bullying others will not be regarded as a joke by the school.
5. I understand that the rules in this agreement also apply to mobile devices ie: phones, iPods, mp3 players etc. I will only use my mobile devices(s) at the times that I am permitted to during the school day. Students and parents are also reminded of the school's specific policy on the use of mobile phones at school.
6. I understand that I can only use the Internet at school when a teacher gives permission and there is staff supervision. There must be an educational purpose for students to be online or accessing the Internet at school. Having a staff member present will help to ensure student safety.
7. While at school, I will not:
 - a. Initiate access, or attempt to access age restricted, or objectionable material;
 - b. Download, save or distribute such material by copying, storing, printing or showing to other people;
 - c. Make any attempt to get around, or bypass security, monitoring and filtering that is in place at our school.

The school has a number of steps in place to prevent students accessing inappropriate, age-restricted or illegal material. The students also have an individual role to play in this process by not attempting to access information they know will not be acceptable at school. Disciplinary procedures will result if a student is attempting to bypass school Internet filtering or security systems.

8. I understand that I must not download any files such as music, videos, games or programmes without permission of a teacher. This makes sure the school complies with the Copyright Act 1994. I also understand that anyone who infringes copyright may be personally liable under this law.

Many files available on the Internet are covered by copyright and although they can be easily downloaded, it may be illegal to do so. Sometimes these files can contain malicious content such as viruses, spyware programmes or even inappropriate, age restricted or illegal material.

9. I understand that these rules apply to any privately owned ICT equipment/device (such as a laptop, mobile phone, USB drive) I bring to school or a school related activity. Any images or material on such equipment/devices must be appropriate to the school environment.

Students need to be aware that if they bring any ICT device to school or to a school related event, then all content stored on it must be acceptable and appropriate for the school environment.

10. I will respect all school ICT and treat ICT equipment/devices with care. This includes not intentionally disrupting the smooth running of any school ICT system, not attempting to hack or gain unauthorised access to any system, following all school cyber safety rules, not joining in if other students choose to be irresponsible with ICT, and reporting any breakages/damage to a staff member.

In addition to promoting student safety, the rules help the school to protect the considerable investments made in expensive ICT equipment. Intentionally disrupting ICT systems will be seen by the school as intentionally setting out to disrupt the learning of others.

11. I understand that the school may monitor traffic and material sent and received using the school's ICT network. The school may use filtering and/or monitoring software to restrict access to certain sites and data including email.

The school has an electronic monitoring system that has the capacity to record Internet use, including user details, time, date, sites visited, length of time viewed and from which computer/device. The school may also use filtering to restrict access to certain sites.

12. I understand that the school may audit its computer network; Internet access facilities, computers and other school ICT equipment/devices or commission an independent forensic audit. Auditing of the above items may include any stored content, and all aspects of their use, including email.

In an audit, all material, files and emails could be checked by the school.

13. I understand that if I break these rules, the school may need to inform my parent(s). In serious cases the school may take disciplinary action against me. I also understand that my family may be charged for repair costs. If illegal material or activities are involved, it may be necessary for the school to inform the police.

Depending on the seriousness of the breach, possible school responses could include one or more of the following: a discussion with the student, informing parent(s), loss of ICT privileges, the family possibly having responsibility for repair/replacement costs, the school taking disciplinary action.

Students will be required to sign the following Agreement once they commence school.

Agreement is currently found in Student Diaries.

I agree to:

- *Use the Internet only for appropriate educational purposes as outlined in the guidelines and under the direction of my supervising teacher.*
- *Maintain a standard of language and behaviour while using the internet that would be acceptable within our school environment.*
- *Undertake never to divulge on the Internet another person's user name or password or publish personal details about myself or any other person.*
- *Accept that my supervising teacher has editorial control over what I publish on the Internet.*
- *Use Email for educational purposes only and to accept the guidance of my supervising teacher as to what constitutes educational purposes.*
- *Observe copyright restrictions when downloading or using material from the Internet by following the referencing guidelines provided for me by the school.*
- *Not plagiarise another person's work.*
- *Accept that my supervising teacher may ask to see my Internet Authorisation before allowing me access to the Internet.*
- *Accept that my Internet Authorisation may be withdrawn and my Internet access cancelled for unacceptable or inappropriate use of the Internet as outlined in the Guidelines for Internet Usage and this Agreement.*