School Acceptable Use Policy
Guidelines and Conditions for Appropriate Use of Computer Facilities

The school’s computers and network, which includes access to the internet is provided to promote educational excellence. These services are useful resources that adds another dimension to learning. It allows students to collect and share information, communicate and collaborate with people from around the world. Technology offers facilities that can enhance students’ learning opportunities and outcomes in all courses.

The NSW Department of Education and Training provides the internet service free of charge to schools. In order to maintain a safe and appropriate environment all internet access at school is filtered automatically to prevent access to inappropriate sites. While internet access is provided under teacher supervision this may not always be on a one-to-one basis.

Each student will be issued with an individual account for the school network. An Internet and email account is provided by the Department of Education and Training.

These facilities must be regarded as privileges not compliance with the use of these facilities may result in account withdrawal according to the school policy.

Computing facilities are provided primarily for the educational benefit of students and the professional development of staff. Any behaviour that interferes with these primary objectives will be considered an infringement of this Acceptable Use Policy and may result in students account withdrawal. It is the student’s responsibility to comply with the following rules at all times.

Rules for General Use
• Use computer/internet resources for educational purposes.
• Students are not permitted to enter chat rooms, play Internet games, etc.
• Appropriate language must be used in all communications including email messages.
• No user may deliberately or carelessly waste computer resources (eg, unnecessary printing) or disadvantage other users (eg by monopolising equipment, network traffic, etc).
• Consideration must be given to avoiding inconvenience to other computer users, eg use headphones to listen to sound or music; leave computers ready for the next user to log in; not leave programs running on computers when you leave; not leave rubbish or paper lying around computers; replace furniture to normal position when you leave.

Rules for Computer Use
Students must not:
• Deliberately seek out; create or print out material either audio or visual that could be offensive to anyone. *(This includes information that is racist, sexist, pornographic, irreligious or contains abusive language. If they accidentally encounter such material, they must notify a teacher immediately.)*
• Post messages and attribute them to other users.
• Use email to transmit information that is personally abusive to the recipient or any other person. (Bullying)
• Interfere with, harm or destroy the computer work of any person.
• Break copyright law by using, copying and/or redistributing another’s work without permission from the author/owner.
• Copy ideas of others and present them as their own (plagiarism).
• Access Internet chat.
• Reveal personal information including names, addresses and telephone numbers of themselves or others.
• Use the computer resources to transfer digital media (music/video) from one medium to another, unless approved.
• Ensure the confidentiality and security of your passwords, always logout to prevent unauthorised use or breach of security.
Rules for Network Use

Definition: The School Network, Network and Computers refers to all Computer Hardware, Software, File, Print, Email, Intranet services as well as Internet access provided by the school.

- The school network is provided for and limited to educational uses only. The school retains the right to monitor, edit or delete any files or emails that it considers necessary.
- You must make every effort to keep your password secret and secure from others. You should memorise your password. You must not keep a record of your password at school in any form that is easily accessible by others such as written on a piece of paper.
- You must not use your school logon and password details with any other organisation.
- The school retains ownership of any student information held by staff, both imprinted and electronic forms.
- Within the school, you are only permitted to use school-supplied equipment on the network. If you wish to use your own personal laptop or similar device you need to seek permission from the IT Coordinator prior to using it. You must ask your teacher’s permission before using a thumb drive or hard drive brought from home.
- Network users are permitted only to use their personal network logon name and password.
- Network users may only use one computer at a time. Network users must not attempt to gain entry to or use any part of the network except for the area assigned to them by the school.
- Network users must log off prior to leaving a computer. Failure to do so will leave your personal work open to others and is a serious security breach.
- If you believe your password is no longer secure or if you have forgotten your password collect a password form from the Library.
- If you encounter a network problem you must report it immediately to the IT Coordinator or your teacher.
- Network users must not tamper with any part of the network.
- The copying (downloading) of software from the network is prohibited, both by these rules and copyright law unless the software is available in the public domain and is from a trusted site. All downloads must be immediately scanned for viruses. Please see the IT Coordinator for further information before attempting to do so for the first time.
- Do not copy or install any software onto the school’s computers without seeking permission from the IT Coordinator.
- Inappropriate material must not be placed onto or sent via the network. Email must not be used to send unsolicited, unwanted or inappropriate material or to harass others.

Your Responsibilities as a Student

- You must make sure that you understand this information.
- Keep this document where you can refer to it at any time.
- By using the school’s computer facilities you agree to abide by the rules stated in this document.
- Your password is secure and remains private.
- If you require any clarification regarding this document please contact Mr. Oliver the school’s IT Coordinator.
- You use the computer/network facilities for educational purpose only.

Consequences for failure to comply with these rules:

- You may face loss of system access and/or disciplinary action may include suspension from the school.
Agreement for Use of Computer Facilities

Please refer to Acceptable Use Policy

Summary:
I agree that I:
• During class will work at the computer assigned by the teacher.
• Will report any physical or logical damage of any facilities to the teacher before commencing work.
• Will be responsible for computer should sharing of the resource be necessary.
• Will not damage or graffiti any equipment.
• Will not remove, move or alter any piece or pieces of hardware.
• Will not remove, move or alter the logical setup of the computer.
• Will not load any personal software onto any computer.
• Will not download any software from the Internet.
• Will not download or display any pornography, violent or prejudiced material from any source.
• Will not use my home directory or any other shared directory to store copies of games or other inappropriate material.
• Will not seek to use the password of another person.
• Will not seek unauthorised access to another computer system or network.
• Will not use the CDROM for any unauthorised reason, including the playing of music or the installation of software.
• Will not bring in/consume food or drink next to any computer system.
• Will not have my bag near any computer system.
• Will not produce, seek, display or store writing, email chat or any other media that denigrates the school, staff or other students in any way.
• Will use for educational purposes only.

Student Agreement

I understand that any use of the computers and/or software may be monitored by the school.
I understand that any breach of this agreement may result in my immediate loss of computer privileges.
I agree to follow the rules outlined above for the duration of my educational time at school.

Family name

Given name Year

Signature: ...........................................................................................................

Parent/Carer Agreement

I will encourage my child to uphold the guidelines and conditions of this agreement.
I understand that, from time to time, my child may produce work worthy of publishing on the school’s intranet or on the internet. I give permission for this publication providing my child’s first name only is used and no personal data will be distributed.
I recognise that, while every effort will be made to monitor student use of the internet, it is impossible for teachers to police and restrict all controversial material. I further acknowledge that, while questionable material exists, the user must actively seek the material and is therefore ultimately responsible for bringing such material to school.

Parent/Carer’s Name: ............................................................................................

Signature: ........................................................................................................ Date: ................................................................

** Please return this agreement to the office, failure to return this agreement will result in inability to access computer facilities.