# ICT ACCEPTABLE USE POLICY

1. This policy sets out guidelines for the acceptable use of:
- the School's computer network facilities
- installed computer software
- the Internet
- electronic mail

which are provided to students for educational purposes only.

2. Acceptable use issues may be broadly categorised as personal conduct relating to:
- System security
- Legal requirements
- Ethical use of Education Queensland's computer network facilities at Bellbird Park SSC.
- Standards of interpersonal communication.

3. Benefits to students - Students will have access to
- A variety of equipment, software and services to support effective learning.
- Information sources for research via network facilities and the Internet.
- Network facilities before school and during lunch breaks.

4. Procedures for use - Students are expected to
- Operate all equipment with care. Follow written and oral instructions for room and equipment use. Consult a teacher where necessary.
- Ensure personal security of their user account by correctly logging on and off.

**RESPONSIBILITIES OF STUDENTS**
*Students are responsible for all activity carried out on their personal network account.*

**General Network Responsibilities - Students will NOT**
- Share their password with anyone else
- Use another student's network account
- Allow another student to use their account
- Attempt to change the network in any way
- Install / use any software other than that provided by the school
- Attempt to bypass security
- Store inappropriate material in their network account (eg non-program related files, .exe files, personal files, video files, games)

**Internet and Email Acceptable Use Responsibilities**
Students will use the Internet in a responsible manner for educational purposes - for their classwork and assignment research. Internet use is a privilege, and students must at all times exercise careful judgment over all material that they access and communications that they make.

**A Word to Students on Personal Responsibility**
When you are using the College network, it may feel like you can more easily break a rule and not get caught. This is not really true because whenever you do something on a network you leave little "electronic footprints," so the odds of getting caught are really about the same as they are in the real world. The fact that you can do something or think you can do something without being caught does not make it right to do so. The College network is for storage and access of College course related materials only.

**You MUST NOT…**

- Violate copyright laws by using material from Internet sites without permission of the copyright owner.
- Plagiarise works that you find on the Internet. Plagiarism is taking the ideas or writings of others and presenting them as if they were yours.
- View, send, store or display indecent and/or offensive messages or pictures.
- Use profane, abusive, impolite or sexually explicit language to communicate. Do not knowingly access materials which are not in line with the rules of School behaviour. A good rule to follow is to never view, send, or access materials which you would not want your teachers and parents or colleagues to see. Should you encounter such material by accident, you should report it to your teacher immediately.
- Share your password with another person under any circumstance or logon for another person whose privileges have been withdrawn.
- Waste limited resources such as disk space or printing capacity. Large files are not to be downloaded unless permission has been obtained from a supervising teacher. Users are expected to remain within allocated disk space and delete material which takes up excessive storage space.
- Trespass in another's folders, work, or files. Respect their privacy. Network storage areas may be treated like school lockers. The Information Technology Coordinator may review communications to maintain system integrity and will ensure that students are using the system responsibly.
- E-mail, or place on the Web, personal contact information about yourself or other people. Personal contact information includes your home address, telephone number, the school address, your work address etc.
- NEVER agree to meet with someone you have met online unless you have your parent's approval.
- Possible Network misuse will be detected in a number of ways:
  o As reported by staff or students
  o As notified by Education Queensland Officers (Note: Education Queensland reserves the right to monitor and audit any or all intranet, Internet or e-mail activity undertaken by EQ officers using departmental resources.
  o As discovered by the Information Technology Coordinator through for example, inspection of Network security logs and Internet proxy logs, scans of student file storage areas, and automatic notifications of inappropriate e-mail use.

**Inappropriate content on social networking sites**

Social networking sites such as Facebook, Twitter, Instagram and Snapchat have changed the way young people communicate. While these sites are an effective way to keep in touch, it is important for young people to be cybersmart and think before posting material online.

- All web users have a responsibility to be mindful when publishing content online to ensure it does not breach social, religious, cultural or copyright standards.
- If our College becomes aware of inappropriate content involving our staff, students or school, or images, banners, logos or our school crest are used without permission, we will take reasonable steps to ensure the content is removed.

**Student Agreement**

I have read and understand the Information Communication Technology Acceptable Use Policy and Agreement.

- I understand that the school's ICT network provides me with access to a range of essential learning tools, including the internet. I understand that the internet can connect me to useful information stored on computers from around the world.
- While I have access to the school's ICT network: I will only use it for educational purposes; I will not undertake or look for anything that is illegal, dangerous or offensive; and I will not reveal my password or allow anyone else to use my school account.
- Specifically in relation to e-mail and internet usage, I will: clear any offensive pictures or information from my screen; and immediately quietly inform my teacher.
- I will not: reveal home addresses or phone numbers – mine or that of any other person; or use the school's ICT network (including the internet) to annoy or offend anyone else.
- I understand that if the school decides I have broken the rules for using its ICT network, appropriate action will be taken, which may include loss of access to the network (including the internet) for some time.

**I have read, understood and agree with the above mentioned.**

**Parent/Carer Agreement**

I have read and understand the Information Communication Technology Acceptable Use Policy and Agreement.

- I understand that the school provides my child with access to the school's network (including the internet) for valuable learning experiences. In regards to internet access, I understand that this will give my child access to information on computers from around the world; that the school cannot control what is on those computers; and that a small part of that information can be illegal, dangerous or offensive.
- I accept that, while teachers will always exercise their duty of care, protection against exposure to harmful information should depend finally upon responsible use by students/my child. Additionally, I will ensure that my child understands and adheres to the school's appropriate behaviour requirements and will not engage in inappropriate use of the school's ICT network.
- I believe my child understands this responsibility, and I hereby give my permission for him/her to access and use the school's ICT network (including the internet) under the school rules. I understand that students breaking these rules will be subject to appropriate action by the school. This may include loss of access and usage of the school's ICT network for some time.

**I have read, understood and agree with the above mentioned.**