Acceptable Use of the Department's Information, Communication and Technology (ICT) Facilities and Devices

Student access to the departments's ICT facilities and devices:

The Smart Classrooms strategy underpins the growth and improvement in innovative programs and resources in schools for teachers and students. Essential tools for providing these innovative educational programs are the intranet, internet, email and network services (such as printers, display units and interactive whiteboards) that are available through the department's/school's ICT network. These technologies are vital for the contemporary educational program provided in schools.

At all times students, while using these ICT facilities and devices, will be required to act in line with the requirements of the *Responsible Behaviour Plan* and any specific rules of their school.

Acceptable behaviour by a student:

It is acceptable for students to use the department's/schoool's ICT network for:

- Assigned class work and assignments set by teachers
- Developing appropriate literacy, communication and information skills
- Authoring text, artwork, audio and visual material for publication on the intranet or internet for educational purposes as supervised and approved by the school
- Conducting general research for school activities and projects
- Communicating or collaborating with other students, teachers, parents or experts in relation to school work
- Accessing online references such as dictionaries, encyclopaedias, etc
- Researching and learning through the department's eLearning environment

Unacceptable behaviour by a student:

It is unacceptable for students to:

- Use the IT resources in an unlawful manner
- Download, distribute or publish offensive messages or pictures
- Use obscene, inflammatory, racist, discriminatory or derogatory language
- Use language and/or threats of violence that may amount to bullying and/or harassment, or even stalking
- Deliberately waste printing and internet resources
- Damage computers, printers or network equipment
- Commit plagiarism or violate copyright laws
- Ignore teacher directions for the use of social media, online email and internet chat
- Send chain letters or spam email (junk mail)
- Knowlingly download viruses or any other programs capable of breaching the department's networks security
- Use in-phone cameras anywhere a normal camera would be considered inappropriate.

Authorisation and controls:

The principal reserves the right to restrict student access to the school's ICT facilities and devices if access and usage requirements are not met or are breached, however restricted access will not disrupt the provision of the student's educational program. A student with restricted school network access, for example, may be allocated a stand-alone computer to continue his/her educational program activities.

The Department of Education, Training and Employment monitors access to and usage of their ICT network, for example, email monitoring will occur to identify inappropriate use, protect system security and maintain system performance in determining compliance with state and departmental policy.

The department may conduct security audits and scans and restrict or deny access to the department's ICT network by any personal mobile device if there is any suspicion that the integrity of the network might be at risk.

Responsibilities for using the school's ICT facilities and devices:

- Students are expected to demonstrate safe, lawful and ethical behaviour when using the school's ICT network as outlined in the *Responsible Behaviour Plan*.

- Students are to be aware of occupational health and safety issues when using computers and other learning devices.

- Parents/guardians are also responsible for ensuring students understand the school's ICT access and usage requirements, including the acceptable and unacceptable behaviour requirements.

- The school will educate students regarding cyber bullying, safe internet and email practices and health and safety regarding the physical use of ICT devices. Students have a responsibility to behave in line with these safe practices.

- Use of the school's ICT network is secured with a user name and password. The password must be difficult enough so as not to be guessed by other users and is to be kept private by the student and not divulged to other individuals (e.g. a student should not share his/her username and password with fellow students).

- Students cannot use another student or staff member's username or password to access the school network, including not trespassing in another person's files, home drive, email or accessing unauthorised network drives or systems.

- Additionally, students should not divulge personal information (e.g. name, parent's name, address, phone numbers), via the internet or email, to unknown entities or for reasons other than to fulfil the educational program requirements of the school. Students need to understand that copying of software, information, graphics or other data files may violate copyright laws without warning and be subject to prosecution from agencies which enforce such copyrights.

School Network Usage User Agreement and Parent Permission Form

Student:
I understand that the school's information and communication technology (ICT) facilities and devices provide me with access to a range of essential learning tools, including access to the internet. I understand that the internet can connect me to useful information stored on computers around the world.

While I have access to the school's ICT facilities and devices:
- I will use it only for educational purposes.
- I will not undertake or look for anything that is illegal, dangerous or offensive.
- I will not reveal my password or allow anyone else to use my school account.

Specifically in relation to email and internet usage:
- Should any offensive pictures or information appear on my screen, I will close the window and immediately inform my teacher quietly, or tell my parents/guardians if I am at home.
- If I receive any inappropriate emails at school, I will tell my teacher. If I receive any at home, I will tell my parents/guardians.
- I will not reveal names, home addresses or phone numbers – mine or that of any other person.
- I will not use the school's ICT facitities and devices (including the internet) to annoy or offend anyone else.

I understand that my online behaviours are capable of impacting on the good order and management of the school whether I am using the school's ICT facilities and devices inside or outside of school hours.

I understand that if the school decides I have broken the rules for using its ICT facilities and devices, appropriate action may be taken as per the school's *Responsible Behaviour Plan,* which may include loss of access to the network (including the internet) for a period of time.

I have read and understood this procedure and the *Responsible Behaviour Plan.* I agree to abide by the above procedure.

Student's name: _____

Student's signature: _____   Date: _____

Parent or Guardian:

I understand that the school provides my child with access to the school's information and communication technology (ICT) facilities and devices (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 upon responsible use by 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 facilities and devices. Furthermore, I will advise the school if any inappropriate material is received by my child that may have come from the school or from other students.

I believe _____ (name of student) understands this responsibility and I hereby give my permission for him/her to access and use the school's ICT facilities and devices (including the internet) under the school rules. I understand where inappropriate online behaviours negatively affect the good order and management of the school, the school may commence disciplinary actions in line with this user agreement or the *Responsible Behaviour Plan.* This may include loss of access and usage of the school's ICT facilities and devices for some time.

I have read and understood this procedure and the *Responsible Behaviour Plan*. I agree to abide by the above procedure.

Parent/Guardian's name: _____

Parent/Guardian's signature: _____   Date: _____