

BYOX - Acceptable Use Policy for Computers and Internet Access



GYMPIE
State High School

Information and Communication Technologies are provided in Gympie State High School for educational, communication and research purposes. This Policy will help protect students, staff and the resources by clearly stating what is acceptable and what is not.

Information and Communication Technologies (ICTs) include the use of computers, the school network, the Internet and email, digital/video cameras, printers and scanners.

Students will not be allowed access to the school's ICT equipment until the current Acceptable Use of Computers & Internet Access Agreement Form has been read, understood and signed, then returned to the HOD of ICT.

RULES FOR RESPONSIBLE ICT USE

UNLAWFUL AND INAPPROPRIATE USE

- The use of ICT resources must at all times comply with State and Commonwealth laws. School ICT resources must not be used to download, display, print, save or transmit material that others may find offensive, for example pornographic, violent, or racist material. If you inadvertently access offensive material on a website or in an email, you should leave the site immediately (click on the Home icon) or delete the email and notify a teacher.
- Use for personal financial gain, gambling or advertising is not permitted.
- Storage of any games is not permitted.
- Storage of copyright songs or music (MP3's, WMA's, etc.) is not permitted, unless you have written consent from the original artist.
- Using the network to play games that are not related to any subject that you are currently studying is not permitted.
- Threatening messages, chain letters or anonymous e-mails and other unsolicited mail must not be sent.

COPYRIGHT AND INTELLECTUAL PROPERTY

- You must not make an unauthorised reproduction of material protected by copyright or use audio visual material without permission from the copyright owner. This includes material on the Internet, CD-ROMs, DVDs and USB drives
- If you use words, images, ideas or information from other sources in your assignments, you must cite and reference those sources.
- Computer software must be used in accordance with licence agreements.

ACCESS AND SECURITY

- Access must only be made via your authorised account and password, which must not be given to any other person.
- Do not allow another person to use your account.
- You must not attempt to gain unauthorised access to any information resources, systems or networks or interfere with another user's work. System files, system configurations, folders and other technical data must not be altered.
- You must not deliberately engage in any activity that may cause damage, physical or otherwise, to the school's ICT resources or to anyone else's computer equipment.
- Viruses are often transmitted between computers through email attachments that are opened, files downloaded from the Internet and from USB drives and external hard drives. School computers have virus protection software and disks should be scanned for viruses prior to use. You should be careful when opening email attachments from unknown sources especially those ending in .exe, or with an unusual file ending, e.g. .vbe, .vbs, .jse, .wsh.
- You must log out properly at the end of each session.

PRIVACY AND PERSONAL SAFETY

- The privacy of other users must be respected at all times.
- Use of the Internet and email carries the risk of bringing you into contact with individuals who may be unfriendly, rude or exploitative. You should not reveal personal details about yourself or others, or arrange meetings, unless a teacher has given you permission.
- Email and the Internet are not necessarily secure, and messages can be forwarded without your knowledge. For this reason you should be very careful about communicating private and confidential information via ICT resources. All email is filtered for inappropriate words when they are sent.



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MONITORING

The school may at any time exercise its right to monitor the use of the school's ICT resources to:

- ensure that the systems and networks are functioning properly
- protect against unauthorised access, and to
- ensure compliance with the ICT Acceptable Use Agreement.

MANAGEMENT OF INFRINGEMENTS & CONSEQUENCES FOR IRRESPONSIBLE ICT USE

Breaches of the conditions of this Policy may result in access restrictions from use of the ICT resources and appropriate discipline.

If you break the law, you may be liable to prosecution. The following consequences will result from breaching the schools Acceptable Use Policy for Computers and Internet access.

Level 1 – For first time and/or minor offences *eg being off task whilst using the computers – game playing*

- In-class discipline by the classroom teacher, including classroom / lunchtime detentions
- A behaviour management notification will be made to the HOD ICT / eLearning by the classroom teacher

Level 2 – For repeated (2 or more times) and/or medium level offences *eg repeated playing of games*

- In-class discipline by the classroom teacher, including classroom / lunchtime detentions
- Incident reported to the HOD ICT / eLearning by the classroom teacher
- Loss of computer and Internet access for **24 hours** with all teachers notified by HOD ICT / eLearning
- A behaviour management report made by the HOD ICT / eLearning
- Writing and signing of the schools Acceptable Use Policy (AUP) for Computers and Internet access.
- Account access will not be returned until the AUP has been written and signed

Level 3 – For ongoing (3 or more times) and/or high level offences *eg damage to school ICT equipment*

- In-class discipline by the classroom teacher, including classroom / lunchtime detentions
- Incident reported to the HOD ICT / eLearning by the classroom teacher
- Loss of computer and Internet access for **1 school week** with all teachers notified by HOD ICT / eLearning
- A behaviour management report made by the HOD ICT / eLearning
- Letter sent to parents and interview required before re-enabling computer access
- Rewriting and resigning of the schools Acceptable Use Policy (AUP) for Computers and Internet access.



ACCEPTABLE USE - Information & Communication Technologies (ICT)

| EXPECTATION | CONSEQUENCES of failing to meet expectations |
|--|--|
| <p>Students are expected to use computers and all ICT's in a responsible manner.</p> <p>Computers are provided in the school for the following uses:</p> <ul style="list-style-type: none"> ➤ class work, assignments, research ➤ email ➤ completing other school work <p>The following are UNACCEPTABLE USES of the school computers & other ICT's:</p> <ul style="list-style-type: none"> • playing games • using chat rooms • sending SPAM • accessing INAPPROPRIATE sites – obscene, pornographic, violent and other sites as determined by the Principal or Information Technology Committee • HARASSMENT– posting of offensive material, attempts to fill mail boxes, “flaming”, foul or obscene or abusive language • THEFT – eg copying other people’s work (copyright applies) • INVASION of PRIVACY – no user may have access to another person’s files or information <ul style="list-style-type: none"> - using another student’s account - allowing another student to use their account - giving your password to another student • VANDALISM – deliberate attempts to damage software, hardware or information • SLANDER & LIBEL - putting false material on net | <p>Level 1 – For first time and/or minor offences eg being off task whilst using the computers – game playing</p> <ul style="list-style-type: none"> • In-class discipline by the classroom teacher, including classroom / lunchtime detentions <p>Level 2 – For repeated (2 or more times) and/or medium level offences eg repeated playing of games</p> <ul style="list-style-type: none"> • All level 1 consequences + • Loss of computer and Internet access for 24 hours with all teachers notified by HOD ICT / eLearning • Writing and signing of the schools Acceptable Use Policy (AUP) for Computers and Internet access. • Account access will not be returned until the AUP has been written and signed <p>Level 3 – For ongoing (3 or more times) and/or high level offences eg damage to school ICT equipment</p> <ul style="list-style-type: none"> • All level 2 consequences + • Loss of computer and Internet access for 1 school week with all teachers notified by HOD ICT / eLearning • Letter sent to parents and interview required before re-enabling computer access • Rewriting and resigning of the schools Acceptable Use Policy (AUP) for Computers and Internet access. <p>If you break the law you may be liable to prosecution.</p> |
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