



# SANDGATE DISTRICT STATE HIGH SCHOOL (PARENT COPY) ACCEPTABLE USE POLICY - INFORMATION COMMUNICATION & TECHNOLOGY 2017

**(Guidelines for using Information Communication & Technology - including the Internet, Email and all computer systems and networks at Sandgate District State High School)**

The school encourages students to become familiar with the use of information technology. Using such technology brings with it certain rights and responsibilities - both ethical and legal. For the benefit of all users, students are expected to act with honesty and to respect the rights of others at all times.

## **General Responsibilities:**

- Computer rooms may only be entered if a teacher is present.
- Students must only logon to networks using their own permitted username.
- Students must not attempt to gain unauthorised access to resources or another student's account.
- Logon and MIS passwords must be kept confidential.
- Games must not be brought into computer rooms on USB drives or saved into the student's Home drive or the computer's local drives.
- Computers must be used for EDUCATIONAL PURPOSES ONLY. Students are not to play games, nor may students use any other software unless the teacher in charge has given specific permission for this.
- All equipment faults and/or damage must to be reported to the teacher in charge immediately.
- Computer systems and/or networks must not be tampered with.
- Computer equipment must not be swapped around (eg changing of keyboards, mice or other equipment from one computer to another)
- School bags are to remain outside the computer room in port racks if available.
- Air conditioner settings are not to be adjusted.
- CDs must not be brought into or taken from computer rooms without approval of teacher in charge.
- Downloading of files and/or software is not permitted without approval of the teacher in charge.
- Use of headphones to listen to music downloaded off the internet or from CD is not permitted unless teacher in charge has given permission to do so.
- It is unacceptable to produce or distribute offensive materials.
- Before printing, proofread, spell check, and print preview all documents.
- Food and/or drinks are not to be brought into computer rooms.
- At the end of each lesson: log off the network, leave chairs pushed in at desks and return books and/or equipment to their correct positions.

## **Internet Responsibilities:**

- Internet facilities are provided to the school at a cost. Download limits are in place and Internet. Once the monthly download limits are reached, the internet is automatically suspended for the remainder of the month.
- The Internet may only be used for EDUCATIONAL PURPOSES. Access will be monitored.
- Students must adhere to the laws concerning copyright and other intellectual property rights.
- Students are not permitted to retrieve, view or post any material that is sexually explicit, obscene, violent or offensive via the school's networks is prohibited. If students should accidentally come across sensitive or offensive information they must exit that screen immediately.

## **Email Responsibilities:**

- Email may only be used for EDUCATIONAL PURPOSES.
- Students are **not permitted to:**
  - send/receive/check email via the internet other than EQ's Webmail.
  - use chat lines;
  - invade the privacy of others;
  - divulge home addresses, telephone numbers, EFTPOS or credit card numbers;
  - use or send obscene language or anonymous messages via the network, internet or email;
  - seek/find any information that could harm, embarrass or offend;

## **Breach of Rights and Responsibilities:**

Adherence to the above guidelines will help ensure a positive, supportive and productive learning environment for all students.

Internet and/or email breaches will result in Internet and/or email access being disabled for a minimum of one term. Vandalism and theft will result in the user account being disabled indefinitely. Any other breaches, of this policy could result in students being excluded from using the school's computer equipment, local and wide area networks. In subjects, where computer use is a course requirement, students will have to show cause as to why they should remain in the subject.

Alastair Smith  
HOD Information Technology



ICT ACCESS AGREEMENT 2017

This agreement must be signed by students (and parent/caregiver if student is under 18) and returned to Sandgate District SHS in order for students to have their account enabled. In addition, students will need to have paid their textbook hire fees which incorporate an ICT fee. Parents/caregivers are encouraged to contact the HOD of Information Technology if they require more information about this form.

STUDENT

I have read and understand the Acceptable Use Policy for Information Communication and Technology and I agree to adhere to all of the provisions.

I understand that Sandgate DSHS makes no warranties whatsoever relating to the suitability or educational appropriateness of some of the content that exists on the Internet.

Further, I affirm that I understand that my access to school Local Area Networks and Wide Area Networks such as the Internet and Email is a revocable privilege, not a right. I will observe all rules and guidelines and will refrain from any language or behaviour that is inappropriate to the network community or the school environment.

I further understand that any violations of the Acceptable Use Policy will result in immediate suspension of my Internet & /or Email privileges, and that as a result of such violations, further disciplinary measures may be taken. I also understand that if I am enrolled in a computing subject, I may have to show cause as to why I should remain in the subject.

ALL FIELDS BELOW MUST BE COMPLETED FOR THIS FORM TO BE PROCESSED.

Form fields for Student Name (First Name, Surname), Student signature, Date of Birth, Year Level, Access, and MIS Username.

PARENT OR CAREGIVER (to be completed if student under 18 years)

I hereby give permission for my son/daughter to use the Internet and Local Area Network Computer services provided by Sandgate DSHS.

I have read and understood the Acceptable Use Policy for Information Technology and understand that he/she is required to follow the responsibilities set out in the guidelines.

I further understand that although the school's computer systems can provide students with valuable learning experiences, there is potential for my son/daughter to access information on the Internet that is inappropriate. I accept that Sandgate DSHS staff will always exercise their duty of care, but that although every reasonable effort will be made to restrict and monitor access to such information, ultimately my son/daughter is responsible for restricting himself/herself from inappropriate information.

I understand that students who break the school's Acceptable Use Policy will have their Internet privileges suspended as a result of such violations, and that further disciplinary measures may be taken.

Form fields for Parent/Caregiver's Signature, Date, and Office Use Only (MIS Username, Processed by).