CHURCHLANDS SHS ICT ACCEPTABLE USE POLICY

The school's ICT resources exist to provide access to curriculum related information. By using these resources students are agreeing to use computers, the network, the Internet and peripherals in a responsible and appropriate manner.

If you use the online services of the Department of Education YOU MUST AGREE to the following rules. Infringement will mean **cancellation of network privileges** for a period of time. Additional disciplinary action may also be taken.

- **I will ask the permission of a staff member to access ICT resources.**

- **I will follow the instructions of teachers.**

- **I will only use online services for purposes which support my learning and educational research.**

- **I will not reveal personal information,** including names, addresses, photographs, credit card details and telephone numbers of myself or others.

- **I will use online facilities (including emails) in an appropriate manner and not access, send or redistribute inappropriate materials.** Examples of inappropriate content include violent, racist, sexist, pornographic, offensive, disturbing or intimidating content. Also content that encourages dangerous or illegal activity, downloading files (games, music, programs etc), chatting with friends (backwards and forwards), sending games, or inappropriate links.

- **I will not attempt to access inappropriate material online or try to access Internet sites that have been blocked by the school or the Department of Education.**

- **If I find any information that is inappropriate or makes me feel uncomfortable, I will tell a teacher about it.**

- **I will use my device for educational activities and not leisure while at school.**

- **I will not use the Department's online services for personal gain or illegal activity, to bully, offend or intimidate others or send inappropriate materials including software that may damage computers, data or networks.**

- **Storage devices** (this also includes web based email attachments) **must be scanned for viruses.**

- **I will be courteous and use appropriate language in all Internet communications.** I will make sure that any email that I send or any work that I wish to have published is polite, carefully written and well presented.

- **I will abide by copyright law,** ensuring that I will not copy and/or distribute another's work without correctly acknowledging them. I will not use or distribute material from another source unless authorised to do so by the copyright owner.

- **I will not damage or disable the computers, computer systems or computer networks of the school, the Department of Education or any other organisation.**

- **I will not alter any file or application on the computer.** I will report any damage I notice to any ICT resources to my teacher.

- **I will use my own username to logon to the network. I will not access other people's online services accounts.** I will not give anyone my password and I will not let others use my online services account.
I understand that I am responsible for all activity in my online services account. I will tell my teacher if I think someone has interfered with or is using my online services account.

- **When I have finished using a computer I will log off. It is my responsibility to ensure my user account is secure.** I understand that the school and the Department of Education may monitor any information sent or received and can trace activity to the online services accounts of specific users. I understand that I will be held responsible for my actions while using online services and for any breaches caused by allowing any other person to use my online services account.

- **I will always abide by the students online in public Schools policy**

- **I will bring my laptop to School everyday fully charged and with up to date software**

- **I will always keep an up to date backup of my work that is saved somewhere other than my School Laptop**

- **I understand I may be held legally liable for offences committed using online services.**

- **I will not record audio/video of students or staff without their permission**

- **I will only connect officially approved devices to the school network.**

- I **have read and agree to the use of the websites and applications as stated in the [Third party websites & apps](#) list available on the school website**

Use of Student Personal Devices: Devices not purchased by the school and/or maintained by the school e.g. personal computer, smart phone, wireless devices etc are not supported by ICT staff, unless there are exceptional circumstances and approved by the appropriate Associate Principal and Learning Support Coordinator.

ICT SUPPORT To access ICT support, students may visit the ICT office from 8:00 am till 9:05 am, at recess and at lunch times.