



Dear Parents/Guardians

Re: **ICT Acceptable Use Policy**

Kilcoy State High School has a school wide computer network that supports effective student learning across the school's curriculum. This network also provides student access to the Internet and email. It is important that you and your child are familiar with the guidelines as stated in the accompanying *Information Communication Technology Acceptable Use Policy*. Education Queensland requires that all schools have an ICT Acceptable Use Policy.

In summary these refer to -

1. *Purpose of the School network and Internet access.* This gives students the benefit of coordinated networked computers and information technology facilities for educational purposes - their daily classwork as well as for research purposes. The provision of Internet access provides connections to resources world- wide, as well as facilitating local, regional and world- wide communication through email.
2. *Types of information available and intellectual ownership.* Students may access a range of appropriate information via the Internet as well as use computer software installed on the network. The use of these resources is subject to copyright law.
3. *User responsibilities.* Students are responsible for all activity carried out on their personal network account.
4. *Personal security.* Students are not to disclose personal information - their own or other people's, on the Internet.
5. *Sanctions.* Inappropriate use of the network facilities, including the Internet or *email* will incur the loss of access to these facilities.

The use of your child's account must be in support of, and consistent with, the educational objectives of the School, the School's *Behaviour Management Policy* and the *Information Communication Technology Acceptable Use Policy and Agreement*. Failure to follow these will result in the loss of privilege to use these facilities.

Although we have established Acceptable Use policies, please be aware that there may be unacceptable material or communications on the Internet that your child can access. Education Queensland provides a filtered internet feed to all schools and teachers will always exercise their duty of care, however protection against exposure to harmful information on the Internet must depend finally upon responsible use by students.

Please read and discuss the attached policy with your child. Please contact a member of the Administration should you have any concerns or wish to discuss the matter further.

Yours sincerely

Adam Colley
Principal



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 Kilcoy SHS.
- 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.

Use of Collaboration and Communication Tools

As part of their class work, students may be given access to a variety of collaboration and communication tools (such as Wikispaces, Google Classroom and The Learning Place). These are vital to expanding the students' understanding of and interaction with the real world. Use of some of these tools also present potential challenges. These tools are to be used under strict teacher instruction and specific rules and consequences may need to be put in place to guide and develop students' learning in the 21st Century.



A Word to Students on Personal Responsibility

When you are using the School 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 School network is for storage and access of School 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 will 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:
 - As reported by staff or students
 - 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.
 - 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 has 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 school 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.
- Our school is committed to promoting a safe and supportive learning environment and students involved in the posting of inappropriate material on websites may be disciplined in line with our School’s Responsible Behaviour Plan for Students.



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 the right to use communication and collaboration tools depends on my ability and efforts to use them appropriately.
- 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.

_____ (Student's name)

_____ (Student's signature) _____ (Date)

Parent or 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 _____ (name of student) 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.

_____ (Parent/Guardian's name)

_____ (Parent/Guardian's signature) _____ (Date)