

# policy **ACCEPTABLE USE** (students)

## **RATIONALE**

Guidelines and Conditions for Appropriate Use of Computer Facilities. The Sunshine Primary network is provided for staff and students to promote educational excellence by facilitating resource sharing, innovation and communication.

## **AIMS**

- All students are given full access to the network with an class account. Students also have full Internet access for the purposes of learning. Any such facilities must be regarded as privileges, which may be withdrawn for misuse of the resources.
- Computing facilities are provided primarily for the educational benefit of students and the professional development of staff. Any behaviour that interferes with these primary objectives will be considered an infringement of Acceptable Use.

## **IMPLEMENTATION**

### **GENERAL POLICIES**

- Use of computer/internet resources for educational purposes has priority over other (recreational) uses
- Appropriate language must be in all communications including email messages, chat and web pages
- No user may deliberately or carelessly waste computer resources (e.g. unnecessary printing) or disadvantage other users (e.g. by monopolising equipment, network traffic etc.).
- Consideration must be given to avoiding inconvenience to other computer users. e.g. use headphones to listen to sound or music; leave computers ready for the next user to log in; not leave programs running on computers when you leave; not leave rubbish or paper lying around computers; replace furniture to normal positions when you leave.

### **SUMMARY OF CONDITIONS**

#### **STUDENTS MUST NOT**

- Use abusive or obscene language in any communications
- Steal, or deliberately or carelessly cause damage to any equipment
- Interfere with or change any software settings or other people's files
- Attempt to get around or reduce network security
- Do anything in any other person's home directory
- Store unauthorised types of files in their own home directories
- Waste resources
- Send "spam" (bulk and/or unsolicited e-mail)
- Reveal personal information in any communications
- Deliberately enter, or remain in, web sites containing objectionable material
- Knowingly infringe copyright

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## COMPUTER HARDWARE

**Computer facilities are expensive, sensitive and must be treated carefully. Students must not:**

- Do anything likely to cause damage to any equipment, whether deliberately or carelessly
- Steal equipment
- Vandalise equipment (e.g. graffiti)
- Mark or deface any equipment
- Interfere with networking equipment such as hubs
- Eat or drink near any School owned computer resources

**Students must not, without permission:**

- Attempt to repair equipment without permission
- Unplug cables or equipment
- Move equipment to another place
- Remove any covers or panels
- Disassemble any equipment
- Disable the operation of any equipment

Students must also report other people breaking these rules.

Regardless of the real or supposed levels of understanding, students are NOT authorised to attempt the repair or adjustment of any school hardware or software. Any such attempt will be regarded as a violation of network security. Any problem with equipment or software must be referred to an authorised person.

## SOFTWARE AND OPERATING SYSTEMS

Computer operating systems and other software must be set up properly for computers to be useful.

**Students will not:**

- Change any computer settings (including screen savers, wallpapers, desktops, menus standard document settings etc) without permission
- Bring or download unauthorised programs, including games, to the school or run them on school computers. Online internet games are banned
- Delete, add or alter any configuration files
- Copy any copyrighted software to or from any computer, or duplicate such software
- Deliberately introduce any virus or program that reduces system security or effectiveness
- copies of, or modify files, other data or passwords belonging to other users

## PRINTING

Students must minimise printing at all times by print previewing, editing on screen rather than on printouts and spell-checking before printing.

Students must not load paper into printers without permission.

## INTERNET USAGE

Internet access is expensive and has been provided to assist students' education. Students must use it only with permission, and not in any unauthorised way. It is not intended for entertainment.

Because the Internet is an unsupervised environment, the school has a responsibility to ensure that, as far as possible, material obtained from the Internet is not offensive or inappropriate. To this end, filtering software has been placed on the Internet links. In the end, however, it is the responsibility of individual students to ensure their behaviour does not contravene school rules or rules imposed by parents/guardians.

The school is aware that definitions of "offensive" and "inappropriate" will vary considerably between cultures and individuals. The school is also aware that no security system is perfect and that there is always the possibility of inappropriate material, intentionally and unintentionally, being obtained and displayed.

**It is the responsibility of the school to:-**

- provide training on the use of the Internet and make that training available to everyone
- make users aware of the School Internet Access Policy
- take action to block the further display of offensive or inappropriate material that has appeared on the Internet links

**WORLD WIDE WEB**

The World Wide Web is a vast source of material of all sorts of quality and content. The school will exercise all care in protecting students from offensive material, but the final responsibility must lie with students in not actively seeking out such material.

It is conceivable that, especially for senior students, information is required for curriculum purposes that may appear to contravene the following conditions. In such cases, it is the responsibility of students and teachers to negotiate the need to access such sites.

**Students will not deliberately enter or remain in any site that has any of the following content:**

- Nudity, obscene language or sexual discussion intended to provoke a sexual response
  - Violence
  - Information on, or encouragement to commit any crime
  - Racism
  - Information on making or using weapons, boobytraps, dangerous practical jokes or "revenge" methods
  - Any other material that the student's parents or guardians have forbidden them to see
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- If students encounter any such site, they must immediately turn off the computer monitor (not the computer itself) and notify a teacher. Do not show your friends the site first.
  - The Internet must not be used for commercial purposes or for profit.
  - The Internet must not be used for illegal purposes such as spreading computer viruses or distributing/receiving software that is not in the public domain.
  - It is inappropriate to act as though you intend to break the law e.g. by attempting to guess a password or trying to gain unauthorised access to remote computers. Even if such attempts are not seriously intended to succeed, they will be considered serious offences.
  - Interactive use of the Internet should ensure that there is no possibility of the transmission of viruses or programs which are harmful to another user's data or equipment.
  - Copyright is a complex issue that is not fully resolved as far as the Internet is concerned. It is customary to acknowledge sources of any material quoted directly and it is a breach of copyright to transmit another user's document without their prior knowledge and permission. This includes the use of images and text. It is safest to assume all content on web sites is the legal property of the creator of the page unless otherwise noted by the creator.

**POSSIBLE PENALTIES**

More than one may apply for a given offence. Serious or repeated offences will result in stronger penalties.

- Ban on lunchtime computer use
- Temporary ban on using computers
- Removal of internet access privileges
- Detention
- Paying to replace damaged equipment
- Removal from classes where computer use is involved

**Acceptable Usage Policy form is on the next page.**

The following section needs to be filled in by the student and his/her parents or legal guardian before internet access is allowed.

## Acceptable Usage Policy

For the use of school learning technology resources

Before you may use computer facilities at Sunshine Primary School, you must sign this contract which binds you to the following conditions. If you break any of the conditions, appropriate penalties will be applied.

Your name: \_\_\_\_\_ Class: \_\_\_\_\_

I have read the Guidelines and Conditions for Appropriate Use of Computer Resources document and agree to obey the guidelines and conditions in it.

Signed: \_\_\_\_\_

Date: \_\_\_\_\_

### **This section must be completed by the parent or legal guardian of the student**

I, the parent or guardian of \_\_\_\_\_ have read and understand the Guidelines and Conditions for appropriate use of Computer Resources document. I agree that my child shall observe these guidelines and conditions.

If you wish to restrict information about, or pictures of your child being used on the school internet site, please contact the school in writing. The school will at all times attempt to ensure compliance with these requests, but it must be recognised that accidental inclusions may occur with large website events (such as photos of massed school activities).

In such cases, it is important that the school is immediately informed of the offending web page so changes may be made. It is also the responsibility of students to notify the webmaster/Manager of Information Systems that an unauthorised picture or name has been posted on the website.

Name of parent or legal guardian: \_\_\_\_\_

Signature of parent or legal guardian: \_\_\_\_\_

Date: \_\_\_\_\_