Acceptable Use of the ICT Network & Internet Access Policy

An essential tool for schools in the provision of innovative educational programs and resources is the use of intranet, internet, email and network services. Staff are responsible for ensuring this policy, its associated guidelines and documents are understood, adhered to and are administered within the school community. Students using school ICT facilities have a responsibility for good behaviour and adhering to the school’s network access and usage requirements. Students will also act in line with the requirements of the Code of School Behaviour and the specific rules of the school. Responsibility for conveying and ensuring students understand and follow these behaviour standards when using the school’s network facilities also rests with their parents and guardians. Schools reserve the right to restrict access to network services if access and usage requirements are not met or are breached.

1. **Purpose**

   Hervey Bay State High School (HBSHS) offers a large network of ICT devices which allows students to access a wide range of curriculum specific software, email and the Internet. With this educational opportunity, comes responsibility and to be able to access these services, all students must be familiar with the guidelines stated in the school’s Acceptable Use of the ICT Network & Internet Access Policy (AUP).

2. **Policy**

   As students enrol at HBSHS, they will be provided with a hard copy of this policy and agreement form for signing. In addition, a copy will be available on the school’s website. Signature on the agreement form by a student or user and any parent or guardian shall constitute a binding agreement to comply with its terms in consideration of an account and password being issued. The policy and agreement form will be re-distributed when major changes/updates occur.

   Accounts and passwords will only be issued to those students who have indicated their acceptance of this policy and their agreement to comply with its terms by signing an agreement form (including signature by a parent or guardian where applicable).

   Students using the HBSHS network will:
   - only access the computer system using their unique computer account assigned to them
   - not divulge their login credentials (username and/or password) to any other individual
   - be accountable for all computer system usage conducted using their unique account
   - save their files (classwork, assignments, etc) on their H drive or other appropriate network drive
   - be provided with network storage space, plus a school email account, to be used for school purposes only
   - not store executable files, music, games, large amounts of images and other similar files on the school network, unless permission is granted by the Head of Department – eLearning.

   Students and their parents should be aware:
   - ICT facilities should be utilised with good behaviour as stipulated under the school’s Responsible Behaviour Plan for Students;
   - students breaking these rules will be subject to appropriate action by the school which may include restricted network access for a period as deemed appropriate by the school;
   - access to ICT facilities provides valuable learning experiences, therefore giving the student educational benefits in line with the school’s educational program;
   - the school cannot control information accessed through the internet; and
   - information may be accessed or accidentally displayed which could be illegal, dangerous or offensive, with or without the student’s immediate knowledge; and
   - teachers will always exercise their duty of care, but protection, mitigation and discontinued access to harmful information requires responsible use by the student.
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Network use, including use of the internet, intranet and email is monitored and recorded. HBHSHS reserves the right to:

- moderate access to Internet and Intranet services, including the filtering of websites
- monitor and record all usage of its computer networks, including Internet services
- regularly filter the network for inappropriate/non-education files and if found, delete these automatically
- cull/archive student files to remove unnecessary files and/or to regain disc space
- take disciplinary action when breaches of expected behaviour occur School’s network facilities are to be used for educational purposes only, unless otherwise arranged.

3. Acceptable Use
Students will use the network / internet / intranet / email only for educational purposes related to their studies. Private usage must be arranged elsewhere or through consultation with the Head of Department – eLearning.

It is acceptable for students to use the HBHSHS ICT network for:

- assigned class work and assignments set by teachers;
- developing appropriate literacy, communication and information skills’
- authoring text, artwork, audio and visual material for publication on the intranet/internet for educational purposes as supervised and approved by the school;
- conducting general research for school activities and projects;
- communicating or collaborating with other students, teachers, parents or experts in relation to school work;
- accessing online references such as dictionaries, encyclopaedias, etc.
- researching and learning through Education Queensland’s eLearning environment.

Students must report any problems/damage/vandalism to their class teacher immediately. Students will immediately notify the Head of Department - eLearning or IT Technician if they have identified a possible security problem. They will not go looking for security problems because this may be construed as an illegal attempt to gain access.

4. Unacceptable Use
It is unacceptable for students to:

- use the ICT resources in an unlawful manner (libel, slander, vandalism, harassment, theft, etc);
- download, distribute or publish offensive messages or pictures;
- install, copy, share, or download unauthorised software/applications
- insult, harass or attach others, or use obscene or abusive language;
- deliberately waste printing and internet resources;
- tamper/damage ICT devices (computers, printers, network equipment, etc);
- commit plagiarism or violate copyright laws;
- use unsupervised internet chat;
- use online email services (eg Hotmail), send chain letters, or send spam email
- knowingly download viruses or any other programs capable of breaching Education Queensland’s network security.

Hacking or intention to breach school security, copyright breaches, pirating and loading of unauthorized discs, and other storage devices onto the school system is a breach of the Acceptable Use of the ICT Network & Internet Access Policy and will result in action being taken.

5. Usernames and Passwords

5.1 Students are only permitted to access the network / internet / intranet / email using their own individual username and password. Under no circumstances, are students permitted to share their username and password with any other student in any way. Students cannot use another student or staff member’s username or password to access the school’s network, another person’s files, home drive or e-mail.
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5.2 If a student suspects their username/password is being used by another person, it is their responsibility to inform their class teacher and arrange for their password to be changed immediately. Failure to do so will mean the student is held liable for what happens within their account.

6. Internet and E-mail Use
The use of the internet and e-mail is an expense met by the school and is for educational purposes only.

6.1 Internet / email access is only to occur with a teacher’s permission/supervision.

6.2 Student e-mail usage must be conducted through the email account provided by the school. Use of other email services such as hotmail, yahoo, etc. is not permitted.

6.3 Sites for personal use such as personal web spaces, chats/forums and other personal sites are not to be accessed at school. General web surfing needs to be done at home.

6.4 Students must be aware electronic communication is not guaranteed to be private and all email should be considered a public document. System administrators of the network have access to all mail sent and received and automatic filtering of e-mails and Internet use occurs.

6.5 Students will not reveal personal contact information about themselves or other people such as their name, parent’s name, address, phone numbers, school address, work address, etc other than to fulfil the educational program requirements of the school.

6.6 Students will not agree to meet with someone they have met online without their parent’s approval.

6.7 Filtering of websites does occur but any accidental access to inappropriate internet sites must be reported to the Head of Department – eLearning immediately.

6.8 If students receive inappropriate emails from anyone, they must report it to the Head of Department - eLearning immediately.

6.9 Students will not use any sites to denigrate the school or any members of its community at any time, including out of school hours.

Students are required to use their EQ email account for emails to their teachers or other members of staff.

7. Student Private Device Access
Students are not permitted to connect their privately owned devices (laptops, iPods, phone, etc) to any part of the school network, unless they have completed the BYOx Agreement Form (available separately).

8. USB Flash Drives / Other Storage Devices
While USBs fall under the definition of private devices, it is acceptable for students to use such devices to fulfil their educational program requirements (e.g. bring assessment items to school as opposed to emailing, etc).

8.1 Students need to understand that virus scanning occurs on all files downloaded/stored on the network, including files transferred from USB flash drives and other storage devices.

8.2 No computer disks or other storage devices are to be used on the school’s network unless they contain educational material and are being used for the purposes of class work and/or assignments.

8.3 Students and parents are to employ caution with the use of mobile devices (eg. USB Flash drives) as these devices can store significant numbers and sizes of files, some of which may be unacceptable at school (eg. games, executable files, etc.) Please note, personal files on USB flash drives may be deleted by Education Queensland’s malware protection.

9. School Monitoring
The school will monitor the access and usage of the network. For example, automatic email filtering occurs to identify inappropriate use, protect system security, maintain system performance, determine compliance with State and departmental policy and determine compliance with State and federal legislation and regulation.
The school reserves the right to restrict student access to network services if access and usage requirements are not met or breached.

10. Printing
At the beginning of each semester, each student is given $10 worth of printing balance. Students are responsible for maintaining their printing balances. If students require additional printing, they need to pay at the office and take the receipt to the Head of Department - eLearning or IT Technician who will adjust the printing balance accordingly. Students doing multiple computer subjects may discuss increasing their printing balance with the Head of Department - eLearning.

11. Copyright & Plagiarism
11.1 Students must get permission before copying files from another user. Copying files or passwords belonging to another user without their express permission may constitute plagiarism and/or theft.
11.2 Students must understand that copying of software, information, graphics or other data files may violate copyright laws without warning and be subject to prosecution from agencies to enforce such copyrights.

12. Breaches of the Policy
12.1 Alleged breaches of this policy will be investigated by the Head of Department - eLearning, IT Technician and/or other staff, including Administration.
12.2 If students are found to have breached the Acceptable Use of the ICT Network & Internet Access Policy, consequences will apply.
12.3 Breaches of the Acceptable Use of the ICT Network & Internet Access Policy may result in immediate suspension of students’ ICT privileges and may result in further actions being taken by Hervey Bay State High School, Education Queensland, State or Federal authorities.

13. Release of Liability
Hervey Bay State High School makes no warranties of any kind, whether express or implied, for the service it is providing. Hervey Bay State High School will not be responsible for any damages a user suffers as a result of their use of the HBHS network or use thereof by any other person. This includes loss of data resulting from delays, no-deliveries, mis-deliveries, service interruptions, or the Hervey Bay State High School’s negligence or by the user’s errors or omissions or by the actions of any other user of the HBHS network. Use of any information obtained via the Internet is at the user’s own risk. Hervey Bay State High School specifically denies any responsibility for the accuracy or quality of information obtained through its services. All users need to consider the source of any information they obtain and consider how valid that information may be.
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Student: ________________________________ Year Level: _______________________

I agree to comply with the conditions of the Acceptable Use of the ICT Network & Internet Access Policy [AUP] of HBSHS. I have read the Acceptable Use of the ICT Network & Internet Access Policy in full and a copy of this policy has been provided to me before signing this form.

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 ICT devices 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 unauthorised and/or illegal;
- I will not reveal my password or allow anyone else to use my school account;
- I will not connect any personally owned device to the ICT network.

Specifically in relation to e-mail and internet usage, I will:
- clear any offensive pictures or information from my screen; and immediately and quietly information my teacher.
- In the same instance 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 if the school decides I have broken the rules for using its ICT network, appropriate action will be taken. This may include an effect on my behaviour level, and loss of access to the network (including the email/internet) for some time.

______________________________ (Student’s signature) ________________ (Date)

Parent or guardian:
I understand that the school provides my child with access to the network, the Internet and email for valuable learning experiences. In regards to internet access, I understand that this will give my child access to information on ICT devices from around the world; that the school can not control what is on those ICT devices; 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 email/internet) under the school rules. I understand that students breaking these rules will be subject to appropriate action by the school.

______________________________ (Parent/Carer Signature) ________________ (Date)