# Acceptable Use of Computers & Internet Access (ICT Facilities and Devices)

*Essential tools for schools in the provision of innovative educational programs and resources is the use of intranet, internet, email and other ICT facilities and devices. These technologies are vital for the contemporary educational program provided in schools. At all times while using these ICT facilities and devices, students are required to act in line with the requirements of the Code of School Behaviour, Hervey Bay State High School's Responsible Behaviour Plan for Students, and any other specific rules of the school. Students using school ICT facilities have a responsibility for good behaviour and adhering to the school's network access and usage requirements. 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 carers. 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 and facilities 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 this document.

2. **Policy**

   As students enrol at HBSHS, they will be provided with a copy of this policy and agreement form for signing. In addition, a copy is available on the school's website. Signature on the agreement form by a student or user and any parent or carer shall constitute a binding agreement to comply with its terms in consideration of an account and password being issued. 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 carer where applicable).

   In addition, parents/carers and students should:
   - understand the responsibility and behaviour requirements (as outlined by the school) that come with accessing the department's ICT network facilities
   - ensure they have the skills to report and discontinue access to harmful information if presented via the internet or email
   - be aware that:
     o access to ICT facilities and devices provides valuable learning experiences for students and supports the school's teaching and learning programs
     o ICT facilities and devices should be used appropriately as outlined in the Code of School Behaviour and the school's Responsible Behaviour Plan for Students
     o students who use personal and/or school-owned ICT devices or facilities in a manner that is not appropriate may be subject to disciplinary action by the school, which could include restricting network access
     o despite internal departmental controls to manage content on the internet, illegal, dangerous or offensive information may be accessed or accidentally displayed
     o teachers will always exercise their duty of care, but avoiding or reducing access to harmful information also requires responsible use by the student.

   Hervey Bay State High School reserves the right to restrict student access to the school's ICT facilities and devices if access and usage requirements are not met or are breached. However restricted access will not disrupt the provision of the student's educational program.

   Students using the HBSHS network will:
   - only access the ICT network 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
   - 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 – Teaching & Innovation.
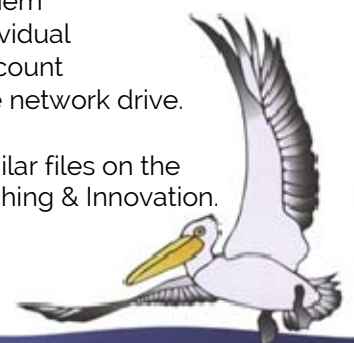
3. **Responsibilities for using the school's ICT facilities and devices**
- Students are expected to demonstrate safe, lawful and ethical behaviour when using the school's ICT network as outlined in the [Responsible Behaviour Plan for Students](#).
- Students are to be aware of occupational health and safety issues when using computers and other learning devices.
- Parents/carers are also responsible for ensuring students understand the school's ICT access and usage requirements, including the acceptable and unacceptable behaviour requirements.
- Parents/carers are responsible for appropriate internet use by students outside the school environment when using a personal device (BYOx).
- The school will educate students regarding cyber bullying, safe internet and email practices, and health and safety regarding the physical use of ICT devices. Students have a responsibility to behave in line with these safe practices.
- Use of the school's ICT network is secured with a user name and password. The password must be difficult enough so as not to be guessed by other users and is to be kept private by the student and not divulged to other individuals (e.g. a student should not share their username and password with fellow students).
- Students cannot use another student or staff member's username or password to access the school network, including not trespassing in another person's files, home drive, email or accessing unauthorised network drives or systems.
- Additionally, students should not divulge personal information (e.g. name, parent's name, address, phone numbers), via the internet or email, to unknown entities or for reasons other than to fulfil the educational program requirements of the school.
- Students need to 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.

4. **Responsibilities for using a personal mobile device (BYOx)**
- Prior to any personal device being used, approval must be sought from the school to ensure it reflects the department's security requirements and abides by the BYOx Student Charter.
- Students are responsible for the security, integrity, insurance and maintenance of their personal devices and their network accounts.
- All files are to be scanned using appropriate virus software before being downloaded to the department's ICT network.
- Follow any advice provided on best security requirements e.g. password protection.
- Students and parents are to employ caution with the use of BYOx devices particularly as these devices can store significant numbers of files some of which may be unacceptable at school e.g. games and 'exe' files. An 'exe' file ends with the extension '.exe' otherwise known as an *executable* file. When they are selected they can install programs which may start unwanted processes.
- Any inappropriate material or unlicensed software must be removed from BYOx devices before bringing the devices to school and such material is not to be shared with other students.
- Unacceptable use will lead to the personal device being confiscated by school employees, with its collection/return to occur at the end of the school day where the device is not required for further investigation.

5. **Acceptable Use**
Hervey Bay State High School's ICT facilities and devices are to be used for educational purposes only, unless otherwise arranged.

It is acceptable for students while at school to use personal and/or school-owned ICT facilities and devices 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 or internet for educational purposes as supervised and approved by the school
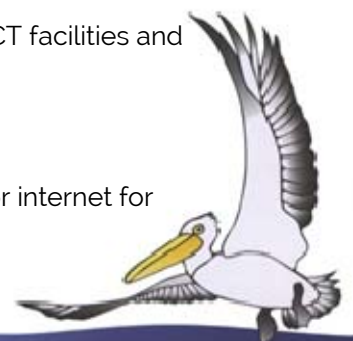
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- conducting general research for school activities and projects
- communicating or collaborating with other students, teachers, parents or experts in relation to school work
- accessing online references such as dictionaries, encyclopaedias, etc.
- researching and learning through the department's eLearning environment (ie. The Learning Place, BlackBoard)
- be courteous, considerate and respectful of others
- switch off and place out of sight the BYOx (or school owned) device during classes, where these devices are not being used in a teacher directed activity to enhance learning
- seek teacher's approval where they wish to use a device under special circumstances.

Students must report any problems/damage/vandalism to their class teacher immediately. Students will immediately notify the Head of Department – Teaching & Innovation 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.

## 6. Unacceptable Use

It is unacceptable for students while at school to:

- use the ICT facilities and devices (including BYOx devices) in an unlawful manner
- download, distribute or publish offensive messages or pictures
- install, copy, share, or download unauthorised software/applications
- use of obscene, inflammatory, racist, discriminatory or derogatory language
- use language and/or threats of violence that may amount to bullying and/or harassment, or even stalking (including cyberbullying)
- insult, harass or attack others or use obscene or abusive language
- deliberately waste printing and internet resources
- damage computers, printers or network equipment
- commit plagiarism or violate copyright laws
- ignore teacher directions for the use of social media, online email and internet chat
- send chain letters or spam email (junk mail)
- knowingly download viruses or any other programs capable of breaching the department's network security
- use in-device cameras anywhere a normal camera would be considered inappropriate
- invade someone's privacy by filming/recording personal conversations or daily activities and/or the further distribution (e.g. forwarding, texting, uploading, Bluetooth use etc.) of such material
- use a personal device (including those with Bluetooth functionality) to cheat during exams or assessments
- take into or use personal devices at exams or during class assessment unless expressly permitted by the school Administration

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 this policy and will result in action being taken.

Hervey Bay State High School reserves the right to restrict student access to network services if access and usage requirements are not met or breached.

## 7. Usernames and Passwords

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.

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.

8. **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.

   - Internet / email access is only to occur with a teacher's permission/supervision.
   - Student e-mail usage must be conducted through the email account provided by the school.  Use of other email services is not permitted.
   - 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.
   - 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.
   - 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.
   - Students will not agree to meet with someone they have met online without their parent's approval.
   - Filtering of websites does occur but any accidental access to inappropriate internet sites must be reported to the Head of Department – Teaching & Innovation immediately.
   - If students receive inappropriate emails from anyone, they must report it to their case manager.
   - 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.

9. **Student Private Device Access**
   Students are not permitted to connect their privately owned to any part of the school network, <u>unless</u> they have completed the BYOx Agreement Form (available separately) and have a compatible personal device.

10. **Portable Storage Devices**
    - It is acceptable for students to use portable storage devices (such as USB flash drives) to fulfil their educational program requirements (e.g. bring assessment items to school as opposed to emailing, etc).
    - 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.
    - 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.
    - Students and parents are to employ caution with the use of portable storage devices 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.

11. **School Monitoring**
    The Department of Education and Training (DET) and Hervey Bay State High School monitors and reports on intranet, internet and network usage and inspects email messages sent or received by anyone using the department's ICT facilities and devices to:
    - identify inappropriate use
    - protect system security
    - maintain system performance
    - protect the rights and property of the department
    - determine compliance with state and departmental policy.

    Monitoring and investigations include but are not limited to:
    - accessing and examining specific types of messages, such as large messages or those containing documents, executables, audio visual files and/or compressed zip files
    - accessing and examining messages in specific circumstances, such as at peak periods, where an individual's message volume is high, or on a random sampling basis

- accessing and examining records for the purpose of complying with investigation requests
- introducing and using content security software to protect users and the department's ICT network, systems and services from infectious or malicious content, offensive or libellous material and breaches of confidentiality
- conducting security audits and scans (whether manual or automated) of any personal ICT mobile devices that connect to the departmental network where that device is used on departmental premises and/or is connected to the department's ICT network and a security breach has been detected or the device is suspected to have compromised the integrity of the network.

Hervey Bay State High School 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

## 12. 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 – Teaching & Innovation 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 - Teaching & Innovation.

## 13. Copyright & Plagiarism
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.  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.

## 14. Breaches of the Policy
Alleged breaches of this policy will be investigated by case managers, the Head of Department - Teaching & Innovation, IT Technician and/or Administration.  If students are found to have breached this policy, consequences will apply.  Breaches of this policy result in immediate suspension of students' ICT privileges and may result in further actions being taken by Hervey Bay State High School, the Department of Education and Training, State or Federal authorities.

## 15. Release of Liability
Hervey Bay State High School makes no warranties of any kind, whether express or implied, for the service it provides.  Hervey Bay State High School will not be responsible for any damages a user suffers as a result of their use of the HBSHS 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 HBSHS 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.

# Acceptable Use of Computers & Internet Access
# (ICT Facilities and Devices)

Student: _____     Year Level: _____

## Student:

- I understand that the school's information and communication technology (ICT) facilities and devices provide me with access to a range of essential learning tools, including access to the internet. I understand that the internet can connect me to useful information stored on computers around the world.
- While I have access to the school's ICT facilities and devices: I will use it only 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 internet usage, should any offensive pictures or information appear on my screen I will close the window and immediately inform my teacher quietly, or tell my parents/carers if I am at home.
- If I receive any inappropriate emails at school I will tell my teacher. If I receive any at home I will tell my parents/carers.
- When using email or the internet I will not:
    - reveal names, home addresses or phone numbers – mine or that of any other person
    - use the school's ICT facilities and devices (including the internet) to annoy or offend anyone else.
- I will not use any sites to denigrate the school or any members of its community at any time, including out of school hours.
- I understand that my online behaviours are capable of impacting on the good order and management of the school whether I am using the school's ICT facilities and devices inside or outside of school hours.
- I understand that if the school decides I have broken the rules for using its ICT facilities and devices, appropriate action may be taken. This may include an effect on my behaviour level, and loss of access to the network (including email/internet) for a period of time.
- I have read and understood this procedure/policy/statement/guideline and the *Code of School Behaviour*.
- I agree to abide by the above rules / the procedure/policy/statement/guideline.

Student's Name: _____

Student's Signature: _____     Date: _____ / / _____

## Parent/Carer:

- I understand that the school provides my child with access to the school's information and communication technology (ICT) facilities and devices (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 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 facilities and devices. Furthermore I will advise the school if any inappropriate material is received by my student/child that may have come from the school or from other students.
- I understand that the school does not accept liability for any loss or damage suffered to personal devices as a result of using the department's facilities and devices. Further, no liability will be accepted by the school in the event of loss, theft or damage to any device unless it can be established that the loss, theft or damage resulted from the school's/department's negligence.
- 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 facilities and devices (including the internet) under the school rules. I understand where inappropriate online behaviours negatively affect the good order and management of the school, the school may commence disciplinary actions in line with this user agreement or the *Behaviour Management Policy*. This may include loss of access and usage of the school's ICT facilities and devices for some time.
- I have read and understood this procedure/policy/statement/guideline and the *Code of School Behaviour*.
- I agree to abide by the above rules / the procedure/policy/statement/guideline.

Parent/Carer's Name: _____

Parent/Carer's Signature: _____     Date: _____ / / _____