

Acceptable Use Policy for Users of Information & Communication Technology

Pine Rivers State High School (PRSHS) provides computer resources including access to Local Area Networks (LAN) and Internet resources only to support its primary objective which is to enhance teaching and learning in a supportive school environment. The use of such facilities is subject to the following provisions:

A Respect other's rights to freedom from harassment and intimidation

- 1 Abusive, threatening, or clearly unwarranted behaviour are offensive and will not be tolerated.
- 2 Allow others to work uninterrupted.
- 3 Clearly and correctly identify yourself in all communications using Information Technology.

B Use on-line resources for purposes that are legal and generally acceptable for public school education

- 1 Advertising, selling, or purchasing any illegal items using Information Technology is strictly prohibited
- 2 Soliciting, responding to or discussing any illegal actions with Information Technology is strictly prohibited.
- 3 Creating/sending/accessing inappropriate/offensive files /emails/websites is strictly prohibited.
- 4 Retrieval, viewing or sharing of any sexually or violently explicit, offensive or obscene material via any means is strictly prohibited.
- 5 Understand that local systems administrators and staff at your outside service provider can find out what information you have accessed from the Internet and sent/received via email.
- 6 Subscribe only to authorised and approved discussion lists, chat or news groups.
- 7 Use only email facilities provided by PRSHS and not personal web based email.
- 8 Do not download and/or install files (programs, audio/video files, plug ins or other software) without direct authorisation.

C Respect and adhere to the laws concerning copyright and other intellectual property rights

- 1 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.
- 2 Understand 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.

D Follow security restrictions for all systems and information

- 1 Always keep your passwords secret. It is a good idea to change your password frequently.
- 2 Understand that if you share your password and someone else uses your account, even without your permission, you will be held responsible for their actions.

- 3 Respect all security provisions on the system
- 4 Reasonably protect computers and software from viruses, both on disk and through the internet.

E Use and share computer resources courteously and efficiently

- 1 Understand and accept that there are restrictions on computing resources including storage space, printing and internet access as per the Resource Hire Scheme.
- 2 Use the computer facilities in such a way that you do not disrupt the use of the facilities for other users, for example, annoying other users with electronic messages, tampering with either hardware or software settings.
- 3 Use computer facilities without purposefully damaging, altering or disabling them and report any problems/damage to your teacher or Head of Department (Learning Technology).

F Respect the privacy and integrity of electronic documents

- 1 Do not reveal home telephone numbers or addresses through on-line communication or send anonymous or falsely addressed email.
- 2 Understand that electronic communication is not guaranteed to be private. All email should be considered a public document. System Administrators do have access to all mail sent and received. Messages relating to or in support of inappropriate activities may be reported to the authorities.
- 3 Understand that network managers may need to view, delete or recover the contents of files and directories to diagnose or correct problems, or investigate breaches of this policy. Your class teachers also have access to read files created by you.

Pine Rivers SHS reserves the right to monitor any and/or all use of school computer resources, including use of school provided email from outside of school.

The concept that files residing on a system is the property of the organisation that owns the system has been supported in recent legal cases. All electronic files are therefore presumed to be the property of Pine Rivers SHS and email users should presume they will be held accountable for every message issued from their accounts.

Pine Rivers SHS provides all students with a limited capacity of internet access and printing as part of the Resource Hire Scheme. Students are responsible for the cost of these facilities above what is provided.

Violations of this Acceptable Use Policy may result in immediate suspension of your ICT privileges and may result in further disciplinary actions being taken by Pine Rivers State High School, Education Queensland, State or Federal authorities. These actions may result in enrolment changes out of computer based classes. Any questions or allegations about this Acceptable Use Policy should be brought to the attention of the Head of Department (Learning Technology).

Agreement to the Acceptable Use Policy for Users of Information & Communication Technology - 2006

The Acceptable Use Policy is printed on the other side of this document. Alternatively it can be viewed at the school in paper format, on the school's intranet or on the internet at www.pineriversshs.eq.edu.au. The Acceptable Use Policy relates to what constitutes appropriate use of both the internet and the schools' computer facilities. Before agreeing to the Acceptable Use Policy, read and understand the benefits and risks associated with on-line access.

Benefits of on-line access include

- Access to up to date and relevant information on a wide variety of topics
- The ability to communicate with peers and experts both domestically and internationally
- Teachers and students can use the Internet collaborative learning projects to provide an audience for creative work and as a platform for learning information access skills

Risks of on-line access include

- Unlike a good encyclopaedia, the information on the Internet is not well selected, nor well organised. The information may sometimes be illegal, dangerous or offensive materials. Issues of sexual harassment and copyright can arise from the use of material available on the Internet without appropriate warnings.
- Wasting time with fruitless searches.
- Privacy is not assured, email can be intercepted and read by complete strangers. Other users of your computer, your local system administrator and staff at our outside service provider can all find out what information you have accessed from the World Wide Web.
- Delivery of email cannot be guaranteed, a proportion is delayed, misdelivered or destroyed.
- A strong potential for viruses to be received exists.

Strategies to deal with these risks include:

- Up to date virus protection software installed on machines
- Internet filters provided by Education Queensland to restrict access to illegal, dangerous or offensive materials
- Unique usernames and passwords given to prevent students from logging on as someone else
- Education of students to understand what constitutes illegal, dangerous or offensive materials and what they should do when they appear on screen

Student

Student Name

I understand that my access to the school Local Area Networks and the Internet is a revocable privilege, not a right.

I have read and understand both the benefits and risks, as well as the Acceptable Use Policy and agree to adhere to all of the provisions. I further understand that any violations of this contract may result in the immediate suspension of my electronic communication privileges and/or Local Area Network access during ALL CLASSES and OUT OF CLASS ACCESS TIMES, and that as a result of such violations, subject changes out of computer based classes and further disciplinary measures may be taken. I understand that this contract remains in force for the period of my enrolment.

Signature of Student

Date

School ID Number

If you are a newly enrolled/enrolling student please indicate your date of birth

Prep Class

____/____/____
Day Month Year

Parent/Guardian

I am the parent/guardian of the above named student and understand that the benefits and risks of on-line access.

I also understand that it gives access to information on computers around the world; that the school cannot control what is on those computers; and that a very 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.

I am satisfied that my son/daughter understands this responsibility, and I hereby give my permission for him/her to use both the Internet & computer facilities in accordance with the Acceptable Use Policy. I understand that students breaking these rules will be subject to appropriate consequences, according to school policies and possibly state and federal laws. I understand that this contract remains in force for the period of enrolment.

Signature of Parent/Guardian

Date

OFFICE USE

Please enter this students' EQ ID Number below:
