Warracknabeal Secondary College
ICT Acceptable Use Policy & Procedures

Rationale:
The Warracknabeal Secondary College network is provided for all staff and students to promote educational excellence by facilitating resource sharing, innovation and communication. All students are given full access to the network with an individual account. Students will also have college administered email. Any such facilities must be regarded as privileges that may be withdrawn for misuse of the resources.

Aims:
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:

1. General Policies
   - Use of devices/internet resources has priority over other (recreational) uses.
   - Appropriate language must be used in all communications including email messages, chat and web pages.
   - No user may deliberately or carelessly waste computer resources (eg. unnecessary printing) or disadvantage other users (eg monopolising equipment, network traffic etc.)
   - Consideration must be given to avoiding inconvenience to other students e.g. headphones must be used when listening to sound.

2. Device Hardware
   Electronic devices are expensive, sensitive and must be treated carefully. There are a limited number of college owned devices available for short term loan (ie while your own device is being repaired)
   - Students must not:
     - Do anything likely to cause damage to any equipment whether deliberately or carelessly.
     - Steal equipment
     - Vandalise equipment
     - Interfere with networking equipment such as hubs
     - Attempt to repair equipment
     - Remove any covers or panels
     - Disassemble equipment
     - Disable the operation of any equipment. This includes deliberately disabling another person’s device.
   Students must also report other people for breaking these rules.

3. Software and operating systems
   Computer software and operating systems must be set up properly for devices to be useful. Students using borrowed equipment will not:
   - Change settings (including screen savers, wallpapers, desktops, menus, standard document settings etc.
   - Bring or download programs, including games to the college or run them on college devices.
• 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.

4. Networks
Network accounts are to be used only by the authorised owner of the account. Students are responsible for the security of their login and password.

Students must not:
• Attempt to log into the network with any user name or password that is not their own, or change other people’s password.
• Reveal their password to anyone except the network administrator or classroom teacher if necessary. Students are responsible for everything done using their accounts.
• Use or possess any program designed to reduce network security.
• Attempt to alter any person’s access rights.
• Intentionally seek information on, obtain copies of, or modify files, other data or passwords belonging to other users.

5. 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. Paper that is pre-used, torn, creased, damp, irregularly shaped or sized, or unsuitable for laser printers should not be used in laser printers.

6. 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.

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 inappropriate or offensive. 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 college rules or rules imposed by parents/guardians.

The school is aware the 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 or unintentionally, being obtained or 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.

7. Email
Email is a valuable tool for personal and official communication both within the college network and on the internet. Students and staff are encouraged to use it and take advantage of its special features. As with all privileges its use involves responsibilities.
The following accepted practices should be followed within all communications:

- Use appropriate language and be polite in your messages. Do not be insulting, abusive, swear or use vulgarities.
- Never write hate mail, chain letters, harassment, discriminatory remarks and other antisocial behaviours. Therefore no messages should contain obscene comments, threats, sexually explicit material or expressions of bigotry or hate.
- Do not reveal your personal address or the phone numbers of students or colleagues.
- Note that email is not guaranteed to be private. System administrators do have access to all files including mail. Messages relating to illegal activities may be reported to the authorities.

**Students will not:**

- Send offensive mail
- Send unsolicited mail to multiple recipients (Spam)
- Send very large attachments
- Use email for any illegal, immoral or unethical purpose
- Attempt to disguise their identity or the true origin of their mail.
- Forge header messages or attempt to use any mail server for deceptive purposes.
- Use any mail program designed to send anonymous mail.

**8. World Wide Web**

The World Wide Web is a vast source of material of all sorts of quality and content. The college 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, booby-traps, dangerous practical jokes or ‘revenge’ methods
- Any other material that the student’s parents or guardians have forbidden them to see.

If students encounter any such site, they must immediately minimise the page window and notify a teacher. They must not show anyone else.

- The internet must not be used for commercial purposes or 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 if you were about 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.
9. College Web site and Facebook page
Material placed on these sites must:
- Be checked for appropriateness and (as far as possible) accuracy
- Not violate copyright
- Have the written permission of a parent/guardian (if the parent/guardian has requested such a veto)
- Not contain the home address or home phone number of an individual
- Not contain the email address or web address of a student unless specifically required and requested.
Links to sites beyond the school site must be checked for appropriate content. It must be recognised that
the content of external sites may change after links have been made, and the college cannot be held
responsible for the content of linked sites, but the college must exercise all due care to ensure no
objectional material is directly accessible via links on our sites.

10. Possible Penalties
More than one may apply for a given offence. Serious or repeated offences will result in stronger
penalties.
- Temporary ban on use of devices
- Removal of email privileges
- Removal of internet access privileges
- Detention
- Removal of device during class
- Paying to replace damaged equipment
- Suspension
- Criminal charges may be laid with the police

11. Summary of conditions
Students must not:
- Use abusive or obscene language in any communication
- Steal, or deliberately or carelessly cause damage to any equipment
- Interfere with, or change software settings
- Attempt to get around or reduce network security
- Waste resources
- Send “spam” (bulk and unsolicited email)
- Reveal personal information in any communications
- Deliberately enter, or remain in, web sites containing objectional material
- Knowingly infringe copyright.

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

Evaluation: This policy will be reviewed as part of the school's three-year review cycle.

<table>
<thead>
<tr>
<th>Ratified by School Council</th>
<th>Date:</th>
<th>16/5/16</th>
</tr>
</thead>
<tbody>
<tr>
<td>Signed:</td>
<td>Principal:</td>
<td></td>
</tr>
<tr>
<td>School Council President:</td>
<td></td>
<td>Kylie Zanker</td>
</tr>
</tbody>
</table>
Acceptable Usage Policy

For the use of college learning technology resources

Before you may use computer facilities at Warracknabeal Secondary College, you must sign this contract that binds you to the following conditions. If you break any of the conditions, appropriate penalties will be applied.

Your name: ________________________________________________________________

Form: __________________________

Network Login Name: _______________________________________________________

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/guardian of ______________________________________________________ have read and understand the Guidelines and Conditions for Appropriate 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 college internet site or Facebook page, please contact the college in writing. The college 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 college is immediately informed of the offending insertion so that changes can be made. It is also the responsibility of students to notify the IT Manager 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: __________________________________________________________________