



## Information and Communication Technology (ICT) Use and Agreement Policy

Chinchilla State High School has a school-wide computer network that supports effective student learning across the school curriculum. The network also provides student access to the internet and email. The use of ICT devices and systems has been designed to help students keep up with the demands of the 21st century. Helping students become responsible digital citizens will enhance not only what we do in the classroom, but also give students skills and experiences that will prepare them for their future studies and career.

The Queensland Department of Education, Training and Employment deem the following to be responsible use and behaviour by a student:

- 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;
- 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 e-learning environment.

The Queensland Department of Education, Training and Employment deem the following to be irresponsible use and behaviour by a student:

- using the IT resources in an unlawful manner
- downloading, distributing or publishing offensive messages or pictures; Insulting, harassing or attacking others or using obscene or abusive language; deliberately wasting printing and Internet resources;
- damaging any electronic devices, printers or the network equipment;
- committing plagiarism or violating copyright laws
- using unsupervised internet chat
- sending chain letters or spam e-mail (junk mail)
- accessing 3G/4G networks during lesson time
- knowingly downloading viruses or any other programs capable of breaching the Department's network security

It is important that you and your child are familiar with the guidelines as stated in the accompanying *Information Communication Technology Acceptable Use Policy*. Education Queensland requires that all schools have an ICT Acceptable Use Policy.

In summary, these policies refer to:

1. *Purpose of the School network and Internet access.* This gives students the benefit of coordinated networked computers and information technology facilities for educational purposes - their daily classwork as well as for research purposes. The provision of Internet access provides connections to resources world wide, as well as facilitating local, regional and worldwide communication through email.
2. *Types of information available and intellectual ownership.* Students may access a range of appropriate information via the Internet as well as use computer software installed on the network. The use of these resources is subject to copyright law.
3. *User responsibilities.* Students are responsible for all activity carried out on their personal network account. Students are also responsible for the care of the school owned ICT Devices eg. Laptops.
4. *Personal security.* Students are not to disclose personal information - their own or other peoples, on the Internet.
5. *Sanctions.* Inappropriate use of the network facilities, including the Internet or *email* will incur the loss of access to these facilities.

The use of your child's account must be in support of, and consistent with, the educational objectives of the School, the School's *Behaviour Management Policy* and the *Information Communication Technology Acceptable Use Policy and Agreement*. Failure to follow these will result in the loss of privilege to use these facilities.

In the event of damage deliberately being caused to a school ICT device by a student, the costs associated with the repairs will be the responsibility of the parent.

Although we have established acceptable use policies, please be aware that there may be unacceptable material or communications on the Internet that your child can access. Education Queensland provides a filtered internet feed to all schools and teachers will always exercise their duty of care, however, protection against exposure to harmful information on the Internet must rest finally with responsible use by students.

**Please read and discuss the attached policy with your child. Complete and return the signed *Agreement* to the Administration Office.**

Please contact a member of the Administration Team should you have any concerns or wish to discuss the matter further.

## Chinchilla State High School ICT Acceptable Use Policy

### **1. This policy sets out guidelines for the acceptable use of:**

- the School's computer network facilities.;
  - installed computer software;
  - the Internet;
  - electronic mail;
- which are provided to students for educational purposes only.

### **2. Acceptable use issues may be broadly categorised as personal conduct relating to:**

- System security.
- Legal requirements.
- Ethical use of Education Queensland's computer network facilities at Chinchilla State High School.
- Standards of interpersonal communication.

### **3. Benefits to students - Students will have access to:**

- A variety of equipment, software and services to support effective learning.
- Information sources for research via network facilities and the Internet.
- Network facilities before school and during lunch breaks.

### **4. Procedures for use - Students are expected to:**

- Operate all equipment with care.
- Follow written and oral instructions for room and equipment use.
- Consult a teacher where necessary.
- Ensure personal security of their user account by correctly logging on and off.

# Responsibilities of Students

**Students are responsible for all activity carried out on their personal network account.**

## General Network Responsibilities

**Students will NOT:**

- Share their password with anyone else.
- Use another student's network account.
- Allow another student to use their account.
- Attempt to change the network in any way.
- Install / use any software other than that provided by the school.
- Attempt to bypass security.
- Store inappropriate material in their network account (eg non-program related files, .exe files, personal files, video files, and games).

## Internet and Email Acceptable Use Responsibilities

Students will use the Internet in a responsible manner for educational purposes - for their classwork and assignment research. Internet use is a privilege, and students must, at all times, exercise careful judgement over all material that they access and communications that they make.

**The Chinchilla State High School network is for storage and access of Chinchilla State High School course related materials only.**

**You MUST NOT:**

- Violate copyright laws by using material from Internet sites without permission of the copyright owner, copying of software, information, graphics or other data files.
- Plagiarise works that you find on the Internet. Plagiarism is taking the ideas or writings of others and presenting them as if they were yours.
- View, send, store or display indecent and/or offensive messages or pictures.
- Use profane, abusive, impolite or sexually explicit language to communicate.
- Knowingly access materials which are not in line with the rules of school behaviour. A good rule to follow is to never view, send, or access materials which you would not want your teachers, parents or colleagues to see. Should you encounter such material by accident, you should report it to your teacher immediately.
- Share your password with another person under any circumstance or logon for another person whose privileges have been withdrawn.
- Waste limited resources such as disk space or printing capacity. Large files are not to be downloaded unless permission has been obtained from a supervising teacher. Users are expected to remain within allocated disk space and delete material which takes up excessive storage space.
- Trespass in another's folders, work or files. Respect their privacy. Network storage areas may be treated like school lockers. The Information Technology Coordinator may review communications to maintain system integrity and will ensure that students are using the system responsibly.
- Email, or place on the Web, personal contact information about yourself or other people. Personal contact information includes your home address and telephone number.
- NEVER agree to meet with someone you have met online unless you have your parent's approval.

Possible Network misuse will be detected in a number of ways:

- As reported by staff or students
- As notified by Education Queensland Officers (Note: Education Queensland reserves the right to monitor and audit any or all intranet, Internet or e-mail activity undertaken by EQ officers using departmental resources.
- As discovered by the Information Technology Coordinator through for example, inspection of Network security logs and Internet proxy logs, scans of student file storage areas, and automatic notifications of inappropriate email use.

## **Inappropriate content on social networking sites**

Social networking sites such as Facebook, Twitter and Instagram have changed the way young people communicate. While these sites are an effective way to keep in touch, it is important for young people to be cyber smart and think before posting material online.

- All web users have a responsibility to be mindful when publishing content online to ensure it does not breach social, religious, cultural or copyright standards.
- The sending of text messages or posting of statements to websites that contain obscene language and/or threats of violence may amount to bullying and/or harassment, and will be subject to disciplinary action and potentially police investigation.
- If Chinchilla State High School becomes aware of inappropriate content involving our staff, students or school, or that school images, banners, logos or our school crest have been used without permission, we will take reasonable steps to ensure the content is removed.
- Chinchilla State High School is committed to promoting a safe and supportive learning environment and students involved in the posting of inappropriate material on websites may be disciplined in line with our School's Responsible Behaviour Plan for Students.

## **Consequences of Misuse or Breach of ICT Acceptable Use Policy**

The School Behaviour Management Policy provides a framework for students to understand and manage their personal behaviours by outlining consequences for appropriate and inappropriate behaviour and participation in school activities.

Students choosing to not comply with the expectations outlined in this policy will be managed in accordance with the Student Referral Pathway and the consequences as listed below:-

### **Minor Offence**

- Teacher contacts parent/s to advise of breach.
- Teacher reviews ICT Responsible Use policy with student.
- Deputy Principal determines consequences of breach and informs student/parent/staff.
- Offence noted on student's One School record.

### **Major Offence**

- Year Co-ordinator/Head of Department contacts parent/s to advise of breach.
- Deputy Principal conducts interview with parents/student - review and re-sign ICT Responsible Use policy.
- Deputy Principal determines consequences of breach and informs student/parent/staff.
- Offence noted on student's One School record.

### **Serious Offence**

- Deputy Principal contacts parent/s to advise of breach.
- Deputy Principal conducts interview with parents/student – Student breach to be managed as per the Student Behaviour Referral Pathway.
- Deputy Principal determines consequences of breach and informs student/parent/staff.
- Offence noted on student's One School record.

Students who persistently breach the ICT Acceptable Use Policy will be referred to a Deputy Principal/Principal for interview and management of the breach.

# Information and Communication Technology Acceptable Use Agreement

## Student Agreement

- 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/guardians 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/guardians.
- 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 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 as per the school's *Behaviour Management Policy*, which may include loss of access to the network (including the 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 full name)

\_\_\_\_\_ (Student's signature) \_\_\_\_\_ (Date)

# Information and Communication Technology Acceptable Use Agreement

## Parent or Carer Agreement

I have read and understand the *Information Communication Technology Acceptable Use Policy and Agreement*.

- 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 is not responsible for safeguarding information stored by my child on a departmentally-owned student computer or mobile device.
- I understand that the school may remotely access the departmentally-owned student computer or mobile device for management purposes.
- I understand that the school does not accept liability for any loss or damage suffered to personal mobile 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/Guardian's name)

\_\_\_\_\_ (Parent/Guardian's signature) \_\_\_\_\_ (Date)