



Wongan Hills District High School

INTERNET AND COMPUTER USE POLICY

Revised: August 2018

Computer Use Guidelines

All students must conduct themselves appropriately at all times while using computer facilities.

All students must adhere to the following:

- CD ROMS etc are not to be used without the explicit permission of your teacher
- The Internet is not to be used without the explicit permission of your teacher.
- No student printing will be allowed direct from the internet unless directed by a teacher.
- SIDE students should use the Internet and their Email in a responsible manner, adhering to the Internet guidelines in the Internet and Computer Agreement
- There is to be no downloading of files of any type from the internet other than work files that your teacher directs you to save. If it is necessary that you download something, please seek the teachers' permission before doing so.
- You may only use software/applications that your teacher has specifically authorised you to use.
- No food, drink or bags in the computer rooms.
- Treat all computer equipment with care and respect.
- Report any faults and damage immediately to your teacher at the start of the lesson.
- Apply appropriate health and safety practices at all times.

PLEASE NOTE

Students must keep their **passwords** secret and not allow any other person to access their account. If they suspect someone has access to it, they should report promptly to the Deputy Principal or Computer Coordinator to cancel it and have a new one issued.

All students are responsible for material which appears on their computer files.

The school cannot guarantee the security of assignment work located on the school server. Students are advised to back all work up to their USB thumb drive (flash memory). A software or power problem could mean that students may lose material.

Internet Use Guidelines

Access to the internet is provided for the purposes of educational research and learning. The purpose of this policy is to provide rules for appropriate use of the internet. The Internet Policy at Wongan Hills District High School (WHDHS) provides the mechanism for ensuring appropriate use and access to the Internet at the school site. The benefits of students having access to online information and the global community are well documented. Staff acknowledge and affirm the need for student access to this valuable resource.

While the Internet provides one of the best new resources for students today it is not without hazard. Due to the "connectedness" of computers and users there is the possibility that a student may access an inappropriate website or email either inadvertently or wilfully. To ensure correct school based use of this resource the following guidelines provide detail and direction for Internet use at WHDHS.

PBSP Appendix ii

Student Guidelines - Secondary

I understand that access to the Internet at Wongan Hills DHS must be in support of educational research or learning, and I agree to the following:

- * I will refrain from accessing any newsgroups, link, list servers, web pages or other areas of cyberspace that would be considered offensive in the judgement of the class teacher (or delegate) because of racist, violent, pornographic, illicit or other content which can be perceived as dangerous, ant-social, rude or inappropriate.
- * Accordingly, I am responsible for monitoring and appropriately rejecting materials, links, dialogues and information accessed/received by me.
- * If I access any material of an inappropriate nature by error, I must immediately exit the site and inform a teacher of the incident
- * I will not use valuable Internet time playing non-educational games
- * I will be courteous and use appropriate language. Therefore, I will refrain from using obscene, harassing, threatening or abusive language and will report any cases of such usage against me to my teacher
- * I accept responsibility to keep copyrighted materials from entering the school. Therefore, I will not download software, games, music, videos, graphics or text materials that are copyrighted. I will also not violate any copyright laws by posting information which is copyrighted.
- * Plagiarism is unacceptable. Therefore, I will use any downloaded material in assignments, listing its source in a bibliography.
- * I will not reveal any personal information including names, addresses, passwords, credit card details and telephone numbers of myself or others.
- * I will not access and social media through the school network
- * If I violate any of the terms of this agreement, I will be denied access to the Internet for a period of time to be determined by the Deputy Principal and may face further disciplinary action as determined by the Administration. If my actions break the law of the land, I understand that police charges may be brought against me.

Student Internet Guidelines – Primary

As a user of WHDHS's computer facilities and network students must remember that this is a privilege and not a right. They are asked to accept an important responsibility that comes with having access to the computer network and Internet.

Acceptable and responsible use includes the following:

- being co-operative by using the network and Internet to complete activities related to your class work and education
- being caring by assisting other students to do the right thing and learn new skills
- being considerate by doing what is right and informing a teacher when there is a problem of any kind,
- Creating and editing only your own work
- respecting the privacy and integrity of other students' work
- keeping your student logins and passwords private and protected
- knowing that work not created by you is not yours and if you do copy and paste parts of someone else's work you must acknowledge where you got it from

Unacceptable use includes the following:

- interfering with the work of other users of the network,
- seriously disrupting the network,
- accessing material which is considered anti-social (inappropriate images or words)
- violating the privacy of others, e.g. changing or vandalising their work,
- letting other people know your (or your class) password
- changing any settings on the computer without your teacher's permission
- sending any personal information (information about yourself) over the internet unless specifically under teacher supervision and direction
- Copying work from the internet and trying to make out it is your own (plagiarism)

Consequences

- For first offences a user will lose access to the network and digital technologies for no less than a week and the parents informed.
- For repeat offences a student will lose access for no less than a term and parents will be informed.
- The decision in such matters of what is inappropriate use and the accompanying penalties is with the class teacher, the principal and the network administrator and their decision is final.

Acknowledgement

This Acceptable Use Agreement applies to all digital technologies and environments, including (although not limited to):

- school owned ICT devices (e.g. desktops, laptops, printers, scanners)
- email and instant messaging
- internet, intranet
- social networking sites
- video and photo sharing websites (e.g. YouTube)
- blogs or micro-blogs (e.g. Twitter)
- forums, discussion boards and groups (e.g. Google groups)
- wikis (e.g. Wikipedia)
- vod and podcasts
- video conferences and web conferences.

This Acceptable Use Agreement applies when digital technologies are being used at school, during school excursions, at camps and extra-curricular activities, and at home (e.g. use of departmental email).

Signature

I understand and agree to comply with the terms of acceptable use and expected standards of behaviour set out within this agreement.

I understand that there are actions and consequences established within the school's Student Engagement Policy if I do not behave appropriately.

Student name: _____

Student signature: _____

School name: _____

School contact name: _____

School contact no.: _____

Parent/Guardian Name: _____

Parent/Guardian Signature: _____
