

Timboon P-12 School

Acceptable Use of Computers, Network and Internet Agreement

Purpose:

At Timboon P-12 School, we offer students the opportunity to use reliable, modern computers as well as have access to on-line services and relevant computer applications. The following guidelines will apply to all students accessing Learning Technology resources through the school.

Guidelines:

- The school's internet provision exists to provide access to curriculum related information. All students are expected to use the internet to research information in a responsible manner. The network is **not** to be used to look for material that is unrelated to the school curriculum.
- Access to the internet, e-mail and the network is a privilege.
- **Students will only use computers with direct staff supervision.**
- Student access to network storage areas is for **schoolwork only**. Network administrators will review these files periodically and inappropriate material will be deleted.
 - Students in Prep – Grade 2 will have access to backup storage areas on the network according to their classroom.
 - Students in Years 3 - 12 will be given an individual computer login and storage area that can be used to backup schoolwork. This storage area is password protected for the purpose of security and authentication of student work.
 - The network data storage is a backup facility only and the school can take no responsibility for lost or corrupted work. Loss of work caused by network failure is not an acceptable excuse for not handing in work. Students should maintain copies of their work on their own USB drives. VCE students should note in particular that the VCAA does not recognise loss of work as a reason for consideration of disadvantage or extension of time for Assessment Tasks or Work Requirements.
- **Implementation:**
- All students are expected to use the school's equipment **for educational purposes**. Misuse of computers, printers, other related devices, the computer network or the internet will not be tolerated.
- Actions not permitted include:
- Storage of data that is not appropriate for school use (games, music, offensive material etc);
- Trespassing in another person's computer account/storage area, folders or files **or** allowing another person to access your storage area (this includes e-mail);
- Using the internet to view or publish sexually explicit, suggestive, racist, offensive or illegal material;
- Unauthorised copying of files from the network or USB (including other students' work);
- Viewing or using files or programs from the internet, USB drives or CD ROM that contain inappropriate material (i.e. not related to schoolwork, including music and games);
- Downloading files or programs from the internet, school network, USB drives or CD (including games & music);
- Vandalism (including interference with keyboards, mice, leads & chairs);
- Using chat rooms (except when instructed by your teacher in a class activity);
- Eating or taking food or drink into any computer room;
- Knowingly wasting resources (toner/ink, paper etc);
- Using e-mail accounts other than the school's provided account (CSN/Connexus webmail);
- Giving personal information (of yourself or another person) over the internet;
- Providing electronic or hard copy of your work or research material to other students, unless directed by a teacher;

- Electronic harassment of another person;
- Registering someone other than yourself to receive e-mail from another source;
- Allowing someone else to know your password.

Consequences:

Students found guilty of misuse of the computer network or internet will be notified by the eLearning & ICT Manager, Year Level or Sub-School Coordinator of the infringement and be sanctioned as follows:

Incident	Access Restricted To	Access Denied To
Use of chat programs (including Messenger, Pal Talk, snapchat, Yahoo etc)	Educache CSN e-mail	www surfing
Use of external e-mail programs (including Hotmail, Yahoo mail etc)	Educache CSN e-mail	www surfing
Accessing someone else's internet account	Educache CSN e-mail	www surfing
Downloading programs from the internet	CSN e-mail	www surfing
Accessing someone else's e-mail	Educache www surfing	e-mail
Sending & forwarding inappropriate e-mail	Educache www surfing	e-mail
Accessing someone else's storage area, server folders or files		All network facilities
Storage of inappropriate material		All network facilities
Changing computer settings	Educache	www surfing e-mail
Vandalism or bringing food/drink into the room		All computer facilities
Accessing inappropriate internet sites	Educache / specified web site	www surfing
Accessing the internet at inappropriate times		All internet facilities

First Incidence	1-2 weeks
Second Incidence	4 weeks
Third Incidence	remainder of term/semester/year

Depending on the severity of the incident, students may be removed from having access to the internet, the network or the computers (including removal during timetabled classes) for varied periods of time.

This may affect some student's ability to complete assessment tasks and these students may have to select another subject (where possible), which does not require the use of the computer network.

In addition, the school may take other disciplinary action, including financial compensation to meet the cost of repairs and in the most serious cases, that criminal charges are laid.

Agreement for Students in Years 3 - 12

This agreement is binding from the date signed for as long as the person named below attends Timboon P-12 school or the agreement is updated. Timboon P-12 School reserves the right to place individual agreements on any students as deemed necessary.

Student section:

I _____, have read and understand the rules outlined in the Acceptable Use of Computers, Network and Internet Agreement. By signing this agreement, I agree to abide by these rules and I accept the consequences, bans and/or cost of repairs for infringement in accordance with the set penalties.

I am also aware that should I break these rules, that I may have to change subjects or could possibly fail any class requiring the use of the network.

Signed: _____

Date: _____

Parent section:

I _____ support the Acceptable Use of Computers, Network and Internet Agreement. By signing this document, I consent to the school withdrawing my child/dependent from access to the computer network and/or internet in accordance with the set penalties.

Before any punishment takes place, my child/dependent will be notified by a staff member of the infringement and the reason(s) for being disciplined explained.

I am also aware that should my child/dependent break the set rules, they may have to change subjects or could possibly fail any class requiring the use of the network.

Signed: _____

Date: _____

Note:

Once both student and parent/guardian sign this agreement, it should be handed in to the front office or home group/class teacher and access to the network and internet (including e-mail) will be granted.

Students who do not return this agreement may not be able to access either the network or the internet which may affect their studies.