

Timboon P-12 School: Acceptable use of technology and the internet agreement

Purpose

1. At Timboon P-12 School, we offer students the opportunity to learn through technology and the internet. The following guidelines will apply to all students accessing Learning Technology resources through the school.

Guidelines

2. All students are expected to use the internet to research information in a responsible and safe manner. The network is **not** to be used to look for material that is unrelated to the school curriculum.
3. Access to technology, the internet, e-mail and our network is a privilege.

Students will only use computers under the guidance of staff.

4. Student access to network storage areas is for **schoolwork only**. Network administrators will review these files periodically and inappropriate material will be deleted.
 - a. Students in Prep – Grade 2 will have access to backup storage areas on the network according to their classroom.
 - b. 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.
 - c. 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 either online or through portable storage such as their own USB drives. VCE students should note 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

5. All students are expected to use technology **for educational purposes**. Misuse of technology such as computers, printers, the computer network or the internet will not be tolerated.

Actions not permitted include

- a. Storage or viewing of inappropriate files for school use such as violent games, pornographic videos and images;
- b. 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);
- c. Using the internet to view or publish sexually explicit, suggestive, racist, offensive or illegal material;
- d. Unauthorised copying of files (including other students' work);
- e. Vandalism (including interference with keyboards, mice, leads & chairs);
- f. Using chat rooms (except when instructed by your teacher);
- g. Eating or taking food or drink into any computer room;
- h. Knowingly wasting resources (toner/ink, paper);
- i. Giving personal information (of yourself or another person) over the internet;
- j. Providing electronic or hard copy of your work or research material to other students, unless directed by a teacher;
- k. Online or instant chat harassment of another person;
- l. Registering someone other than yourself to receive e-mail from another source;
- m. Allowing someone else to know your password.
- n. Personal electronic devices that have the ability to record will not be used to capture images of others in any way while at school in line with personal privacy issues

Consequences

Students found not to be using technology as guided by the teacher or guilty of misuse of the computer network or internet will be notified by the eLearning Leader, our Technician, Year Level or Sub-School Coordinator of the infringement and be sanctioned as follows:

The first step will be a restorative warning. For example, please ensure that you only visit the websites written up on the board. These websites have been chosen because they contain the information you need to achieve this task.

The second step will be in the...

First Incidence	1 week suspension from the internet
Second Incidence	4 weeks suspension from the internet
Third Incidence	Confiscation of your Netbook for the remainder of the term or semester or year depending on when the third incidence occurs.

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 technology.

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 will be laid.

Acceptable use of technology and the internet agreement (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.