

Wynnum State High School Student Computer Use and Internet Access Policy

This document outlines the acceptable usage guidelines for students using the school computer network and the internet at Wynnum State High School. (This Policy has been adapted from a sample policy provided by Education Queensland. The full text of the Department Policy is available on request).

Computer use and internet access is provided to students of Wynnum State High School for educational purposes only. Private usage must be arranged elsewhere. Should a student find inappropriate or offensive material while researching on the internet, s/he **must** advise the teacher immediately so that appropriate steps can be taken to ensure that the material cannot be accessed again.

Students who cause wilful damage to computer hardware and/or software, will be held financially responsible for any costs involved in the repair of the damaged hardware/software. Infringement of the Computer Use and Internet Access Policy will be dealt with in accordance with the school's Behaviour Management Policy.

In accordance with Copyright regulations, appropriate referencing must be included in a bibliography for all internet materials used in an assignment or class work. *A Referencing Policy Document* is in the Student Planner.

At the beginning of each school year, each student participating in the Resource Hire Scheme will be given an Internet Account with an opening credit of \$10.00. This is approximately 80Mb of external internet access, and a paper account with an opening credit of \$10.00. This is 200 A4 laser printed sheets. Each time a student exceeds these reasonable limits, s/he will be required to purchase additional Internet/Paper credit. For students not participating in the Resource Hire Scheme this levy must be paid prior to access allocations being granted.

The School Administration will review the Computer Use and Internet Access Policy yearly to ensure that current educational and curriculum requirements are being met by the Policy. During this review, the Computer Use and Internet Access Policy will, if necessary, be altered to reflect any modifications deemed necessary and reissued to students. The student Internet and Paper Accounts will also be reviewed to ensure that the limits set are adequate to student needs. The School Administration reserves the right to reasonably increase these costs if necessary.

The Computer Use and Internet Access Agreement must be signed by both the student and his/her parent or guardian and then returned to the school Administration Office. Should students break the rules relating to the use of the Internet, or the school rules relating to use of computers, computer and/or internet access will be denied until further notice. Computer and Internet use is monitored electronically for each computer in the school.

The Computer Use and Internet Access Policy will be valid for the term of the student's enrolment at Wynnum State High School, unless the School Administration/Principal deem it necessary to replace the existing Policy and Agreement.

Responsibilities of Users

Students **must**

- abide by the terms and conditions of the Computer Use and Internet Access Agreement, which forms part of this document. Students who breach these terms will be dealt with according to the school's Behaviour Management Policy;
- focus on the task at hand as set by the teacher
- avoid accessing inappropriate internet or email content, especially material that is illegal, inappropriate, dangerous or offensive;
- observe all copyright laws, including those relating to computer software. Appropriate referencing must be included in a bibliography for all internet materials used in an assignment or class work. *A Referencing Policy Document* is in the Student Planner.

Students **must not**

- use the email facility unless specific permission has been given by a teacher to do so for class assignments and assessment only. Students must not use the email facility to access, read or send personal email. Anonymous or falsely addressed email messages must not be sent
- access or enter chatrooms
- reveal home addresses or telephone numbers – theirs or anyone else's
- use another student's user name and password to access a computer or the internet, or tamper with **any** files or documents in any way
- register themselves in any internet site or webmail site without the permission of the class teacher

Rules for Using Computers and the Internet within Wynnum State High School

Students access classroom computers under the supervision of a teacher. Students are required to follow the direction/instruction of the teacher at all times.

- No bags or floppy disks are to be taken into computer classrooms unless instructed by a teacher. No food or drink is to be taken into computer classrooms
- Students are to sit at computers allocated by the teacher
- Students are not to remove or interfere with any hardware associated with the computers or printers and are to report all faults immediately to their teacher
- At the end of each lesson students must log off so their user name and password is not accessible by another student. At the end of the last lesson of the day, students must shut down and turn off the computers
- Students must place all waste paper in the recycling bin. Do not leave printouts lying around

- Students can access Library (Resource Centre) computers during class time, before school and at lunchtime. Students wishing to use the Library computers for assignments will be given priority. Use of the Library computers requires a booking, which must be made in advance. The library is open three afternoons a week (Monday, Tuesday and Thursday) until 4.00 p.m.

Behaviour Management and Breaches of Computer Policy

Breaches of the Student Computer Use and Internet Access Policy will be dealt with according to the following guidelines, depending upon the severity and frequency of the breaches. Minor breaches will be dealt with the classroom teacher, if necessary in consultation with Head of Department or Year Coordinator.

More complex breaches will be reported to/by the Computer Coordinator which may result in computer and/or internet access being cut off until the student has shown that he/she understands the correct procedure and has returned a signed Computer Use and Internet Access Supplementary Agreement.

For more serious or repeated breaches referral to a Deputy Principal or to the Principal may lead to

- withdrawal of access to the computer network and/or the internet for a stated period
- any other consequence which may be decided upon

Examples of behaviours which could warrant suspension for up to five school days are:

- misconduct. For example vandalism, exhibiting or accessing pornographic material, theft
- disobedience. For example, incorrigible behaviour, failure or refusal to comply with instructions, rules or policies in a computer room
- conduct prejudicial to the good order and discipline of the school. For example verbal harassment – obscene or offensive material-staff in training, students, visitors; verbal threats; racial harassment; sexual harassment.
- More serious cases of the behaviours listed above, a combination of them or a repeat could warrant a suspension of between 6 and 20 days. Extremely serious cases of internet or computer use misuse may lead to a recommendation for exclusion

Student Copy

I understand that the internet can connect me to much useful information stored on computers around the world and provide additional resources for my school work. While I have access to the Computer Network and Internet at Wynnum State High School:

- I will use it only for educational purposes as directed by a teacher;
- I will use appropriate referencing for all material use from these sources;
- I will not look for anything that is illegal, dangerous or offensive. If I accidentally come across something that is illegal, dangerous or offensive, I will inform a teacher immediately;
- I will not use the e-mail facility unless given specific permission to do so by a teacher;
- I will not enter chatrooms;
- I will not sign-up or register in any internet site or webmail site without the permission of my teacher;
- I will not send inappropriate, anonymous or falsely addressed e-mail and will immediately report any inappropriate e-mail which may be sent to me;
- I will not use the internet to annoy or offend anyone else;
- I will not allow another student to use my user name or password and I will not use another student's user name or password;
- I will not access or tamper with another student's files or documents in any way;
- I am aware that material on the internet and CD ROM programs is protected by copyright and I will observe all copyright laws, including those relating to computer software.

I have read the Computer Use and Internet Access Policy and Rules for Using Computers at Wynnum State High School and agree to abide by the rules set out therein. I am aware that computer use and internet access is provided to me for educational purposes. My use of the school computers and internet will be electronically monitored and I will be held responsible for any misuse or damage of computer hardware/software or inappropriate material downloaded from the internet occurring under my student logon. I accept that by logging onto the school's computer network, I am responsible for the keystrokes and mouse operation carried out on that computer. I understand that if the school decides I have broken these rules, appropriate action will be taken. This may include loss of my internet access and the right to log on to the school network.

Parent or Carer

I understand that the internet can provide students with valuable learning experiences. I also understand that it gives access to information on computers around the world; that the school cannot control what is on those computers; and that part of that information can be illegal, inappropriate, dangerous or offensive. I accept that while teachers will always exercise their duty of care, protection against exposure to harmful information must depend finally upon responsible use by students. I am aware that my son/daughter's use of the school computers and the internet is electronically monitored and that he/she will be held responsible for any misuse or damage of computer hardware/software or any inappropriate material downloaded from the internet under his/her student logon.

I believe the above named student understands this responsibility and I hereby give permission for him/her to access the internet under the school rules. I understand that students breaking these rules will be subject to appropriate action by the school. This may include loss of computer and/or internet access. I agree that the Policy and Agreement. I also agree to support the school in enforcing this Policy.