Musgrave Hill State School

Computer, iPad, Network and Internet Acceptable Use Policy

Introduction

Musgrave Hill State School has a computer network throughout the entire school campus. All classrooms and the library have a number of computers and access to iPads that enable students to participate in curriculum-related work, including access to the Internet and email. Students have access to a variety of online and iPad/computer apps, programs and resources.

The Internet can provide students with valuable learning experiences. As it gives users access to information on computers around the world, the school cannot control what is on the Internet, and that this information may occasionally be illegal, dangerous or offensive.

While teachers will always exercise their duty of care, and information is filtered through the Department of Education and Training's managed Internet Services, protection against exposure or harmful information should depend finally upon responsible use by the students.

In accordance with Department of Education and Training policy, students and parents/guardians are required to complete and return the Computer Network and Internet Access Agreement attached if they wish to use computers, iPads and other digital resources at school. Please take the time to read and discuss the following acceptable use policies before completing and returning the Agreement.

Acceptable Uses

1. The computer network at Musgrave Hill State School has been set up in order to allow computer, iPad and Internet access for educational purposes. This includes classroom activities, research activities, teacher and peer review of assigned work, and the exchange of project-related ideas, opinions, and questions via email, intranet, the Learning Place and other means.

2. Students will have access to computers, iPads and the Internet in classrooms, the library and specialist learning areas. Student access may be timetabled and at the discretion of their teachers and administrators.

3. Student use of computers, iPads and the Internet depends upon parent/guardian permission in the form of a signed copy of the Acceptable Use Agreement Policy. Parents/guardians may revoke approval at any time.

4. Material created and/or stored on the system is not guaranteed to be private. Network administrators may review the system from time to time to ensure that the network and digital devices are being used properly. For this reason, students should expect that computer and iPad files, emails, material placed on personal Web pages, as well as other work that is created on the network may be viewed by a third party.

5. Users will have their own individual logins and must keep all passwords private. Class accounts and/or passwords may not be shared outside the area where they are used.

6. Network users are expected to adhere to the safety guidelines listed below.

Unacceptable Uses

1. The network may not be used to download, copy, or store any music, video, software, shareware, or freeware without prior permission from the network administrator.

2. Users may not intentionally damage, deface or remove any computer hardware, iPads, software or peripherals.

3. Users may not interfere with or alter any system, display or program files or settings on network computers or iPads.

4. The network may not be used for any activity, or to transmit any material, that violates Australian or local laws. This includes, but is not limited to, illegal activities such as threatening the safety of another person or violating copyright laws.

5. Users may not use vulgar, derogatory, or obscene language. Users may not engage in Cyberbullying, personal attacks, harass another person, or post private information about another person.

6. Users may not log on to someone else's account or attempt to access or interfere with another user's files. "Hacking" or otherwise trying to gain access to another person's or organization's computer system is prohibited.

7. Users may not insert passwords in any area of the network- not on files they save personally or on any other software or hardware installed on the school computers and iPads.

8. Users may not access Web sites, newsgroups, or chat areas that contain material that is illegal, dangerous or offensive. If a user accidentally accesses this type of information, he or she should immediately and quietly notify a teacher, librarian, and/or network administrator.

9. Users may not engage in "spamming" (sending an email to more than 10 people at the same time) or participate in chain letters. Multiple school or classroom mail-outs may be an exception.

Safety Guidelines for Students

1. Never give out your last name, address, phone number or other personal details without teacher or parent/guardian permission.

2. Never agree to meet in person with anyone you have met online unless you first have the approval of a parent or guardian.

3. Notify an adult immediately if you receive a message that may be inappropriate or if you encounter any material that violates this Acceptable Use Policy.

4. Your parents should instruct you if there is additional material that they think would be inappropriate for you to access. Musgrave Hill State School expects you to follow your parent's wishes in this matter.

Consequences of Unacceptable Use

In the event of willful unacceptable use of the Musgrave Hill State School network and Internet, one or more of the following steps may be taken, as per the eLearning Code of Behaviour:

- Official warning
- Suspension of computer, iPad and/or Internet privileges
- Banning from computer, iPad and/or Internet resources
- Appropriate consequences in accordance with the Musgrave Hill State School Responsible Behaviour Process and the full Responsible Behaviour Plan for students.
- Referral to the appropriate authorities if necessary.

Parents/Guardians Please note:

In order for students to be granted privileges to computers, iPads and the Internet at Musgrave State School, the following form must be completed and returned to the school at the start of each year. Please do so promptly as class work may be planned to incorporate computer, iPad and Internet activities and failure to return it may result in students not being able to access the network.

Further information about Cybersafety for students and parents can be found at these websites:

Cybersmart – https://esafety.gov.au

Thinkuknow – www.thinkuknow.org.au

Please sign the form below and return it to the school as soon as possible.

To Student/Parent/Guardian,

In accordance with Department of Education and Training Policy, students are required to complete and return a Computer Network and Internet Access Agreement, as shown below, if they wish to use computers, iPads and the Internet at school at the start of each school year.

Please complete and return this form to enable your child to continue to access these resources at Musgrave Hill State School.

Julie-Anne McGuinness
Principal

Computer, iPad, Network and Internet Acceptable Use Policy

STUDENT

I understand that the Internet can connect me to a very useful information store from around the world.

When I use computers, iPads and other digital resources:
- I will use it only for educational purposes.
- I will not look for, nor send, anything that is illegal, dangerous or offensive.
- If I accidentally come across something that is illegal, dangerous or offensive, I will:
  o minimise or turn off my screen if it has inappropriate pictures or information and
  o immediately and quietly inform my teacher or a trusted adult
- I will not reveal any personal information - mine or anyone else's
- I will respect others and not use the Internet to annoy or offend anyone
- I will not arrange to meet with anyone who I have made contact with through the Internet without my parent or guardian's permission.
- I will treat all computers, iPads and other digital resources at the school with care and respect.

I understand that if the school decides that I have broken these rules, appropriate action will be taken. This may include a loss of my school computer and Internet access privileges and/or I may be responsible for repair or replacement costs for wilful damage.

I have read and understood this policy and the eLearning Code of School Behaviour.

I agree to abide by the above policy.

_____ _____   _____   _____

Student Name   Year   Student Signature   Date

PARENT OR GUARDIAN

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 the Internet, and that this information could be illegal, dangerous or offensive.

I accept that, while teachers will always exercise their duty of care and information is filtered through the Department of Education and Training's managed Internet Services, protection against exposure or harmful information should depend finally upon responsible use by the students.

I believe _____ (student name) understands this responsibility and I hereby give my permission for him/her to access computers, iPads and the Internet under the eLearning Code of School Behaviour. I understand that students breaking these rules will be subject to appropriate action by the school. This may include a loss of his/her school computer, iPad and Internet access privileges and/or replacement costs for wilful damage.

I have read and understood this policy and the eLearning Code of School Behaviour.

I agree to abide by the above policy.

_____   _____   _____

Parent/Guardian Name   Parent/Guardian Signature   Date