



## Acceptable Use of ICT and Technology Policy

*Upon enrolment in a Queensland Government school, Parental or Caregiver permission is sought to give the student/s access to the Internet, based upon the policy contained within ICT-PR-004 Using the Department's Corporate ICT Network*

### Philosophy

In line with Education Queensland initiatives, Bundaberg State High School can provide significant access to Information Technology resources within the school through our own computer network, the BYOD and Equity Schemes and around the world via the Internet.

These resources have been provided in context of the following objectives:

- To promote and develop excellence in education through technological communication and innovation.
- To provide access to current information available from the World Wide Web.
- To develop an atmosphere that encourages access to knowledge and sharing of information via electronic format.
- To implement technology as a learning tool that supplements traditional forms of learning and information retrieval related to the school curriculum.

### Important Points of Note

At considerable expense, Education Queensland has provided computer and Internet access to Queensland schools. Students are asked to be aware of and remember the following facts:

- All Internet and computer usage is monitored.
- The schools Internet access is not an unlimited resource. Students are expected to restrict usage to school related topics only.
- Inappropriate use can be traced back to the person who accessed or sent the information - leading to removal of privileges.
- While systems are in place to prevent access to undesirable material, unexpected/unintentional access may occur that is beyond the school's control. Students are required to notify school staff immediately of these instances to assist in removing and preventing future occurrences.

### The Agreement

This agreement consists of two parts. Parents/Guardians and Students are asked to carefully read the following rules and conditions and then sign and date the appropriate section as acceptance. Students will be given computer access, an Internet access username and password, and an email account upon return of the signed document. In this document ICT refers to Information and Communication Technology. ICT resources include equipment, print output and facilities such as Internet and email. ICT devices may be either school or personally owned.

#### Student Agreement

**1. Students MUST use ICT resources:**

- a. for legitimate school related purposes only. All other personal use is prohibited
- b. with due care and report any damage / vandalism they encounter. Families will be invoiced for any intentional damage.

**2. Students are NOT PERMITTED to:**

- a. use unsupervised internet chat or use online email services (e.g. Facebook, MSN, gmail, Hotmail etc).
- b. use ICT resources to compose/access/transmit/copy/print any material that may be dangerous, offensive or inappropriate
- c. modify the configuration or attempt repairs or service of any ICT resource
- d. use or download games, movies or music that is not curriculum related or for school use
- e. use/store any programs and/or knowingly download viruses capable of breaching the Department's networks security

**3. Students MUST NOT USE ANY ICT RESOURCES IN AN UNLAWFUL MANNER such as:**

- a. breach of copyright
- b. attempt to breach computer/network/Internet security or use any means to bypass such security
- c. access restricted ICT resources
- d. attempt to discover another user's password or interfere with another user's account in any way
- e. use another student or staff member's username or password to access the school's network, or access another person's files, home drive or e-mail

**4. Students MUST NOT:**

- a. reveal their password(s) to anyone else
- b. allow anyone else to use their computer/Internet/email account in any way
- c. reveal their personal details or that of other students and staff (i.e. address, phone number etc.)

**5. Students should BE AWARE that:**

- a. privacy is not assured in the use of computer and Internet services
  - b. ICT personnel will monitor their personal computer storage, email and information accessed from the Internet
  - c. personal devices such as USB drives/iPods and mobile phones/tablets are also subject to the conditions of this agreement
  - d. USB flash drives are only permitted provided they contain and are used for legitimate schoolwork only
  - e. personal files on USBs may be deleted by the Department's malware protection
- Refer to the school planner for further details/explanation

I understand that if I break these conditions of use, appropriate action can be taken against me. This may include loss of Computer/Internet access for some time. In more serious matters where a criminal offence occurs, further disciplinary and/or legal action may be taken.

 **Parent or Guardian Agreement**

I/we understand that computer and Internet access can provide students with valuable learning experiences. I appreciate that these services are provided at considerable cost and that any deliberate damage to equipment or unwarranted Internet charges incurred shall be recompensed to the school. I also understand that the Internet gives access to information on computers around the world. The school cannot control what is on those computers and potentially that information can be illegal, dangerous or offensive. I accept that, while teachers will always exercise their duty of care, protection against exposure to harmful information should depend finally upon responsible use by students.