

Acceptable Usage Policy for Students Accessing the Internet – 2017

Rationale

The internet provides an opportunity to enhance students' learning experiences by providing access to vast amounts of information across the globe. Online communication links students to a collaborative learning environment and is intended to assist with learning outcomes. Today's students are exposed to online communication tools and the internet in their community. They have the right to expect secure access to these services as part of their learning experiences

This policy applies to all school students who access internet and online communication services within the department network and from any external location.

Objectives

- Use of the internet and online communication services is intended for research and learning and communication between students and staff.
- Responsible use of the services by students, with guidance from teaching staff, will provide a secure and safe learning environment.
- Students using internet have the responsibility to report inappropriate behaviour and material to their teachers
- Students must abide by the conditions of acceptable usage.
- A breach of this policy may result in disciplinary action in line with the school's discipline policy.

Responsibilities

1. Access and Security

Students will:

- ensure that communication through internet and online communication services is related to learning.
- keep passwords confidential, and change them when prompted, or when known by another user.
- use passwords that are not obvious or easily guessed.
- never allow others to use their personal account.
- never send or publish unacceptable material or remarks, including offensive, abusive or discriminatory comments.

- never send or publish material that threatens, bullies or harasses another person.
- not disable settings for virus protection, spam and filtering that have been applied as a departmental standard.
- never damage or disable computers, computer systems or networks.
- never use unauthorised programs and intentionally download unauthorised software, graphics or music that is not associated with learning.
- report any internet site accessed that is considered inappropriate.
- be aware that all use of internet and online communication services can be audited and traced to the e-learning accounts of specific users.
- be aware that their emails are archived and their web browsing is logged and all records are kept for two years.

2. Privacy and Confidentiality

Students will:

- never publish or disclose the email address of a staff member or student without that person's explicit permission.
- not reveal personal information including names, addresses, photographs and telephone numbers of themselves or others.

3. Intellectual Property and Copyright

Students will:

- never plagiarise information and will observe appropriate copyright clearance, including acknowledging the author or source of any information used.

Misuse and Breaches of Acceptable Usage

Students will be aware that:

- they are held responsible for their actions while using internet and online communication services.
- the misuse of internet and online communication services may result in disciplinary action which includes, but is not limited to, the withdrawal of access to services.

Rules for Using the Internet

- Ask a teacher before logging on and follow all given directions.
- Do not touch the computer when others are working on it.
- Keep your password confidential.
- Never publish any personal details such as address, phone number or names.
- Seek permission before printing.
- Be aware of copyright laws.