



# Information Communication and Technology Access Policy

## Guidelines for using Information Communication & Technology - including the Internet, Email and all computer systems and networks at Sarina State High School)

Sarina State High School encourages students to become familiar with the use of information technology. Using such technology brings with it certain rights and responsibilities - both ethical and legal. For the benefit of all users, students are expected to act with honesty and to respect the rights of others at all times.

### General Responsibilities:

- computer rooms may only be entered if a teacher is present.
- students must only logon to networks using their own username.
- students must not attempt to gain unauthorised access to resources or another student's account.
- logon and MIS passwords must be kept confidential.
- games must not be brought into classrooms on USB drives or saved into the student's home drive or the computer's local drives.
- computers must be used for EDUCATIONAL PURPOSES ONLY. Students are not to play games, nor may students use any other software unless the teacher in charge has given specific permission for this.
- all equipment faults and/or damage must be reported to the teacher in charge immediately.
- computer systems and/or networks must not be tampered with.
- computer equipment must not be swapped around (eg changing of keyboards, mice or other equipment from one computer to another)
- school bags are to remain outside the computer room in port racks if available.
- air conditioner or Projector settings are not to be adjusted.
- downloading of files and/or software is not permitted without approval of the teacher in charge.
- use of headphones to listen to music downloaded off the internet or from device is not permitted unless teacher in charge has given permission to do so.
- it is unacceptable to produce or distribute offensive materials.
- before printing, proofread, spell check, and print preview all documents.
- at the end of each lesson: log off, leave chairs pushed in at desks and return equipment to its correct position.
- teachers may request that students create an account on a third-party educational website. Be aware that this data may be stored on servers in other countries, and therefore may be subject to different privacy laws.

### Internet Responsibilities:

- internet facilities are provided to the school at a cost. Internet download limits are in place. Once the monthly download limits are reached, the internet is automatically suspended for the remainder of the month.
- the Internet may only be used for EDUCATIONAL PURPOSES. Access will be monitored.
- students may not use their own mobile data to access the internet.
- students must adhere to the laws concerning copyright and other intellectual property rights.
- students are not permitted to retrieve, view or post any material that is sexually explicit, obscene, violent or offensive via the school's network. If students should accidentally come across sensitive or offensive information they must exit that screen immediately.

### Email Responsibilities:

- email may only be used for EDUCATIONAL PURPOSES.
- students are **not permitted to:**
  - send/receive/check email via the internet other than EQ's Webmail, except where directed by a teacher;
  - use chat lines;
  - invade the privacy of others;
  - divulge home addresses, telephone numbers, EFTPOS or credit card numbers;
  - use or send obscene language or anonymous messages via the network, internet or email;
  - seek/find any information that could harm, embarrass or offend.

## **Consequences of Unacceptable Use**

In the event of wilful unacceptable use of the Sarina State High Schools network, resources and Internet, one or more of the following steps may be taken;

- official warning;
- suspension of network and/or Internet privileges;
- banning from network and/or Internet resources;
- appropriate consequences in accordance with Sarina State High Schools Responsible Behaviour Plan for Students;
- referral to the appropriate authorities if necessary.

## **Parents/Guardians/Carers Please note**

**In order for students to be granted privileges to the Sarina State High Schools resources and network, the Information and Communication Technology Access Agreement needs to be signed by both the STUDENT and PARENT/GUARDIAN/CARER.**