Port Broughton Area School

Guidelines for the use of computers, e-mail and the Internet.
This document accompanies the DECS/IT Acceptable Use Agreement form.

Computers are made available for student use solely to assist their learning. The use of computers in this school is a <u>privilege</u> and not a right.

Your responsibility

- ICT facilities are provided to support your learning. Users (year 3 onwards) of PBAS ICT facilities must have read and signed the acceptable use form. It is important that you read and understand this agreement. Parent / caregivers also need to sign the agreement form.
- You must also be aware that **you are accountable** for any actions associated with your personal username or user-id. Each user of a computer has an individual username and password. Each computer also has a unique identifying address. Each user, therefore, of a computer is responsible for the way a computer is used.
- This means that you do not allow another person to use your username and/or password(s). Consider your username and password as being the same as your bank account number and PIN – you do not give them to anyone else.

Copyright and intellectual property

- You must at all times observe copyright and licensing laws when including copyrighted material in email messages, and in relation to programs and information retrieved from the Internet.

Security of e-mail correspondence

- Email communications via the Internet are not secure and must not be used for very personal or sensitive correspondence. The security of email message is similar to that of a postcard. i.e. anyone along the chain of distribution can potentially view the content. Also use of any offensive language within the e-mail will result in it being sent directly to the administrator of the Internet.

Activities that would be in breach of the above conditions include (but are not limited to):

- Visiting inappropriate Internet sites concerned with pornography and downloading materials that are pornographic, or storing or transmitting any such material;
- Downloading and/or distributing copyrighted material without proper authority
- Excessive use of PBAS/DECS facilities in the pursuit of non school-related personal interests.
- Playing or downloading computer games, music or video without staff permission.
- Participating in chat rooms or the use of messenger or chat programs for non-school related activities.
- Access to streamed broadcasts, e.g. movies and television/radio podcasts. Access to streamed broadcasts via the Internet will only be considered appropriate when used for educational purposes and specifically authorised by staff.
- Conducting regular personal correspondence.

PBAS/DECS ICT facilities must not be used for the access, transmission, retrieval, storage or display of:
- Sexually explicit material
- Hate speech or offensive material
- Material regarding illicit drugs or violence
- Material regarding criminal skills and/or illegal activities
- Material of a defamatory, discriminatory or harassing nature.
- Personal photographs or music.
- Downloading commercial software, music and videos.

This includes accessing any sites or forums that deal with these materials. The only exception is if the material forms part of a legitimate educational inquiry and approval has been specifically gained from a member of staff.

It must also be understood that even though a particular web site may be accessible using PBAS/DECS ICT facilities this does not mean that it is within DECS acceptable use. If such a site is in breach of PBAS/DECS policies then you simply close the browser and report the site.

Users may store material to assist in their learning. Images or other material may be stored to the extent necessary for learning, and providing it is not in breach of Copyright law. Music, games and executable files are not to be stored without Network Administrator permission. Users are not to store / display / play music files that may offend others.

The physical abuse of computing equipment, access of, or attempts to access, inappropriate Internet sites, the downloading of inappropriate / executable files or programs without permission, or the composing / sending / retrieving of any e-mails during lesson time (without permission) will lead to a range of disciplinary consequences under the school's student behaviour management policy.

Interference
You must not use PBAS / DECS ICT facilities for purposes that could reasonably be expected to cause, directly or indirectly, excessive strain on any computing facilities or unwarranted or unsolicited interference with others use of e-mail or e-mail systems.

Such uses include, but are not limited to, the use of e-mail for:
- the sending or forwarding of 'chain letters';
- propagation of any form of malicious software (viruses, worms, etc) and
- the distribution of "spam" (commercial, unsolicited e-mails).

Internet Use
- The Internet is available to students at Port Broughton Area School to support their research and learning activities.
- Students must respect the rights of all other Internet users with appropriate language and behaviour whilst online.
- Do not give personal details to anyone online.

Monitoring of Internet and E-mail usage

PBAS / DECS reserve the right to monitor usage of PBAS / DECS Internet and e-mail services and facilities. The use of computers may and will be monitored as time permits. As the occasion requires computer network administrators may access all files of all users, and teaching staff may access individual student files.

It is anticipated that such access would be used in circumstances including:

- locating materials / files for student assessment;
- for system maintenance, capacity planning, performance monitoring purposes or determining patterns of use;
- for security investigations;
- where there is evidence of violations of DECS policies and
- where required by and consistent with law.

Information gathered from the last three points above can be expected to include the username logged on, date, time, material or Internet site address accessed or sent, and hardware address of the device being used for the access.

Access to data collected during the monitoring process will be limited to IT personnel and others specifically involved in the above circumstances.

E-mails that contain swearing, pornographic, racist or harassing messages brought to the attention of the school will be followed up by members of the Administration team. Referral to the Police may be necessary depending upon the circumstances and nature of complaint brought to the attention of the School. Internal action(s) taken may include suspension/ blocking of network access as well as other disciplinary consequences.

Non-compliance

Non-compliance with DECS policies may result in disciplinary proceedings against a person provided with access to PBAS / DECS ICT facilities.

The use of PBAS / DECS ICT facilities is governed by DECS and Government policies. These policies are in place to protect DECS information assets from a range of threats including loss, corruption, disclosure, theft and interruption of services.