

ICT, E-Learning and Internet Acceptable Use Policy

Introduction

The following agreement covers student's use of Information Communication and Technology (ICT) facilities at Redcliffe State High School for the term of the students' enrolment. ICT facilities are provided to students for educational purposes only. These facilities include access to the Internet, Email, School Intranet, Department Intranet and school network. Students may use these facilities for class work, research, the preparation of assignments and authorised electronic communication. Resources provided include computers and peripherals, printing, digital imaging devices (scanners, digital still and video cameras) and access to the local school network for storage of student electronic files, access to online classrooms (such as the Learning Place and EdStudio) and access to remote teaching classrooms (such as Lexia and mathletics).

Both staff and students at Redcliffe State High School have a duty of care to ensure that resources are protected from harm and that users are not exposed to material that are considered offensive or illegal. Parents and Students should carefully read the conditions outlined in this document. To be granted access to the school's ICT resources, students must agree to abide by the school's Acceptable Use Agreement.

The Agreement also includes the use of Safe Assign. This is a program that checks students' assignments for paraphrasing and originality. The submitted work along with the student's name and e-mail is sent to an external server for checking. By signing this agreement you are allowing these details to be sent to the server so that the work can be assessed.

Acceptable Use Conditions

1. Students using the ICT facilities may only do so under the supervision of school staff. Any student not following staff instructions may have further access restricted or denied.
2. Privacy and Network security is to be observed. Students must not under any circumstances, access personal files belonging to others, software or areas of the network which are not designated for their use.
3. The sharing of passwords is a security risk. Students must not give their password to other students or log in with another user's name under any circumstances. Students must not submit work electronically using another student's ID or e-mail.
4. All users are to log off (or administer the lock function) when leaving a computer.
5. Only software purchased or approved by the school, and installed by the school, can be used on school equipment.
6. Only approved online classrooms, remote learning facilities and websites can be used on school computers. The school cannot be held responsible for the access of non-approved sites on students' personal devices.
7. Software copyright is to be followed at all times. It is illegal to copy or distribute school software. Software from home or other sources is not to be copied, installed or used on school equipment.
8. Copyright of materials from electronic resources is to be observed at all times.
9. Printing of materials of a personal nature or not associated with school activities is not permitted unless approval is sought from a school staff member. This may incur a charge for printing material costs.
10. Students bringing their own devices to school must note that Redcliffe State High School is NOT responsible for the management, safety, storage and responsibility of the devices. Insurance, warranties and protective casing are recommended. Redcliffe SHS is not responsible for third party damage to a student laptop. Reparation for costs should be sought by the parent/carer of the student. No network connection is available for students' personal devices unless the specific forms and protocol have been followed to 'onboard' to the switch.
11. The use of portable storage devices is permitted for the transfer of school related files to and from the school network. The storage and/or transfer of unauthorised software and other inappropriate material to the school network are not permitted under any circumstances. Uploading of unauthorised or inappropriate materials to an online classroom is strictly prohibited.

12. The use of the Internet, Intranet and Email is for educational, and research purposes only:

- Deliberate attempts to look for and use material that is illegal or which would be considered as offensive, disrespectful, threatening or discriminatory is not permitted. Only materials required for school activities as directed by staff may be downloaded. This includes downloading of music, movie and other large multimedia files. Students, who unknowingly navigate to a web site that contains material as described above, must clear their screen and notify their teacher immediately.
- Students must not use inappropriate language or harass others when communicating on-line. When generating and responding to comments within the online classrooms, students will ensure that neither includes inflammatory, derogatory or inappropriate language.
- Privacy and ownership of others' work and materials from web sites must be respected at all times.
- The use of direct communications such as on-line chat facilities must only be carried out under the direct supervision of a staff member and must only be part of authorised educational on-line activities.
- This agreement acknowledges that there are times where a student may be required to provide personal details e.g. registering for authorised on-line activities. Such details are not to be provided by the student unless permission is given by his/her teacher.
- You are not to display on the internet, images of students wearing Redcliffe State High School uniform or portraying Redcliffe State High School in a negative context.

Note: Deliberate misuse of computer equipment and software or deliberate breaches of the conditions of this agreement may result in access restrictions to ICT and e-Learning facilities by the student(s) involved and may result in discipline by school administration.

By signing this agreement and using the equipment and resources of Redcliffe State High School, the student agrees to abide by these conditions.

Parent

I understand the Conditions under which ICT facilities are made available and agree to those conditions.

I understand the Conditions under which e-Learning and SafeAssign are used and agree to those conditions.

I understand that my child may be accessing the Internet for educational purposes or in accordance with this Agreement. 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.

I understand that any use of ICT and e-Learning facilities contrary to this Agreement, or generally, will be treated as a breach of the school discipline and shall be dealt with accordingly.

I acknowledge the importance as a parent to monitor and maintain appropriate security settings relating to my child's use of the internet.

I understand that the school reserves the right to vary the terms of this Agreement to accommodate unforeseen circumstances relating to the use of ICT facilities, e-Learning facilities and SafeAssign by students. Variations shall be in writing signed by the school Principal, and shall be distributed to students and shall take effect accordingly.

Please Print (Parent / Guardian) Name: _____

Address: _____

Signature: _____

Student

I agree to abide by the conditions outlined in the school's Acceptable Use Agreement. I have had this document explained to me and I am fully aware of my responsibilities with regard to the use of ICT facilities at Redcliffe State High School.

Please Print (Student) Name: _____ Year Level: _____

Signature: _____

Agreement signed this _____ day of _____ 20_____.