

# WOREE STATE HIGH SCHOOL ACCEPTABLE USE OF ICT SYSTEMS 2021

This document is the Woree SHS policy for students regarding acceptable use of the ICT (Information, Communication and Technology) facilities and devices. Students and parents/guardians are required to sign this document acknowledging that they have read and understood the policy. Student access to ICT facilities will not be provided without a signed 'Acceptable use of ICT Systems' form.

## **PART A: USE OF COMPUTER, INTERNET AND NETWORK EQUIPMENT - SCHOOL RULES**

The following rules apply to all areas in the school where there is access to computers, printers, associated ICT equipment, Virtual Reality equipment and networking facilities. This also includes furniture and chairs.

- Normal school rules apply in all areas where there are computers.
- Computer workstations and areas in which they are found are to be left clean and tidy. Shifting equipment or interfering with computer cables is prohibited.
- Vandalism of ICT equipment is not tolerated and will be dealt with as per the student behaviour policy. This may include reimbursement for any damages.
- School bags are to be kept in a designated area away from workstations for safety reasons.
- Students are not permitted to have food and/or drink near workstations.
- Using or sharing another person's user name, password and/or area on the network is prohibited. A home drive/area (H:) is allocated to each user on the fileserver to store school related work. Students are expected to protect their work by keeping their password secret/confidential. Under no circumstances should any student allow another person to use their area/password. The responsibility of maintaining the security of this area belongs to the user.
- Users experiencing difficulties with computers or the network are to report the matter to their teacher who will subsequently report the matter to the Network Administrator.
- Be aware of wasting paper; use print previews to see what a document will look like rather than printing it.
- The school's computer facilities are provided to students for the purposes of:
  - providing them with school approved resources aimed at enhancing their education,
  - helping them complete **assignments** and **class work**, and
  - providing them with facilities needed for producing **school related projects**.
- Students must not copy or transfer files or programs from the network, Internet or any other device into home drives unless directed to do so by a teacher or supervisor. The copying of music, games or any other software from the Internet or any other temporary storage devices (ipods, mobile phones, USB devices etc.) to the network or any other area is prohibited. Copying files to the local hard drive of a computer is also prohibited.
- Students must keep backup file copies of their own work.
- Any attempt to circumvent the policies of the network or put at risk the security of the network in the opinion of the Network Administrator will be considered a breach of the agreement.

While student access to computers and the Internet is encouraged, principles of usage need to be understood and appreciated. These services are provided for school work only.

**The Internet is not free.** Woree State High School is charged for the total cost of this service even if it exceeds the amount of money budgeted for access by the school. In order to keep within our budgetary constraints and to provide an equitable service for all students, an Internet account has been created for each student with a download limit on each account, appropriate to specific year levels and the school work they are expected to complete.

**\*Student:** I understand that the Internet can connect me to useful information stored on computers around the world. While I have access to the Internet:

- I will use it only for **educational** purposes.
- I will not use it for private/personal use or to look for anything that is illegal, dangerous or offensive.
- If I accidentally find something that is illegal, dangerous or offensive, I will:
  - clear any offensive pictures or information from my screen or ICT devices and
  - immediately and quietly inform my teacher.
- I will not use the Internet to annoy, offend or harass anyone else.
- I will not access social networking sites unless directed and supervised by my teacher.

## **PART B: USE OF VIRTUAL REALITY EQUIPMENT - SCHOOL RULES**

The following rules apply to all areas in the school where there is access to computers with Virtual Reality associated equipment. This also includes furniture, chairs and decals.

- Normal school rules apply in all areas where there is Virtual Reality equipment.
- Virtual Reality areas must be left in which they are found, clean and tidy.
- Shifting computer or Virtual Reality equipment or interfering with cables is prohibited.
- School bags are to be kept in a designated area away from Virtual Reality equipment for safety reasons.
- Students are not permitted to have food and/or drink near Virtual Reality equipment.
- Students are required to familiarise and practice the Virtual Reality Safety Rules of the school.
- Some students may experience discomfort such as nausea, motion sickness, dizziness, disorientation, headache, fatigue, or eyestrain when using Virtual Reality. It is the student's responsibility to identify if this is happening and remove the headset.
- Users experiencing difficulties with Virtual Reality or the network are to report the matter to their teacher who will subsequently report the matter to the ICT Department.
- Standard equipment hygiene practices are to be followed when using Virtual Reality.
- The Virtual Reality computer facilities are provided to students for the purposes of:
  - providing them with school approved resources aimed at enhancing their education,
  - helping them understand future technologies and employment opportunities.
  - providing them with facilities needed for producing and experiencing **school related projects**.
- Students must not copy or transfer files or programs from the network, Internet or any other device into home drives unless directed to do so by a teacher or supervisor.
- Students must keep backup file copies of their own work.
- Any attempt to circumvent the policies of the network or put at risk the security of the network in the opinion of the Network Administrator will be considered a breach of the agreement.

While student access to Virtual Reality is encouraged, principles of usage need to be understood and appreciated. These services are provided for school work only.

**The equipment is not free.** Woree State High School has invested in hardware and software requirements to deliver an exciting and engaging Virtual Reality experience. Students have a responsibility to respect and **treat the equipment with care**. This will ensure all students get to enjoy the technology.

**\*Student:** I understand that the Virtual Reality equipment is only to be used for the manner in which it is intended and I will abide by the following:

- I will use it only for **educational** purposes.
- I will not use it for private/personal use or to look for anything that is illegal, dangerous or offensive.
- If I accidentally find something that is illegal, dangerous or offensive, I will:
  - clear any offensive pictures or information from my screen or ICT devices and
  - immediately and quietly inform my teacher
- I will not use the hardware in the manner that it was not intended.
- I will adhere to the **Virtual Reality Safety Rules** at all times (Virtual Reality Safety Rules and Instructions are clearly listed on the wall in the VR room).
- I will stop and rest if I feel discomfort.
- I will not touch or enter the immersive space of any student/person that is immersed in Virtual Reality.

## **PART C: Responsible Use of BYOx**

***Our goal is to ensure the safe and responsible use of facilities, services and resources available to students through the provision of clear guidelines.***

**The following are examples of responsible use of BYOx devices by students:**

Use devices:

- for engagement in class work and assignments set by teachers
- for developing appropriate 21<sup>st</sup> Century knowledge, skills and behaviours
- for authoring text, artwork, audio and visual material for publication on the Intranet or Internet for educational purposes as supervised and approved by school staff
- for conducting general research for school activities and projects
- for communicating or collaborating with other students, teachers, parents, caregivers or experts as part of assigned school work
- for accessing online references such as dictionaries, encyclopedias, etc.
- for researching and learning through the school's eLearning environment
- for ensuring the device is fully charged before bringing it to school to enable continuity of learning
- by being courteous, considerate and respectful of others when using a mobile device
- by switching off and placing out of sight the mobile device during classes, where these devices are not being used in a teacher directed activity to enhance learning
- for private use before or after school, or during recess and lunch breaks
- by seeking teacher's approval where they wish to use a mobile device under special circumstances

**The following are examples of irresponsible use of devices by students:**

- using the device in an unlawful manner
- creating, participating in or circulating content that attempts to undermine, hack into and/or bypass the hardware and/or software security mechanisms that are in place
- disabling settings for virus protection, spam and/or internet filtering that have been applied as part of the school standard
- downloading (or using unauthorised software for), distributing or publishing of offensive messages or pictures
- using obscene, inflammatory, racist, discriminatory or derogatory language
- using language and/or threats of violence that may amount to bullying and/or harassment, or even stalking
- insulting, harassing or attacking others or using obscene or abusive language
- deliberately wasting printing and Internet resources
- intentionally damaging any devices, accessories, peripherals, printers or network equipment
- committing plagiarism or violating copyright laws
- using unsupervised internet chat
- sending chain letters or spam email (junk mail)
- accessing private 3G/4G/5G networks during lesson time
- knowingly downloading viruses or any other programs capable of breaching the department's network security
- using the device's camera anywhere a normal camera would be considered inappropriate, such as in change rooms or toilets
- invading someone's privacy by recording personal conversations or daily activities and/or the further distribution (e.g. forwarding, texting, uploading, Bluetooth use etc.) of such material
- using the device to cheat during exams or assessments
- take into or use devices at exams or during class assessment unless expressly permitted by school staff

**In addition to this:**

Information sent from our school network contributes to the community perception of the school. All students using our ICT facilities are encouraged to conduct themselves as positive ambassadors for our school.

- Students using the system must not at any time attempt to access other computer systems, accounts or unauthorised network drives or files or to access other people's devices without their permission and without them present.
- Students must not record, photograph or film any students or school personnel without the express permission of the individual/s concerned and the supervising teacher.
- Students must get permission before copying files from another user. Copying files or passwords belonging to another user without their express permission may constitute plagiarism and/or theft.
- Students need to understand copying of software, information, graphics, or other data files may violate copyright laws without warning and be subject to prosecution from agencies to enforce such copyrights.
- Parents and caregivers need to be aware that damage to mobile devices owned by other students or staff may result in significant consequences in relation to breaches of expectations and guidelines in the school's Responsible Behaviour Plan.
- The school will educate students on cyber bullying, safe internet and email practices and health and safety regarding the physical use of electronic devices. Students have a responsibility to incorporate these safe practices in their daily behaviour at school.

**The school's BYOx program supports personally-owned devices in terms of access to:**

- Printing
- Internet
- File access and storage
- School provided software
- Support the connection of devices to the school network

However, the school's BYOx program does not support personally-owned devices in regard to:

- Technical & hardware support (limited support will be provided on request however primary responsibility belongs to the Parent/Caregiver and the Student)
- Charging of devices at school
- Security, integrity, insurance and maintenance
- Non-school provided software
- Private network accounts



# WOREE STATE HIGH SCHOOL ACCEPTABLE USE OF ICT SYSTEMS

2021



Applicant's Name: \_\_\_\_\_ Date of Birth: \_\_\_\_\_ Form Class: \_\_\_\_\_

## ACCEPTABLE USE OF ICT SYSTEMS - REFER PART A & B

### Student

I, \_\_\_\_\_ (**student name**), understand that the School and the Education Department monitor the Internet, Virtual Reality equipment and computer network services and if the School or Department decides I have broken these rules, appropriate action will be taken. Any attempt to circumvent the policies of the network or put at risk the security of the network in the opinion of the Network Administrator will be considered a breach of the Agreement. Consequences of any breach may include my account being disabled (i.e. no school computer/Virtual Reality/network access) for specified durations. I also understand and accept that while I have access to the Internet:

- I will use it only for **educational** purposes.
- I will not use it for private/personal use or to look for anything that is illegal, dangerous or offensive.
- If I accidentally find something that is illegal, dangerous or offensive, I will:
  - clear any offensive pictures or information from my screen or ICT devices and
  - immediately and quietly inform my teacher.
- I will not use the Internet to annoy, offend or harass anyone else.
- I will not access social networking sites unless directed and supervised by my teacher.
- I will not vandalise ICT equipment or use the hardware in the manner that it was not intended.
- I will adhere to the **Virtual Reality Safety Rules** at all times.
- I will stop and rest if I feel discomfort.
- I will not touch or enter the immersive space of any student/person that is immersed in Virtual Reality

Student's signature: \_\_\_\_\_

Date: \_\_\_\_\_

### Parent / Carer

I understand that computers, Virtual Reality and the Internet can provide students with valuable learning experiences. I also understand that the Internet gives access to information on computers around the world, that the School cannot control what is on those computers and that some of that information can be illegal, dangerous or offensive. I accept that, while teachers will always exercise their duty of care, and information is filtered through Education Queensland's Managed Internet Services, protection against exposure to harmful information is dependent upon responsible use by students.

I believe \_\_\_\_\_ (**Student's name**) has read and understands his/her responsibilities and I hereby give my permission for him/her to access the computers, Virtual Reality and the Internet under the school rules. I understand that students breaking these rules will be subject to appropriate action by the School. This may include loss of computer and/or Internet and/or Network access for some time.

I understand this Agreement remains active while the student is enrolled at Woree State High School.

Parent / Carer's name: \_\_\_\_\_ (Please print clearly)

Parent / Carer's signature: \_\_\_\_\_ Date: \_\_\_\_\_

## Responsible Use of BYOx - REFER PART C

The following is to be read and completed by both the STUDENT and PARENT/CAREGIVER:

- I have read and understood the BYOx Charter, Acceptable use of ICT Systems and the School's Responsible Behaviour Plan.
- I agree to abide by the guidelines outlined in these documents.
- I am aware that non-compliance or irresponsible behaviour, as per the intent of the BYOx Charter and the Responsible Behaviour Plan, will result in consequences relative to the behaviour.

\_\_\_\_\_  
Student's Name (please print)

\_\_\_\_\_  
Student's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent/Carer's Name (please print)

\_\_\_\_\_  
Parent/Carer's Signature

\_\_\_\_\_  
Date