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 computer equipment or interfering with computer cables is prohibited.
- School bags are to be kept away from workstations in a designated area 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 filesystem 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.
- Students experiencing difficulties with computers or the network are to report the matter to their teacher who will subsequently report the matter to the Network Manager.
- 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 for 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.

THE INTERNET

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 restraints 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, 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.

USE OF VIRTUAL REALITY EQUIPMENT AGREEMENT

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 away from virtual reality and placed in a designated area 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 eye strain when using virtual reality. It is the student's responsibility to identify if this is happening and remove oneself from the area.
- 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 to be used 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.

USING EQUIPMENT

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 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, 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.
- 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.
I 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.

Applicant’s Name: ____________________________________________ Form Class: ____________________________
(Please print clearly)
Date of Birth _______________ Applicant’s Signature: ____________________________________________
(day/month/year)

*Parent or Guardian:

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 Managed Internet Services, protection against exposure to harmful information must depend finally upon responsible use by students.

I believe ______________________ (Name of student) understands this responsibility 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.

Parent or guardian’s name ____________________________________________
(Please print clearly)
Parent or guardian’s signature: ____________________________________________ (Date) _______________

*This Agreement remains active while the student is enrolled at Woree State High School.

PLEASE RETURN COMPLETED AGREEMENT TO THE SCHOOL OFFICE AS SOON AS POSSIBLE

Office Use only

Student EQ number: _________________________________ Date actioned: __________________________

Place on Student File; notify Network Administrator if agreement is not returned/signed.

(Reviewed April 2019)