This document is the Woree SHS policy for students regarding acceptable use of the ICT facilities and devices. Students and parents/guardians are required to sign this document acknowledging that they have read and understood the policy at least once every year. Student access to ICT facilities will not be provided without a signed ‘Computer Network and Internet Agreement’.

SCHOOL RULES
The following rules apply to all areas in the school where there is access to computers, printers, associated ICT 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 should 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 fileserver to store school related work. You are expected to protect your work by keeping your password secret (confidential). Under no circumstances should you allow another person to use your 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 the Network Manager and/or their teacher.
- 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.
- Do not copy or transfer files or programs from the network, Internet or any other device into your home directory 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.
- Additional rules and procedures for accessing the Internet and email are to be followed as stated below.
- 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.

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, we have set up an Internet account for each student and a download limit on each account.

*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 look for anything that is illegal, dangerous or offensive.
- If I accidentally come across 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.
I understand that the school and the Education Department monitor both the internet 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 access) for specified durations, my school laptop (if issued) being returned to technical support for re-imaging and offences recorded on OneSchool.

STUDENT USER ID ____________

Applicant’s Name: ___________________________ Form Class: ________________

(Please print clearly)

Date of Birth ________________________ Applicant’s Signature: __________________________________________

(day/month/year)

*Parent or Guardian:

I understand that computers 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 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 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: ____________________________