



Woree State High School

Acceptable Use of ICT Facilities and Devices Policy

Version 5

Every student succeeding

Every student succeeding is the shared vision of Queensland state schools. Our vision shapes regional and school planning to ensure every student receives the support needed to belong to the school community, engage purposefully in learning and experience academic success.

*Queensland Department of Education
State Schools Strategy 2019-2023*

POLICY: Acceptable Use of ICT Facilities and Devices

The Woree State High School policy outlines the guidelines for the acceptable use of ICT facilities and devices. This includes the use of the internet, email and network services (such as printers, display units and interactive whiteboards) that are available through the department's/school's ICT network.

At all times students, while using these ICT facilities and devices, will be required to act in line with the requirements of the [Code of School Behaviour](#) .

Woree State High School offers Internet access for student use. Woree State High School aims to develop students as competent, responsible, independent users of information technology. This policy is to be read in conjunction with the student [BYOx Charter](#) and [BYOx Responsible Use Agreement](#) for Woree State High School.

Parents can withdraw their approval at any time for either service.

Woree State High School reserves the right to withdraw information technology access at any time.

STUDENT RESPONSIBILITIES

The Woree State High School's ICT devices and computer network has been established as a limited access service for an educational purpose. Students may not use the school's network for commercial purposes. This means students may not offer, provide, or purchase products or services through the school network.

All students will have access to Internet World Wide Web information resources through the available school computer rooms, school laptops, learning laboratories, Library, WiFi enabled connected BYOx student devices.

The network is not provided for:

- online gaming
- social media and
- Youtube access.

N.B. Social media accounts including Facebook, Snapchat and Instagram and many online gaming sites require users to be aged 13 years and over.

Students and their parent must sign an [Acceptable Use of ICT and Third Party Consent Form](#) to be granted individual e-mail access to the Internet.

Students are

- expected to demonstrate safe, lawful and ethical behaviour when using the school's ICT network as outlined in the school Student Code of Conduct and the [Code of School Behaviour](#).
- to be aware of [occupational health and safety](#) issues when using computers and other learning devices.

Students **cannot** use another student or staff member's username or password to access the school network. This includes not browsing or accessing another person's files, home drive, email or accessing unauthorised network drives or systems. Additionally, students **should not** divulge personal information (e.g. name, parent's name, address, phone numbers), via the internet or email, to unknown entities or for reasons other than to fulfil the educational program requirements of the school .

Students need to understand that 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.

Personal Responsibility

When you use the Woree State High School computer network, you are responsible for everything that you do or allow to be done in your name or on your behalf. If you give your User ID or password or allow them to be known, you are accountable for their use. Your responsibility extends to Federal / State laws and DETE (EQ) Policies.

It is the student's responsibility to make regular backup copies of school work as the school does not provide a Data Recovery Service. Loss of data cannot be used as a reason for non-submission of work.

	You will	You will not
Student access	<ul style="list-style-type: none"> ✓ follow all Federal/State laws in your use of information technology and Education Qld (DET) ICT policies 	<ul style="list-style-type: none"> * use the Woree State High School network for commercial purposes * offer, provide or purchase products or services through the school network
Personal Safety at Risk	<ul style="list-style-type: none"> ✓ promptly disclose to your teacher or other school employee any message you receive that is inappropriate or makes you feel uncomfortable 	<ul style="list-style-type: none"> * post digital images of yourself or other people. * post information that could cause damage or a danger of disruption. * post personal contact information about yourself or other people. Personal contact information includes your address, telephone, school address, work address, etc. * agree to meet with someone you have met online
Illegal activities	<ul style="list-style-type: none"> ✓ promptly disclose to your teacher or other school employee any message you receive that is inappropriate or is illegal 	<ul style="list-style-type: none"> * attempt to gain unauthorised access to Woree State High School network * attempt to gain unauthorised access to any other computer system through the school network * attempt to go beyond your authorised access level * attempt to log in through another person's account or access another person's files. <i>These actions are illegal, even if only for the purposes of 'browsing'</i> * make deliberate attempts to disrupt the computer system or destroy data by spreading computer viruses or by any other means. <i>These actions are illegal.</i> * use the school network to engage in any other illegal act, such as credit card fraud. * knowingly download viruses or any other programs capable of breaching the department's network security
System security	<ul style="list-style-type: none"> ✓ be responsible for your individual account ✓ take all reasonable precautions to prevent others from being able to use your account ✓ immediately notify a teacher or the system administrator if you have identified a possible security problem ✓ follow the Woree State High School virus protection procedures. 	<ul style="list-style-type: none"> * provide your password to another person
Inappropriate language		<ul style="list-style-type: none"> * use obscene, profane, lewd, vulgar, rude, inflammatory, threatening, hurtful or disrespectful language * post private information that could cause damage or a danger of disruption * engage in personal attacks, including prejudicial or discriminatory attacks. * harass another person. <i>Harassment is persistently acting in a manner that distresses</i>

		<p><i>or annoys another person. If you are told by a person to stop sending the messages, you must stop.</i></p> <ul style="list-style-type: none"> * knowingly or recklessly post false or defamatory information about a person or organisation.
Respect for privacy	<ul style="list-style-type: none"> ✓ be courteous, considerate and respectful of others privacy 	<ul style="list-style-type: none"> * forward a message that was sent to you privately without permission of the person who sent you the message. * post private information (<i>Including any digital images</i>) about another person. * invade 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
Respecting resource limits	<ul style="list-style-type: none"> ✓ use the system only for educational and career development activities and limited, high-quality, self-discovery activities. ✓ check your e-mail frequently and delete unwanted messages promptly 	<ul style="list-style-type: none"> * post chain letters or engage in "spamming". Spamming is sending an annoying or unnecessary message to a large number of people. * subscribe to discussion group mail lists. * participate in "Chat Rooms". * download, copy, store or play computer games on Woree State High School devices or your own device during lesson time
Plagiarism and Copyright infringement	<ul style="list-style-type: none"> ✓ obey all Copyright laws. 	<ul style="list-style-type: none"> * commit plagiarism or violate copyright laws
Inappropriate access to material	<ul style="list-style-type: none"> ✓ immediately notify a teacher and provide the address of the offensive site if you have mistakenly access inappropriate information ✓ follow your parents instructions if there is additional material that they think it would be inappropriate for you to access 	<ul style="list-style-type: none"> * use the school computers to access material that is profane or obscene (pornography), that advocates illegal acts, or that advocates violence or discrimination towards other people (hate literature).
Classroom	<ul style="list-style-type: none"> ✓ accessing online references such as dictionaries, encyclopaedias, etc. ✓ assigned class work and assignments set by teachers ✓ authoring text, artwork, audio and visual material for publication on the intranet or internet for educational purposes as supervised and approved by the school ✓ communicating/collaborating with other students, teachers, parents or experts in relation to school work ✓ conducting general research for school activities and projects ✓ developing appropriate literacy, communication and information skills ✓ researching and learning through the department's eLearning environment 	<ul style="list-style-type: none"> * damage computers, printers or network equipment * deliberately waste printing and internet resources * take into or use mobile devices at exams or during class assessment unless expressly permitted by school employees. * use in-phone cameras anywhere a normal camera would be considered inappropriate, such as in change rooms or toilets * use the mobile device in an unlawful manner * use a mobile device (including those with Bluetooth functionality) to cheat during exams or assessments * use language and/or threats of violence that may amount to bullying and/or harassment, or stalking

YOUR RIGHTS

1. Free Speech

The Woree State High School Network is considered a limited forum, similar to a school newspaper and therefore the school may restrict your speech for valid educational reasons. The school will not restrict your speech on the basis of a disagreement with the opinions you are expressing.

2. Search and Seizure

- a. You should expect only limited privacy in the contents of your personal files on the Woree State High School system.
- b. Routine maintenance and monitoring as required by Education Department regulations may lead to discovery that you have violated this Policy or Federal/State laws.
- c. An individual search will be conducted if there is reasonable suspicion that you have violated this Policy or Federal/State laws.
- d. Your parents have the right at any time to request to see the contents of your e-mail files.

3. Due Process

- a. Woree State High School will cooperate fully with the local, state, or federal officials in any investigation related to any illegal activities conducted through Woree State High School computers.
- b. In the event there is a claim that you have violated this Policy or Network User Guide in your use of the Woree State High School computer system, you and your parents will be provided with a written notice of the suspected violation.

PARENT RESPONSIBILITIES

Parents are responsible for:

- ensuring students understand the school's ICT access and usage requirements, including the acceptable and unacceptable behaviour requirements
- appropriate internet use by students outside the school environment when using a school owned or provided mobile device

STUDENT AND PARENT RESPONSIBILITIES

All students will have access to Internet World Wide Web information resources through the school computers.

At enrolment, each student and their parent must sign the [Acceptable Use of ICT and Third Party Consent Form](#) to be granted usage and an individual e-mail access to the Internet. A parent can withdraw their approval at any time.

Woree State High School

- will provide you with Internet access to a predetermined level.
- reserves the right to withdraw information technology access at any time.

In addition students and their parents should:

- a. understand the responsibility and behaviour requirements (as outlined by the school) that come with accessing the department's ICT network facilities
- b. ensure they have the skills to report and discontinue access to harmful information if presented via the internet or email
- c. be aware that:
 - access to ICT facilities and devices provides valuable learning experiences for students and supports the school's teaching and learning programs
 - ICT facilities and devices should be used appropriately as outlined in the school [Student Code of Conduct](#), and the [Code of School Behaviour](#)
 - the school is not responsible for safeguarding information stored by students on departmentally-owned student computers or mobile devices
 - the school may remotely access departmentally-owned student computers or mobile devices for management purposes

- students who use the school's ICT facilities and devices in a manner that is not appropriate may be subject to disciplinary action by the school, which could include restricting network access
- despite internal departmental controls to manage content on the internet, illegal, dangerous or offensive information may be accessed or accidentally displayed
- teachers will always exercise their duty of care, but avoiding or reducing access to harmful information also requires responsible use by the student.

STAFF RESPONSIBILITIES

Ensure:

- that all students know and understand the above guidelines and the implications for breaches.
- any inappropriate breaches by students are recorded on OneSchool.
- that a parent is promptly informed of any infringement that warrants notification
- any inappropriate faults, concerns and breaches are reported promptly to the System Administrator

Monitor all student computer use and ensure that the student complies with the above.

SCHOOL RESPONSIBILITIES

The school will educate students regarding cyber bullying, safe internet and email practices, and health and safety regarding the physical use of ICT devices. Students have a responsibility to behave in line with these safe practices

Use of the school's ICT network is secured with a user name and password. The password must be difficult enough so as not to be guessed by other users and is to be kept private by the student and not divulged to other individuals (e.g. a student should not share their username and password with fellow students)

The Principal reserves the right to restrict student access to the school's ICT facilities and devices if access and usage requirements are not met or are breached. However restricted access will not disrupt the provision of the student's educational program. For example, a student with restricted school network access may be allocated a stand-alone computer to continue their educational program activities.

The Department of Education monitors access to and use of its network. For example, email and internet monitoring will occur to identify inappropriate use, protect system security and maintain system performance in determining compliance with state and departmental policy.

The department may conduct security audits and scans, and restrict or deny access to the department's network by any personal mobile device if there is any suspicion that the integrity of the network might be at risk.

Woree State High School:

- makes no guarantee that the functions or the services provided by or through the School system will be error-free or without defect.
- will not be responsible for any damage you may suffer, including but not limited to, loss of data or interruptions of service.
- is not responsible for the accuracy or quality of the information obtained through or stored on the system.
- will not be responsible for financial obligations arising through the unauthorised use of the system.

