

Coomera Springs State School
INFORMATION & COMMUNICATION TECHNOLOGY (ICT)
ACCEPTABLE USE AGREEMENT

Information and Communication Technology (ICT) includes computers, printers, scanners, digital cameras, Internet and email facilities, MP3's and other associated electronic and mechanical hardware and software.

Our school has a fibre optic cable and wireless network to all buildings. All our students have staff supervised access to the Internet as a research tool. Education Queensland computers have multiple software security devices operating at all times and all care is taken to supervise correct usage of our computers.

Our students will have supervised access to:

*** E-mail:** E-mail will allow staff and students to communicate with people throughout the world. Users will also be able to subscribe to educational mail-lists to engage in-group discussion related to educational topics.

- All E-mail should be previewed by staff before releasing to a student.
- All E-mail to be sent electronically should be previewed by staff to ensure the confidentiality of students at the school. This means no personal information (home address, telephone numbers etc) of any student should be included in the E-mail.

*** World Wide Web:** The Web provides access to a wide range of information in the form of text, graphics, photographs, video and sound from throughout the world. The Web is a valuable research tool for students and staff.

- No student will be provided with the access password or any information which will allow them to connect to the Internet unsupervised.
- Staff are to preview the contents of the selected site and this site bookmarked before the student gains access to the site. The students can visit only bookmarked sites.
- If links to other similar sites are included in the Web page, these should be previewed before the student visits the associated sites.
- Staff supervising the student should be skilled at removing unwanted information from the monitor quickly and efficiently.

Students

I _____ of Year _____, understand that the use of Information and Communication Technology resources at our school is a privilege, which involves the acceptance of certain responsibilities. I understand and agree to the following:

I will use ICT resources only for appropriate learning tasks

I will

- be considerate of other users. I will respect their privacy, and not seek access to files or messages intended for, or belonging to, others.
- check outside disks for viruses before use, and I will not attempt to send, transfer or create computer viruses.
- immediately report any damage, errors or faults with ICT resources to my teacher.
- immediately report accidental access to controversial, inappropriate or offensive material.
- use my own logon (unless directed otherwise by a teacher).
- gain permission to print material, only print material related to my education, only use my print account.

I will not use ICT resources to:

- breach copyright and claim someone else's work as my own (plagiarism)
- access, copy or distribute any material that is controversial, inappropriate or offensive.
- download or install any software.
- access streaming media such as sounds, music, videos and games without teacher consent.

- access the control panel, system configuration, or make any changes to settings, passwords (other than my own)
- directly or indirectly access drives other than those allocated to me,
- directly or indirectly move, delete, modify any files (other than those in my personal drive).
- be involved with electronic or physical vandalism.
- use, manipulate or transmit photos of members of our school, student or staff without their (and their teachers) prior approval
- reveal my full name, personal address, phone number, or those of other students or staff, in any electronic communications.

Teachers, parents and officials have the right to access and inspect the contents of student files and emails at anytime. Random audits of student files will be carried out regularly. Students found to be violating this policy or any law will receive the appropriate consequences.

Possible consequences for violations include, but are not limited to:

- ◆ Student to pay for deliberate damage
- ◆ Suspension of computer access.
- ◆ Revocation of computer access.
- ◆ Suspension of Internet access.
- ◆ Revocation of Internet access.
- ◆ School suspension.
- ◆ Legal action and prosecution by the relevant authorities.

Signed Student

Date

Parents/Guardians

I have read the above agreement, and I;

1. do / do not give permission for my child to access, produce and communicate information on the Internet,
2. do / do not give permission for my child's photograph to be displayed where appropriate, on web pages made by teachers or students, and
3. understand that my child's computer files and Internet and email usage will be checked by the "system Administrator".

Signed Parent/Guardian

Date