



# IPSWICH CENTRAL STATE SCHOOL

"Strive to Excel"

Dear Parents/Guardians

## Information Technology and Internet Acceptable Use Policy

Ipswich Central State School has a school wide computer network that supports effective student learning across the school's curriculum. This network, through Education Queensland's *Ednet*, also provides student access to the Internet.

Before students are permitted this access, parents are to indicate their approval for their child to have this privilege. It is important that you and your child are familiar with the guidelines as stated in the accompanying *Information Technology and Internet Acceptable Use Policy*. Education Queensland requires that all schools have an Internet Acceptable Use Policy.

In summary the policy refers to –

1. *Purpose of the School network and Internet access.* This gives students the benefit of co-ordinated networked computers and information technology facilities for educational purposes—their daily classwork as well as for research purposes. The provision of Internet access will provide connections to resources world wide, as well as facilitating local, regional and world wide communication through electronic mail—*email*.
2. *Types of information available and intellectual ownership.* Students may access a range of appropriate information via the Internet as well as use computer software installed on the network. The use of these resources is subject to copyright.
3. *User responsibilities.* Students are responsible for all activity carried out on their personal network account.
4. *Personal security.* Students are not to disclose personal information—their own or other people's on the Internet.
5. *Sanctions.* Inappropriate use of the network facilities, the Internet or *email* will incur the loss of privilege to use these facilities.

When a signed *Information Technology and Internet Access Acceptable Use Agreement* is returned, your child will have access to those facilities that you approve. To remain eligible as a user, the use of your child's account must be in support of, and consistent with, the educational objectives of the School, the School's *Behaviour Management Policy* and the *Information Technology and Internet Acceptable Use Policy and Agreement*. Failure to follow these will result in the loss of privilege to use these facilities.

Although we have established Acceptable Use policies, please be aware that there may be unacceptable material or communications on the Internet that your child can access. We have no control over material on other computer systems. While teachers will always exercise their duty of care, protection against exposure to harmful information on the Internet must depend finally upon responsible use by students.

**Please read and discuss the attached policy with your child. Complete and return the signed Agreement to the school office.** Students will be issued with an Internet Permission Card for use at school.

Please contact a member of the Administration should you have any concerns or wish to discuss the matter further.

Yours sincerely,

Damian Johnson, Principal

# Information Technology and Internet Acceptable Use Agreement

## Student Agreement

I have read and understand the Information Technology and Internet Acceptable Use Policy.

- I understand that I will have the use of the school's computer network facilities, access to the Internet and email, when deemed necessary for educational purposes only.
- I will use these network facilities responsibly at all times.
- I will display my Internet Permission Card while using the Internet.

In particular I WILL NOT

- Reveal home addresses or phone numbers—mine or anyone else's.
- Use the Internet to annoy, offend or harass anyone.
- Look for anything that is illegal, dangerous or offensive on the Internet.  
Should I accidentally come across something that is illegal, dangerous or offensive, I will:
  - ⇒ Clear that material from my screen; and
  - ⇒ Immediately inform my teacher.

I understand that if I misuse my network, Internet or email privileges, consequences will apply. This will include the loss of my access to the network, Internet and / or email facilities.

## Parent or Guardian Agreement

I have read and understand the attached letter and the accompanying Information Technology and Internet Acceptable Use Policy.

I understand that students breaking these policy guidelines are subject to the sanctions outlined, and will have their access withdrawn accordingly.

I agree to support the School in enforcing the Information Technology and Internet Acceptable Use Policy and have completed and returned the Agreement.

I believe my child understands the policy guidelines and his/her responsibilities.

I have given my permission for him/her to have access to the Internet, and to have an email account for educational purposes when deemed necessary.

**Keep this copy at home**

# Information Technology and Internet Acceptable Use Agreement

## 1. This policy sets out guidelines for the acceptable use of

- The School's computer network facilities
- Installed computer software
- Access to the Internet via Education Queensland's facility
- Access to electronic mail—email via Ednet

which are provided to students for educational purposes only

## 2. Acceptable use issues may be broadly categorised as personal conduct relating to:

- System security
- Legal requirements
- Ethical use of Education Queensland's computer network facilities at school.
- Standards of interpersonal communication.

## 3. Benefits to students—Students will have access to

- A variety of equipment, software and services to support effective learning.
- Information sources for research via network facilities and the Internet.
- Network facilities during lunch breaks.

## 4. Procedures for use—Students are expected to

- Operate all equipment with care. Follow written and oral instructions for room and equipment use. Consult a teacher where necessary.

## RESPONSIBILITIES OF STUDENTS

Students are responsible for all activity carried out on their personal network account.

### General Network Responsibilities—Student will NOT

- Share their password with anyone else
- Use another student's network account
- Allow another student to use their account
- Attempt to change the network in any way
- Attempt to bypass security
- Store inappropriate material in their network account.
- Ensure personal security of their user account by correctly logging on and off.

### Internet Acceptable Use Responsibilities

Student will use the Internet in a responsible manner for educational purposes—for their classwork and assignment research. Internet use is a privilege, and at all time students must exercise careful judgement over all material that they access and communications that they make. The School pays for all Internet data coming into and going out of the School at a per megabyte charge.

## **BENEFITS TO USERS**

The Internet provides:

- Access to services which will enable enhanced learning and provide another medium for obtaining information.
- Information sources and communication with peers and experts.
- For the development of learning and information retrieval skills.
- Up to date and relevant information.

Risks to users

- The information available through the Internet comes from a variety of sources, therefore, it may not be credible, authoritative, well selected or well organised.
- The information accessed may sometimes be illegal, dangerous or offensive.
- Time can easily be wasted both by fruitless searches and by distractions from the task at hand.
- Computer and network resources can be slowed or stopped by users receiving very large files or large numbers of files.
- Programs and files arriving through the Internet could carry viruses.

Responsibilities of users

- Focus on the curriculum task at hand to avoid wasting time, network and financial resources.
- All content on the Internet is copyright regardless of whether a copyright notice is displayed.
- Avoid plagiarism by citing references to all content consulted.
- Do not download music, games, shareware or freeware.
- Avoid inappropriate content, especially material that is illegal, dangerous or offensive.
- Be courteous in your communications with others.
- Do not disclose personal information, your own or other people's, on the Internet.

## **ELECTRONIC MAIL—EMAIL**

All electronic files are presumed to be the property of Education Queensland and email users should presume they will be held accountable for every message issued from their accounts. Email is not private and communications may be viewed when administrative maintenance is undertaken.

Electronic communication via the School's Intranet, the Internet and email. Students will

- Use email for approved educational purposes only.
- Not use network facilities to annoy, offend or harass anyone.
- Regard any email sent to an Internet electronic mail address as potentially a public document, that may be viewed and therefore should not contain inappropriate or offensive content.
- Not send anonymous or falsely addressed messages or electronic mail.
- Not use Internet Web based email and chatrooms.

## **SANCTIONS**

Inappropriate use of network facilities, the Internet or email will incur serious consequences.

- Student access to network facilities, the Internet or email will be revoked.
- Students may apply to have access re-instated after a period of time.
  - ⇒ Parents and students will be required to sign a new Acceptable Use Agreement
  - ⇒ Students will be required to perform Community Service to the School as condition of re-instatement of access.

*(Please return this section to the School Office)*

## Information Technology and Internet Acceptable Use Agreement

### Student Agreement

I have read and understand the Information Technology and Internet Acceptable Use Policy.

- I understand that I will have the use of the school's computer network facilities, access to the Internet and email, when deemed necessary, via Education Queensland's Ednet facility, for educational purposes only.
- I will use these network facilities responsibly at all times.
- I will display my Internet Permission Card while using the Internet.

In particular I WILL NOT

- Reveal home addresses or phone numbers—mine or anyone else's.
- Use the Internet to annoy, offend or harass anyone.
- Look for anything that is illegal, dangerous or offensive on the Internet.  
Should I accidentally come across something that is illegal, dangerous or offensive, I will:-
  - ⇒ clear that material from my screen; and
  - ⇒ Immediately, inform my teacher.

I understand that if I misuse my network, Internet or email privileges, sanctions will apply. This will include the loss of my access to the network, Internet and / or email facilities.

Student's Name (Print) ..... Class .....

Student's Signature ..... Date .....

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### Parent or Guardian Agreement

I have read and understand the attached letter and the accompanying Information Technology and Internet Acceptable Use Policy.

I understand that students breaking these policy guidelines are subject to the sanctions outlined, and will have their access withdrawn accordingly.

I believe ..... (Name of student) understands the policy guidelines and his/her responsibilities.

I hereby give my permission for him/her to have access to the Internet, and to have an email account for educational purposes when deems necessary.

I agree to support the School in endorsing the Information Technology and Internet Acceptable Use Policy by completing this Agreement.

Parent's or Guardian's Name (Print) .....

Parent's or Guardian's Signature ..... Date .....