

POLICY IMPLEMENTATION DOCUMENT

ACCEPTABLE USE of INTERNET and EMAIL

The use of the Internet and Email Services at Kariong Mountains High School will:

- provide secure access for students and staff
- ensure students' learning can be further enhanced by assisting them to develop research and communication skills necessary to use the services productively and appropriately
- provide collaborative learning and information sharing as part of the students' learning outcomes

Access and Security

Students will:

- 1.1 not disable settings for virus protection, spam and filtering that have been applied by the NSW Department of Education and Training
- 1.2 ensure that communication through Internet and Email Services is related to learning.
- 1.3 keep passwords confidential, and change them when prompted, or when known by another user.
- 1.4 use passwords that are not obvious or easily guessed.
- 1.5 never allow others to use their personal e-learning account.
- 1.6 log off at the end of each session to ensure that nobody else can use their e-learning account.
- 1.7 promptly tell their supervising teacher if they suspect they have received a computer virus or spam (*i.e. unsolicited email*) or if they receive a message that is inappropriate or makes them feel uncomfortable.
- 1.8 seek advice if another user seeks excessive personal information, asks to be telephoned, offers gifts by email or wants to meet a student.
- 1.9 never knowingly initiate or forward emails or other messages containing:
 - 1.9.1 a message that was sent to them in confidence.
 - 1.9.2 a computer virus or attachment that is capable of damaging recipients' computers.
 - 1.9.3 chain letters and hoax emails.
 - 1.9.4 spam, eg unsolicited advertising material.

Respect and Responsibilities

Students will:

- 2.1 never send or publish:
 - 2.1.1 unacceptable or unlawful material or remarks, including offensive, abusive, racist or discriminatory comments.
 - 2.1.2 threatening, bullying or harassing another person or making excessive or unreasonable demands upon another person.
 - 2.1.3 sexually explicit or sexually suggestive material or correspondence.
 - 2.1.4 false or defamatory information about a person or organisation.
- 2.2 ensure that personal use is kept to a minimum and Internet and Email Services is generally used for genuine curriculum and educational activities. Use of unauthorised programs and intentionally downloading unauthorised software, graphics or music that is not associated with learning, is not permitted.
- 2.3 never hide files and folders, damage, lock or disable computers, computer systems or networks of the NSW Department of Education and Training.
- 2.4 ensure that services are not used for unauthorised commercial activities, political lobbying, online gambling or any unlawful purpose.
- 2.5 be aware that all use of Internet and Email Services can be audited and traced to the e-learning accounts of specific users.

Privacy and Confidentiality

Students will:

- 3.1 never publish or disclose the email address of a staff member or student without that person's explicit permission.
- 3.2 not reveal personal information including names, addresses, photographs, credit card details and telephone numbers of themselves or others.
- 3.3 ensure privacy and confidentiality is maintained by not disclosing or using any information in a way that is contrary to any individual's interests.

Intellectual Property and Copyright

Students will

- 4.1 never plagiarise information and will observe appropriate copyright clearance, including acknowledging the author or source of any information used.

- 4.2 ensure that permission is gained before electronically publishing users' works or drawings. Always acknowledge the creator or author of any material published.
- 4.3 ensure any material published on the Internet or Intranet has the approval of the principal or their delegate and has appropriate copyright clearance.

Misuse and Breaches of Acceptable Usage

Students will be aware that:

- 5.1 they are held responsible for their actions while using Internet and Email Services.
- 5.2 they are held responsible for any breaches caused by them allowing any other person to use their e-learning account to access Internet and Email Services.
- 5.3 the misuse of Internet and Email Services may result in disciplinary action which includes, but is not limited to, the withdrawal of access to services.

Students will report:

- 6.1 any Internet site accessed that is considered inappropriate.
- 6.2 any suspected technical security breach involving users from other schools, or from outside the NSW Department of Education and Training.

Implementation

1. Years 7-12 students are required to sign a license contract agreeing to adhere to the policy on the acceptable use of internet and email services in school. The license contracts are worded differently so that they are appropriate to the students' scholastic year group.
2. Students who abuse their rights and/or act irresponsibly towards others will have their login accounts disabled and their parents/caregivers informed immediately. The school reserves the right to determine further course of actions when it seems fit.
3. Students who are repeated offenders will face a prolonged ban on their e-learning accounts. In addition, the school's level system will apply. Teachers have the right to temporarily disable students' e-learning accounts and block websites