

POLICY STATEMENT ON STUDENT COMPUTER NETWORK AND ONLINE SERVICES AGREEMENT

The student computer network and online services at school is available for student use to enhance learning. Access to Department of Education online services and the Internet is provided and encouraged. This includes individual email and calendar accounts, the internet, Connect, web-conferencing, digital resources, file storage and sharing services.

All students have the **opportunity** to use the school ICT devices and facilities. However, students have a **responsibility** to use the ICT devices in an appropriate manner. It is provided for work purposes, **not** personal use.

All students and parents must read the *Student Computer Network and Online Services Agreement* outlined below and acknowledge their agreement to abide by the conditions and acceptable use requirements in the *Enrolment Application and Form*. **Students will not be allowed to access the student computer network or online services without signed parent/guardian permission.**

This contract establishes rules for the student and secures a commitment for best use practices.

I acknowledge that I will abide by the following requirements. I understand that should I misuse the student computer network, online services or the acceptable use requirements, consequences (eg, access restrictions) will be applied.

1. Students using the student computer network and Department-provided online services at Champion Bay Senior High School must:

- use the student computer network for school projects and approved pursuits.
- log on under their own name and password, keep these passwords private and not share these with other students and not let other people logon and/or their online account.
- tell the teacher if they think someone is using their online account.
- understand the school and the Department of Education can monitor their use of online services.
- use the ICT device for appropriate purposes as determined by the supervising teacher.
- ensure that the ICT equipment is appropriately cared for and not damage or disable the computers, computer systems or computer networks of the school, the Department of Education or any other organisation.
- report malfunctions or difficulties with the ICT device to their supervising teacher.
- learn how to use the system efficiently to minimise disruption to other users.
- monitor and limit the number of files saved to their allocated space on the network server.
- understand that their saved files will be deleted at the end of the year.

2. Students using the student computer network and Department-provided online services at Champion Bay Senior High School must not:

- load, create or save any program (unless specifically directed to by teachers).
- play any form of game other than that specified by a teacher.
- access, alter or use information in other student's files or devices.
- alter any settings on the computer, iPad or other school ICT device.
- have food or drink in the areas that contain ICT equipment.
- use any material in their school work before gaining permission from the copyright owner, including reusing it in a portfolio for employment, in a competition or any other uses other than for their private research and study.

3. Students should use the internet and Department-provided online services only with the approval and guidance of a teacher. This means students:

- should only use online services for purposes which support their learning, educational research and approved pursuits.
- will tell a teacher if they find any information that is inappropriate or makes them feel uncomfortable about it. Examples of inappropriate content include violent, racist, sexist, or pornographic material, or content that is offensive, intimidating or encourages dangerous or illegal activity. They must not use the internet to access violent or pornographic publishing or other sites deemed inappropriate by the school, especially any sites which are blocked by the system or Department of Education.
- will check with the teacher before sharing images or giving information about themselves or anyone else when using online services.
- must not download any programs or applications from the internet (including screen savers or wallpaper).
- are responsible for all activity in their online services account. They must not access chat lines, conversation sites or other sites that link students to unauthorised individuals outside of the school community.
- should make any search as quick and efficient as possible and will acknowledge the creator or author of any material used in their research for school work by using appropriate referencing.
- will use appropriate language in all internet communications.
- will not use the Department's online services for personal gain or illegal activity (eg music file sharing), to bully, offend or intimidate others or access or send inappropriate materials including software that may damage computers, data or networks.
- must not use the school's internet facilities for any unlawful purposes, such as hacking.

4. It is an offence under section 474.17 of the criminal code act to:

- use a telecommunication service supplied by a carrier to menace or harass another person.
- use a telecommunication service supplied by a carrier in such a way as would be regarded by reasonable persons as being, in all circumstances, offensive.

This policy was last ratified by the Champion Bay Senior High School Board in November 2024.