Yeronga State High School ICT Usage Policy

Information Communication Technology
Usage Agreement

Yeronga State High School provides access to various Information Communication Technology resources, network facilities, internet and email. These resources are available to enhance the learning process in a supportive school environment and to achieve quality learning outcomes for our students. Students are encouraged to become familiar and proficient users of Information Communication Technology. As such, for the benefit of all users, students are expected to observe the following:

As responsible members of the school community, it is expected that all students and other members of the community will follow and adhere to the established guidelines. These guidelines are based on common sense, common decency, rules established by Yeronga SHS and laws established by the State of Queensland and the Commonwealth of Australia. The purpose of such guidelines is to:

• ensure that students understand their responsibilities with regards to acceptable use of school information communication technology equipments
• outline to parents and the wider school community the steps that the school has taken to ensure that information communication technology is used appropriately in the learning environment.

Guidelines for use of Information Communication Technology Equipment

The school has endeavoured to ensure that all students’ work can be saved, stored and accessed in a secure manner. It is expected that all students will respect the right of other students to use the network resources.

School Network:

• Log in using your own appropriate ID. It is never acceptable to use someone else’s ID.
• Use computers for the purpose directed by the teacher in charge. Students are not to play games or use any other software unless the teacher has given specific permission for this.
• Do not tamper with the computer system. It is unacceptable to seek access to restricted areas of the computer network.
• Do not enter a computer room unless a teacher is present.
• Do not swap around any equipment. That is, no changing of keyboards, mice or other equipment from one computer to another.
• Report all equipment faults to your teacher immediately.

Passwords:

• Keep your password secret. If you suspect that someone may know your password, change it.
• It is unacceptable to gain, or to attempt to gain, another person’s password or personal information.
• When a student has been allocated a password, it is the student’s responsibility to remember that password.

Printing:
The school has provided printing facilities for students to obtain printouts of their work. Students are expected to use the printers for school purposes only and endeavour to keep paper wastage to a minimum.

- Printing is charged at 10 cents per page for black and white and .50c for colour. Print credits are non-refundable.
- At the start of each year, students will be provided with a $10.00 print credit balance (this amount is included in the Text Book Hire fees paid at the beginning of the year). Each page printed will result in the balance being reduced by 10/50 cents. Once a print balance reaches 0, the student can purchase extra print credit from the Student Services Counter. Minimum purchase $5.00
- Place unwanted printouts in recycling boxes.

Communication:

*Communication using ICT’s relates to email, internet, intranet, shared network spaces and other telecommunications (including mobiles telephones)*

- ICT equipment should only be used for communications relating to school activities.
- Limited personal use is permitted, but under no circumstance in class time.
- Each student will be provided with an email account that will be systematically scanned for inappropriate usage.

**Inappropriate use of Information Technology Equipment**

It is both inappropriate and unacceptable to use of Information Communication & Technology equipment:

- For purposes which are anti-social, illegal, discriminatory, malicious, pornographic, relating to substance abuse and/or relating to hacking.
- To communicate messages which relate to activities that could be deemed in any way to be anti-social, illegal, discriminatory, malicious, pornographic, relating to substance abuse and/or relating to hacking.
- To communicate messages relating to bullying, harassment, threats and/or extortion.
- To produce, store, communicate and/or replicate any material that is anti-social, illegal, discriminatory, malicious, threatening, pornographic, relating to substance abuse and/or relating to hacking.
- To load, use, store and/or replicate software that is in breach of licensing conditions or affects the performance of the school network facilities.
- To load, use, store and/or replicate software that is anti-social, illegal, discriminatory, malicious, threatening, pornographic, relating to substance abuse and/or relating to hacking.
- To conduct business transactions, attempt to access banned internet sites or pass personal information.
- Any other activity deemed as unacceptable by the school ICT committee.

**Student use of Information Communication Technology Equipment**

Students are permitted to use ICT equipment:

- during class time when under the direction of a teacher
- before school and during breaks in designated areas such as the Library
for recreational purposes, only during breaks and in designated areas, and must be aware that students requiring access to ICT equipment for educational purposes will always take precedence over recreational users.

• Providing there is no activity or use deemed inappropriate (refer to above)

Students are not permitted under any circumstance to:

• Remove mouse balls from computer mice
• Unplug/rearrange/remove leads connected to ICT equipment
• Tamper with keyboard keys by removing or repositioning them
• Remove labels from ICT equipment
• Vandalise or remove fixed components from ICT equipment
• Remove any ICT equipment from its designated location within the classroom
• Remove any ICT equipment from a classroom
• Load executable software onto workstations
• Tamper with classroom printer settings or restock printers with paper
• Tamper with other student logins
• Connect any device to a workstation other than a USB memory stick or a digital camera (after first gaining teacher approval)
• Deface ICT equipment or tamper with any workstation settings.

Agreement for use of Information Communication Technology Equipment

It is expected that all students will respect that the Information Communication Technology Equipment with which they have been provided, and realise that using this equipment is a privilege, not a right. This privilege can be withdrawn if necessary as set down in this document and in the school behaviour management plan.

Consequences for misuse/inappropriate use:

Student misuse or inappropriate use of ICT equipment as stated in this document would be considered in breach of Yeronga SHS, ICT Usage Policy. As such consequences may be imposed, depending on the circumstances and details relating to student misuse or inappropriate use. This will be determined by one or more of the following:

• A member of the school senior Administration
• Head of Department - IT

Consequences may include:

• Detentions
• Temporary ban from internet/email
• Permanent ban from internet/email
• Temporary ban from school network
• Permanent ban from school network
• Recompense of expenses
• Suspension/Exclusion