

# Computer Guidelines for Students



*Please read and discuss thoroughly with your children before signing and returning the permission form. You may like to keep the rest of this document for future reference.*

At Coolum State School, computers and Internet access are provided for students as **educational resources**. (Education Policies and Procedures Register)

## ***What is acceptable/appropriate use/behaviour by a student?***

It is acceptable for students to use school computers and network infrastructure for:

- assigned class work and assignments set by teachers;
- developing literacy, communication and information skills; authoring text, artwork, audio and visual material for publication on the Intranet or Internet,
- solely for educational purposes as supervised and approved by the school;
- conducting research for school activities and projects;
- communicating with other students, teachers, parents or experts in relation to school work;
- and access to online references such as dictionaries, encyclopaedias, etc.

Students can also collaborate, research and learn through Education Queensland's e-learning environment.

## ***What is unacceptable/inappropriate use/behaviour by a student?***

It is unacceptable for students to:

- download, distribute or publish offensive messages or pictures;
- use obscene or abusive language to harass, insult or attack others;
- deliberately waste printing and Internet resources;
- damage computers, printers or the network equipment;
- violate copyright laws which includes plagiarism;
- use unsupervised internet chat;
- and use online e-mail services (e.g. hotmail),
- send chain letters or Spam e-mail (junk mail).
- usernames and passwords are to be kept by the student and not divulged to any other individual (e.g. a student should not give their fellow students their username and password).
- Students cannot use another student or staff member's username or password to access the school's network, including not trespassing in another person's files, home drive or e-mail.
- Additionally, students should not divulge personal information (e.g. name, parent's name, address), via the internet or e-mail, to unknown entities or for reasons other than to fulfil the educational program requirements of the school.

## ***What is expected of schools when providing student's with access to ICT facilities?***

Schools will provide information in relation to student access and usage of its network and reserves the right to restrict/remove student access to the intranet, extranet, internet or network facilities if parents or students do not adhere to the school's network usage and access guideline/statement.

Schools will prepare students for the possibility of unanticipated access to harmful information, materials or approaches from unknown persons via the internet (e.g. run through processes for disregarding (or ceasing access) to information, the process for reporting accidental access to harmful information and reporting approaches from unknown persons via the internet to the supervising teacher or school staff member).

Where possible, classes involving internet usage by students will be prepared prior to class engagement, including, filtering and checking sites students are directed to visit. An assessment should be made of the appropriate timeframe for access to the internet for completing the set task or duration a student should have access to the internet (e.g. during schools hours, outside of school hours).

### ***What awareness is expected of students and their parents?***

Students and their parents should understand and be aware that:

- the responsibility and behaviour requirements (as outlined by the school) that come with accessing the school's ICT network facilities and ensure they have the skills to report and discontinue access to harmful information if presented via the internet or e-mail;
- the ICT facilities should be utilised with good behaviour as stipulated under the Code of School Behaviour;
- students breaking these rules will be subject to appropriate action by the school. This may include restricted network access for a period as deemed appropriate by the school;
- access to ICT facilities provides valuable learning experiences, therefore giving the student educational benefits in line with the school's educational program;
- the Internet gives access to information on and from a wide variety of organisations, subjects, people, places with origins from around the world; the school cannot control information accessed through the internet; and information may be accessed or accidentally displayed which could be illegal, dangerous or offensive, with or without the student's immediate knowledge; and
- teachers will always exercise their duty of care, but protection, mitigation and discontinued access to harmful information requires responsible use by the student.

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### Some examples of inappropriate use of school ICT Resources:

- Trying to access social networking and game sites such as Facebook, Minecraft, MoshiMonsters, Penguin Club etc
- Access game site that require a personal, non-EQ login
- Spamming : forwarding jokes, images and file attachments through the school's email server
- Bringing games and executable files from home onto the school network
- Conducting internet searches not related to school activities and not authorised by a teacher
- Playing computer or internet games without permission or instead of working on a given task
- Saving music files on the school network



## Parent/Guardian Agreement

I understand that the school provides my child with access to the school's network (including the internet) for valuable learning experiences. In regards to internet access, I understand that this will give my child access to information on computers from around the world; that the school cannot control what is on those computers; and that a small part of that information can be illegal, dangerous or offensive.

I accept that, while teachers will always exercise their duty of care, protection against exposure to harmful information should depend finally upon responsible use by students/my child. Additionally, I will ensure that my child understands and adheres to the school's appropriate behaviour requirements and will not engage in inappropriate use of the school's ICT network.

I believe \_\_\_\_\_ (name of student) understands this responsibility, and I hereby give my permission for him/her to access and use the school's ICT network (including the internet) under the school rules.

I understand that students breaking these rules will be subject to appropriate action by the school. This may include loss of access and usage of the school's ICT network for some time.

(Parent/Guardian's name).....

Signature:..... Date:.....

Student Name:..... Class: .....

***Year 3—7: Both student and parent must sign this agreement.***

### Student Agreement

I understand that the school's ICT network provides me with access to a range of essential learning tools, including the internet. I understand that the internet can connect me to useful information stored on computers from around the world.

While I have access to the school's ICT network: I will only use it for educational purposes; I will not undertake or look for anything that is illegal, dangerous or offensive; and I will not reveal my password or allow anyone else to use my school account.

Specifically in relation to e-mail and internet usage, I will: clear any offensive pictures or information from my screen; and immediately quietly inform my teacher. In the same instance I will not: reveal home addresses or phone numbers – mine or that of any other person; or use the school's ICT network (including the internet) to annoy or offend anyone else.

I understand that if the school decides I have broken the rules for using its ICT network, appropriate action will be taken, which may include loss of access to the network (including the internet) for some time.

Name:..... Class: .....

Signature:..... Date: .....