

12. Acceptable Use of Technology Agreement – Years 7-12



Internet and Network Services

All new students to the School sign an Acceptable Use of Technology Agreement when they start at IGGS. Their parents also sign this. Continuing students then sign their continued agreement to these conditions at the start of each school year.

By signing this agreement, students acknowledge that they are given rights to the following resources:

- Access to the school network which allows a student to use a computer for preparing assignments, to access software packages available within the School, to access the Internet or Intranet, to access the school library catalogue and online services available, and to access email.
- Printing and photocopying facilities.

Each student's printing account is issued an initial credit of \$60 per year. Students must apply to the Accounts Office if they require additional pages for printing during the school year. Additional credit of pages will be charged to parents' accounts, or paid by students at the Accounts Office. Print credit does not carry over from year to year.

All students must read the following regulations outlined in the Acceptable Use of Technology Policy before signing the agreement form. Students will receive this agreement in Lifeskills at the start of the School year. This agreement will be emailed to parents so they are also aware of the School's expectations regarding technology.

As a student user of the school network, the following regulations on **access to the school network and printing privileges** must be understood and carried out.

The student will:

- Take appropriate care when using all information technology resources.
- Take responsibility for her individual log-on account and follow all reasonable precautions to prevent others from being able to use this account. (Under no conditions will a student give her password to another student user.)
- Not intentionally seek information on or obtain copies of passwords belonging to other users.
- Not delete or modify any files or data belonging to others without their permission.
- Not misrepresent other users on the network.
- Not use school computers to illegally copy software or copyright material.
- Not deliberately waste computer resources or disadvantage other users.
- Not offer, provide or purchase products or services through the School network.

As a student user of the School network, the following regulations on use of the **Internet or Intranet** must be understood and carried out. The student will:

- Use the Internet/Intranet within the School for purposes directly related to IGGS/IJGS subject courses and not personal use (except in the case of Boarders).
- Not visit external Web based chat or forum sites/applications, unless requested by your teacher for curriculum purposes.
- Respect that Facebook, Instagram and Snapchat are blocked by the School and understand that students are not permitted to try and find ways to evade these blocks.
- Not use the Internet/Intranet within the School for commercial purposes or for profit.
- Not use the Internet/Intranet for illegal purposes, such as spreading computer viruses.
- Not use the School resources to copy any software that is not a data file without permission.
- Not plagiarise works found on the Internet (plagiarism is taking the ideas or writings of others and presenting them as if they were the student's own work).
- Respect the rights of copyright owners (copyright infringement occurs when work that is protected by a copyright is inappropriately reproduced).
- Not use school access to the Internet for viewing or downloading anti-social material (sexually explicit material, pornography, obscene written and pictorial material, written or pictorial expressions of bigotry or hate are considered to be anti-social material).
- Not reveal personal information when dealing with outside users.
- Not include pictures on the web that can identify individual IGGS students.
- Not publish names of IGGS students on the web.

As a student **email account** holder, these regulations must be followed:

- Messages sent to other e-mail account holders will use appropriate and polite language. Email messages will not include obscenities, vulgar, rude, inflammatory, threatening or disrespectful language.
- Anonymous mail, hate mail, harassment, discriminatory remarks and other anti-social behaviours are unacceptable and will not be sent. No messages will contain obscene comments, sexually explicit material, prejudicial or discriminatory remarks. Email is not to be used for personal attacks on other individuals.
- Chain mail or threatening letters will not be transmitted through the e-mail account, either within the School or to the Internet.
- Email messages will not be sent or read during lesson time, unless specifically instructed by the teacher.
- Materials downloaded from the Internet will not be emailed to other students, unless permission has been granted by a teacher.
- Personal or school address details and telephone details will not be revealed in email messages.
- Subscribing to mailing lists is not allowed unless permission has been granted by a teacher.
- Any message or material received that is inappropriate or makes the reader feel uncomfortable will be reported immediately to a teacher or staff member.

Filtering, Monitoring and Blocking

IGGS reserves the right to monitor all activities on the network facilities, stand alone computers and laptops. This may lead to discovery that a student has failed to follow the regulations outlined in this Policy. In this situation, a fair and reasonable investigation will be carried out.

Should a student fail to observe the requirements of this policy, consequences will be determined by the student's Head of House in consultation with the IT Department and the Dean of Students. This may include the student losing access to the School network for a period of time. The student must consider the consequences of failure to follow the requirements of this policy.

Student Use of the Internet outside the School

In relation to IGGS, students may not use computers outside the School to:

- create unofficial school websites or social media pages
- include any reference to IGGS in a website, whether it be in the title of the website, the content of the website or the wearing of all or part of the IGGS school uniform in any photographs included in the website or social media platform.

Use of Digital Cameras including those built into Laptops, Mobile Phones, etc

If students use digital cameras, either within the student laptops or in personally owned devices, this must be done appropriately and respectfully. It is imperative that students realise that under Privacy legislation, it is an offence to take photographs or video footage of people, or to record their speech in a way that it can be published, without their expressed permission.

Other Conditions

- The School is not liable for the loss, damage, maintenance or repair of any personal student laptops or flash disks.
- Students are responsible for ensuring the safe storage of their own files for school work. Loss of files is not a valid reason for the non-submission or late submission of work.
- Students can access IT Support via email (servicedesk@girlsgrammar.com.au) or by phone on 3454 4468.

Conditions for Laptop Use at School

- Students are to bring their device to school fully charged and in its protective case.
- Students are to only access the internet through the School's wireless network. Students are not to tether their laptop to their mobile phone while at school.
- Students are to carry their device around the School inside the protective case.
- When the device is not being used, students should keep their device inside its protective case, locked securely in their locker.
- Students should not leave their device unattended around the School.

ACCEPTABLE USE AGREEMENT POLICY PERMISSION FORMS

Student:

I understand and agree to accept and follow the requirements outlined in this Policy. I understand that my failure to follow any of the requirements may lead to my privileges being revoked for a period of time and that disciplinary action may also be taken.

STUDENT'S NAME (please print)

STUDENT'S NUMBER:

STUDENT'S HOUSE GROUP:

STUDENT'S SIGNATURE: **DATE:**

Last Reviewed	January 2020
Due for Review	January 2021