

LANDSBOROUGH STATE SCHOOL



ICT and Internet Usage Policy

INTRODUCTION

Landsborough State School provides computer facilities to allow students and staff to access and use information sources available on a range of Electronic Communications Networks (ECN).

Access is conditional on users complying with Conditions for Use outlined by Education Queensland in ICT-PR-004: Using the Department's Corporate ICT Network.

Conditions and Rules for Use of Computers at Landsborough State School

Landsborough State School:

Will not be responsible for any damages incurred as a result of using the computers within the school. This includes loss of data resulting from delays, no-deliveries, MIS-deliveries, or service interruptions caused by the school or any other cause or by the user's errors or omissions.

Allows class teacher/Administrator access to students' files and folders.

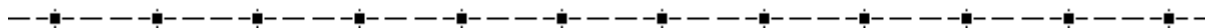


SECURITY

If a security problem on Internet or Intranet is identified, students must immediately notify the supervising teacher/administrator. The problem must not be demonstrated to other students/users.

Attempts by unauthorised users to log on as a system administrator or another user may result in cancellation of user privileges.

Any user identified as a security risk for having a history of problems with other computer systems may be denied access to the computer facilities and Internet at Landsborough State School.

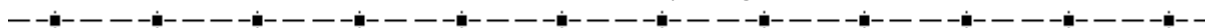


VANDALISM AND HARASSMENT

Vandalism is defined as any malicious attempt to harm, modify, and/or destroy data of another user, Internet, or other networks. This includes, but is not limited to, the uploading or creating of computer viruses.

Harassment is defined as the persistent annoyance of another user, or the interference of another user's work. Harassment includes, but is not limited to, the sending of unwanted mail.

N.B. Vandalism and harassment will result in cancellation of user privileges.



ENCOUNTER OF CONTROVERSIAL MATERIAL

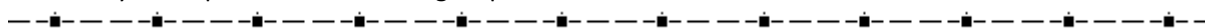
Users may encounter material, which is controversial, and which users, parents, teachers or administrators may consider inappropriate or offensive. However, on a global network it is impossible to screen or filter the content of all data. It is the user's responsibility to inform supervising adults if access to such material is accidentally initiated.



PLAGIARISM AND COPYRIGHT

User must acknowledge all sources of information, using accepted bibliographical conventions.

All material on the Internet is copyright and subject to Copyright Laws, thus must not be used without express permission. Every attempt must be made to gain permission to utilise material.



SCHOOL DATA BASE - ONESCHOOL

Administrators and teachers will track students' permission to use the 'Internet' as per Parent or Caregivers Declaration form and will be in use for the entire schooling period; unless the Landsborough State School Student ICT and Internet Usage Policy is updated to suit regulations required by Education Queensland.

Students will not be able to access the Internet or be added to the school network unless the appropriate forms, included in this document, are signed and returned to the school.

Students' Information Technology ICT and Internet Policy

Parent/Carer Declaration

Student Name/s: 1. _____ Class: _____
2. _____ Class: _____
3. _____ Class: _____
4. _____ Class: _____

I have read and discussed the Landsborough ICT and Internet Usage Policy with my child and I understand that Internet access is designed for educational purposes at Landsborough State School. (Please be aware that discussions will need to be undertaken specifically with the students in Years 4 -7).

I understand that the Internet can provide students with valuable learning experiences. I also understand that it gives access to information on computers around the world, that the school cannot control what is on those computers; and that a very 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.

I _____ hereby give my permission for my child to access the Internet and send
(name of parent)
and receive e-mail as approved by their teacher under the Landsborough State School rules.

I understand that students breaking these rules will be subject to the appropriate action by Landsborough State School. This may include loss of Internet access for a period of no access which will be at the discretion of the Principal.

Parent/Carer's Name: _____

Parent/Carer's Signature: _____ Date: _____

INFORMATION FOR STUDENTS AND THEIR PARENTS ON SCHOOL NETWORK USAGE

Why are schools providing students access to ICT facilities?

To ensure young Queenslanders are well equipped to contribute fully to the information economy, the education sector is responding to the innovation directions of the Smart State Strategy (<http://www.smartstate.qld.gov.au/>) through the Smart Classrooms: A Strategy for 2005-2007 <http://education.qld.gov.au/smartclassrooms/strategy/>. This strategy focuses innovative programs and resources towards schools, teachers and students. An essential tool for schools in the provision of innovative educational programs is the utilisation of intranet, internet and network services. Therefore, access to these technologies is an increasingly essential part of the modern educational program provided in schools.

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 can not 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 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; be aware:
- that 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 can not 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.

Uncontrolled copy. Refer to ICT-PR-004: Using the Department's Corporate ICT Network at <http://education.qld.gov.au/strategic/eppr/ict/ictpr004/> for master. Version 1.0 01/01/2007

