

Forest Hill State School
Computer Network and Internet Acceptable Use Policy



Introduction

Forest Hill State School has established a computer network throughout all buildings. All classrooms have a number of computers that enables students to participate in curriculum-related work, including access to the Internet.

The Internet can provide students with valuable learning experiences. As it gives access to information on computers around the world, the school cannot control what is on the Internet, and this information may occasionally be illegal, dangerous or offensive.

While teachers will always exercise their duty of care, and information is filtered through Education Queensland Managed Internet Services, protection against exposure or harmful information should depend finally upon responsible use by the students.

In accordance with Education Queensland Policy, students and parents/guardians are required to complete and return the Computer Network and Internet Access Agreement attached, if they wish to use the computers and the Internet at school. Please take the time to read and discuss the following Acceptable Use Policy before completing and returning the Agreement.

Acceptable Uses

1. The computer network at Forest Hill State School has been set up to allow computer and Internet access for educational purposes. This includes classroom activities, research activities, peer review of assigned work, and the exchange of project-related ideas, opinions, and questions via email, intranet, and other means.
2. Students will have access to computers and the Internet via classroom, library and lab computers. Student access will be timetabled and at the discretion of teachers and administrators.
3. Student use of computers and the Internet depends upon parent/guardian permission in the form of a signed copy of the Acceptable Use Agreement. Parents/guardians may revoke approval at any time.
4. Material created and/or stored on the system is not guaranteed to be private. Network administrators may review the system from time to time to ensure that the network is being used properly. For this reason, students should expect that computer files, emails, material placed on personal Web pages, as well as other work that is created on the network may be viewed by a third party.
5. Users must keep all passwords private. Class accounts and/or passwords may not be shared.
6. Network users are expected to adhere to the safety guidelines listed below.

Unacceptable Uses

1. The network may not be used to download, copy, or store any music, video, software, shareware or freeware without prior permission from the network administrator.
2. Users may not intentionally damage, deface or remove any computer hardware, software or peripherals.
3. Users may not alter or deface the desktop on any network computer, including the changing of any image or theme.
4. Users may not interfere with or alter any system/program files or settings on network computers.
5. The network may not be used for any activity, or to transmit any material, that violates Australian or local laws. This includes, but is not limited to, illegal activities such as threatening the safety of another person or violating copyright laws.

6. Users may not use vulgar, derogatory, or obscene language. Users may not engage in personal attacks, harass another person, or post private information about another person.
7. Users may not log on to someone else's account or attempt to access or interfere with another user's files. "Hacking" or trying to gain access to another person's or organisation's computer system is prohibited.
8. Users may not insert passwords in any area of networked computers - not on files they save personally or on any other software or hardware installed on the school computers.
9. Users may not access Web sites, newsgroups, or chat areas that contain material that is illegal, dangerous or offensive. If a user accidentally accesses this type of information, he or she should immediately and quietly notify a teacher, librarian, and/or network administrator.
10. Users may not engage in "spamming" (sending an email to more than 10 people at the same time) or participate in chain letters. Multiple school or classroom mail-outs may be an exception.
11. USB or other storage devices will only be used for classwork. No programs, music or videos should be accessed on the school network.

Safety Guidelines for Students

Students should:

- Never give out their last name, address, or phone number.
- Never agree to meet in person with anyone they have met online unless they first have the approval of a parent or guardian.
- Notify an adult immediately if they receive a message that may be inappropriate or if they encounter any material that violates this Acceptable Use Policy.
- Parents should instruct students if there is additional material that they think would be inappropriate for them to access. Forest Hill State School expects students to follow their parent's wishes in this matter.

Consequences of Unacceptable Use

In the event of wilful unacceptable use of the Forest Hill State School network and Internet, one or more of the following steps may be taken;

- Official warning
- Suspension of network and/or Internet privileges
- Banning from network and/or Internet resources
- Appropriate consequences in accordance with the school Behaviour Plan
- Referral to the appropriate authorities if necessary

Parents/Guardians Please note:

In order for students to be granted privileges to computers and the Internet at Forest State School, the following form must be completed and returned to the school. Please do so promptly as class work may be planned to incorporate computer and Internet activities.

Computer Network and Internet Acceptable Use Policy

Student and Parent Agreement



To Student and Parent/Guardian,

In accordance with Education Queensland Policy, students are required to complete and return a Computer Network and Internet Access Agreement, as shown below, if they wish to use computers and the Internet at school.

Please complete and return this form to enable your child to continue to access these resources at Forest Hill State School.

Brooke Pickett
Principal

STUDENT

I understand that the Internet can connect me to a very useful information store from around the world.

While I have access to the Internet:

- I will use it only for educational purposes.
- I will not look for, nor send, anything that is illegal, dangerous or offensive.
- If I accidentally come across something that is illegal, dangerous or offensive, I will:
 - (A) clear any offensive pictures from my screen and
 - (B) immediately and quietly inform my teacher
- I will not reveal home addresses, phone numbers or email addresses - mine or anyone else's
- I will not use the Internet to annoy or offend anyone
- I will not arrange to meet with anyone who I have made contact with through the Internet without my parent or guardian's permission.
- I will treat all computer resources at the school with care and respect.

I understand that if the school decides that I have broken these rules, appropriate action will be taken. This may include a loss of my school Computer and Internet Access privileges.

Student Name

Student Signature

Date

PARENT OR GUARDIAN

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 the Internet, and that this information could be illegal, dangerous or offensive.

I accept that, while teachers will always exercise their duty of care, and information is filtered through Education Queensland managed Internet Services, protection against exposure or harmful information should depend finally upon responsible use by the students.

I believe _____ (student name) understands this responsibility and I hereby give my permission for him/her to access computers and the Internet under school rules. I understand that students breaking these rules will be subject to appropriate action by the school. This may include a loss of his/her school Computer and Internet Access privileges.

Parent/Guardian Name

Parent/Guardian Signature

Date