



WOODRIDGE NORTH STATE SCHOOL

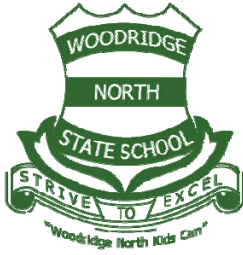
ACCEPTABLE USE POLICY LEARNING TECHNOLOGY

This document defines the Acceptable Use Policy for student use of the Woodridge North State School Computer Systems. Its main purpose is to encourage the responsible use of the facilities available to the students through the provision of clear usage guidelines. Students and staff authorised to use the school's computer systems also have Internet and Electronic Mail access.

1. Students are provided with a username and password to gain authorised access to the computer network. This access also entitles users to their own secure space on the network to store their files (hereinafter referred to as an *account*). No student shall be granted access to these facilities unless the coloured copy of the *Student Code of Conduct* has been duly signed by all required parties and returned to the school.
2. Along with the informative and educational material available on the internet, there are considerable amounts of undesirable, offensive and controversial content. Programs that filter out inappropriate content are not efficient enough to screen out all such material. Therefore, all Internet use sessions will be supervised by teachers, teacher aides or authorised Technology Support students.
3. Users are responsible for the security, maintenance and integrity of their individual accounts. Users are required to create a password to protect their account. This password should be difficult enough so as not to be guessed by other users. Under no circumstances should passwords be divulged to any other user on the system. If users have any reason to suspect that their account security may have been compromised or tampered with, it should be reported immediately to a System Administrator. State and Federal laws apply to the security of computer accounts, and if violated, may result in legal action being taken.
4. Students are entitled to use the school's computer systems for curriculum purposes only. Therefore games and other non-educationally related material must not be brought to school or accessed via any of the school's computing facilities, specifically via the Internet or electronic mail. Disks or CDs with curriculum related content must be given to staff for virus checking before introduction to any computer facilities.
5. Information dispatched from the school network is a reflection on how the global community perceives the school. All students using the systems are encouraged to show that they are positive ambassadors for Woodridge North State School. No obscene, inflammatory, racist, discriminatory or derogatory language should be used in e-mail or any other form of network communication.
6. As the school owns all the equipment used, the school reserves the right to verify that it is used correctly. Therefore authorised inspections of the contents of students' accounts are conducted regularly. It is the responsibility of every user on the network to report inappropriate or illegal use of resources to a Systems' Administrator. Should any damage to equipment occur through inappropriate behaviour, the person/s responsible may be required to contribute to the cost of its repair.
7. Students using the system must not at any time illegally attempt to access other computer systems, accounts or unauthorised network drives or files.

Breaches of this policy may result in a withdrawal of computing and Internet privileges for short or long term periods. All misdemeanours relating to the use of computing resources will be dealt with in accordance with Woodridge North State School's Behaviour Management Policy.

Please feel free to contact Mrs Anne Nystrom, Deputy Principal, for further clarification of this policy or to discuss any issues or concerns.



**STUDENT CODE OF CONDUCT
LEARNING TECHNOLOGY**

Breaking any of the rules below may lead to immediate disqualification from the computers and access to the Internet through the Woodridge North State School computer system.

1. I agree to follow all staff instructions regarding the use and activities on any computers in the computer system network and to abide by the standard computer classroom rules.
2. I will take great care of all resources related to the system/s and am aware of the consequences of damage caused.
3. The behaviour I show when using the system will be mature, responsible and courteous.
4. When using the Internet I will only access appropriate information which is relevant to my students and education research. Any material downloaded by me to the computer or my folder will only be for curriculum purposes.
5. I will not use any computer facilities without permission of a teacher or other authorised personnel.
6. I will be responsible for the maintenance of my folder on the network and will not abuse the use of system space or consumable resources such as printing costs.
7. I will not attempt to change the set-up of any hardware or software that is part of the computer system.
8. I will report any faults/damage immediately to my teacher as I observe them or as they occur.
9. I will not use any disks or CDs on the system unless authorised to do so by a teacher.
10. I will respect all account privacy of the other users of the system.
11. I will not divulge my username or passwords to any person/s.
12. I will ensure any information in any format that I sent out the system shows that I am a positive ambassador for Woodridge North State School and that it will not contain any inappropriate or offensive content.
13. I acknowledge that it is a privilege, not a right, to have use of the system and will agree to accept all decisions made by the school as to my further use of the system.

The following is to be **READ** and **COMPLETED** by both the **STUDENT** and **PARENT/LEGAL GUARDIAN**:

- We have read and understood the *Acceptable Use Policy* and the *Student Code of Conduct*.
- We agree to abide by the above rules.
- We are aware that any breaches of the *Student Code of Conduct* may result in my child's immediate removal from the system for a specified period as per the Behaviour Management Guidelines and in relation to the severity of the offence.

Student's Name: **Year Level:**

Student's Signature:..... **Date:**.....

Parent's/Guardian's Name:.....

Parent's/Guardian's Signature:..... **Date:**.....

Office Use
SMS UPDATED – INITIALS: