



COMPUTER USE & INTERNET ACCESS POLICY AND AGREEMENT

DIRECTIONS

1. Read carefully the Computer Use and Internet Access Policy and Agreement.
2. The Student and their Parent/Carer are both requested to then complete, and **sign both copies** of the Computer Use and Internet Access Agreement.
3. Remove the School Copy of the Agreement from the back (Page 5).

This signed School Copy of the Agreement must be handed in at the School Administration Office. It must be processed before the student is able to use the school computer network for the first time.

4. Please keep the Policy and your copy of the Agreement in a safe place so they can be referred to if needed in the future.

POLICY

Wynnum State High School Computer Use and Internet Access Policy

This document outlines the acceptable usage guidelines for students using the school computer network and the internet at Wynnum State High School. (This Policy has been adapted from a sample policy provided by Education Queensland. The full text of the Department Policy is available on request).

Computer Use and Internet Access is provided to students of Wynnum State High School for educational purposes only. Private usage must be arranged elsewhere.

If a student finds inappropriate or offensive material whilst researching on the internet, he/she **must** advise the teacher immediately so that appropriate steps can be taken to ensure that the material cannot be accessed again.

Students who cause wilful damage to computer hardware and/or software, will be held financially responsible for any costs involved in the repair of the damaged hardware/software. Infringement of the Computer Use and Internet Access Policy will be dealt with in accordance with the school's Behaviour Management Policy.

In accordance with Copyright regulations, appropriate referencing must be included in a Bibliography for all internet materials used in an assignment or class work. A *Referencing Policy Document* can be obtained from the Librarian.

At the beginning of each school year, each student will be given an Internet Account with a monthly Internet Download allocation (limit varies with Year Level) and a Printing Allocation with an opening credit of 200 A4 laser printed sheets. Each time a student exceeds these reasonable limits, he/she will be required to purchase additional Internet/Paper credit if the use has not been purely for classwork.

The School Administration/Principal will review the Computer Use and Internet Access Policy yearly to ensure that current educational and curriculum requirements are being met by the Policy. During this review, the Computer Use and Internet Access Policy will, if necessary, be altered to reflect any modifications deemed necessary and reissued to students. The student Internet and Paper Accounts will also be reviewed to ensure that the limits set are adequate to student needs. The School Administration reserves the right to reasonably change these allocations if necessary.

The Computer Use and Internet Access Agreement must be signed by both the student and his/her parent, or carer, and then returned to the school Administration Office. Should the student break the rules relating to the use of the Internet, or the school rules relating to the use of computers, then their computer and/or internet access may be denied until further notice. **Computer and Internet use is monitored electronically for each computer in the school.**

The Computer Use and Internet Access Policy will be valid for the term of the student's enrolment at Wynnum State High School, unless the School Administration/Principal deems it necessary to replace the existing Policy and Agreement.

Responsibilities of Users

Students **must**

- abide by the terms and conditions of the Computer Use and Internet Access Agreement, which forms part of this document. Students who breach these terms will be dealt with according to the school's Behaviour Management Policy;
- focus on the task at hand (as set by the teacher) to avoid wasting time and other resources by becoming distracted by the wide variety of materials available;
- avoid accessing inappropriate internet/e-mail content, especially material that is illegal, inappropriate, dangerous or offensive;

- observe all copyright laws, including those relating to computer software. Appropriate referencing **must** be included in a bibliography for all internet materials used in an assignment or class work. A *Referencing Policy Document* can be obtained from the school Librarian.

Students **must not**

- use the e-mail facility unless specific permission has been given by a teacher to do so for class assignment/assessment only. Students must not use the e-mail facility to access/read/send personal e-mail.
- send anonymous or falsely addressed e-mail messages;
- access/enter chat rooms;
- reveal home addresses or telephone numbers – theirs or anyone else's;
- use another student's user name and/or password to access a computer or the internet, or tamper with **any** files or documents in any way;
- sign-up/register themselves in any internet site or webmail site without the permission of the class teacher;
- use the network for use and/or storage of non-curricula related personal items such as games, media files, or programs.
- use the network for any form of cyberbullying – be it via social media, email, graphics, or any other form of electronic communication.

Rules for Using Computers and the Internet within Wynnum State High School

1. Students access classroom computers/laptops/tablets under the supervision of a teacher. Students are required to follow the direction/instruction of the teacher at all times.
2. No bags are to be taken into computer classrooms unless instructed by a teacher. No food or drink is to be taken into any computer classrooms.
3. Students are to sit at computers allocated by the teacher.
4. Students are not to remove or interfere with any hardware associated with the computers or printers and are to report all faults immediately to their teacher.
5. At the end of each lesson students must log off so that their user name and password are not accessible by another student.
6. Students must place all waste paper in the recycling bin. Do not leave printouts lying around.
7. Students can access Library (Resource Centre) computers before school and at lunch breaks. Students wishing to use the Library computers for assignments will be given priority.

Behaviour Management

Breaches of the Student Computer Use and Internet Access Policy will be dealt with according to the following guidelines, depending upon the severity and frequency of the breaches:

- Minor breaches will be dealt with by the classroom teacher; if necessary, also in consultation with the relevant Head of Department.
- More complex breaches will be reported to/by the IT Manager which may result in computer and/or internet access being cut off until the student has shown that he/she understands the correct procedure and has returned a signed Computer Use and Internet Access **Supplementary** Agreement.
- For more serious or repeated breaches, referral to a Deputy Principal or to the Principal may lead to
 - ◆ withdrawal of access to the computer network and/or the internet for an extended, stated period
 - ◆ any other consequence which may be decided upon by the Deputy Principal / Principal.
- Examples of behaviours which could warrant suspension for up to five school days are:
 - ◆ misconduct eg. vandalism, exhibiting/accessing pornographic material, theft
 - ◆ disobedience eg. incorrigible behaviour, failure/refusal to comply with instructions/rules/policies
 - ◆ conduct prejudicial to the good order and discipline of the school eg. verbal harassment (obscene, offensive material) of staff or staff in training, students, visitors; verbal threats; racial harassment; sexual harassment; cyberbullying.
- More serious cases of the behaviours listed above, a combination of them, or a repeat could warrant a suspension of between 6 and 20 days; extremely serious cases may lead to a recommendation for exclusion.

YOUR COPY

**Wynnum State High School
Computer Use and Internet Access Agreement
(This document replaces all previous Internet Access Agreements)**

STUDENT

I understand that the internet can connect me to much useful information stored on computers around the world and provide additional resources for my schoolwork.

While I have access to the Computer Network and Internet at Wynnum State High School:

- I will use it only for educational purposes as directed by a teacher;
- I will use appropriate referencing for all material use from these sources;
- I will not look for anything that is illegal, dangerous, inappropriate or offensive. If I accidentally come across something that is illegal, dangerous, inappropriate or offensive, I will inform a teacher immediately;
- I will not use the e-mail or messaging facilities unless given specific permission to do so by a teacher;
- I will not enter chatrooms;
- I will not sign-up or register in any internet site or webmail site without the permission of my teacher;
- I will not send inappropriate, anonymous or falsely addressed e-mails or messages and will immediately report any inappropriate e-mail or message which may be sent to me;
- I will not use the internet to annoy or offend anyone else or participate in any form of cyberbullying;
- I will not allow another student to use my username and/or password and I will not use another student's username and/or password;
- I will not access or tamper with another student's files or documents in any way;
- I will not tamper or interfere with any hardware component of the network;
- I am aware that material on the internet and CD/DVD programs is protected by copyright and I will observe all copyright laws, including those relating to computer software.
- I will not use the network for the storage of, or the playing of, non-curricula related personal data such as games, media files, or programs.
- I will not use school computers for the use/storage of games/personal media files and personal programs.

I have read the Computer Use and Internet Access Policy and Rules for Using Computers at Wynnum State High School (pages 1 to 3) and agree to abide by the rules and responsibilities set out therein. I am aware that computer use and internet access is provided to me for educational purposes ONLY. My use of the school computers and internet will be electronically monitored and I will be held responsible for any misuse or damage of computer hardware/software or inappropriate material downloaded from the internet or stored on any computer occurring under my student logon. I accept that by logging onto the school's computer network, I am responsible for the keystrokes and mouse operation carried out on that computer. I understand that if the school decides I have broken these rules, appropriate action will be taken. This may include the loss of access to the internet as well as to the school network.

..... (Student's name) (Year Level)

..... (Student's signature) (Date)

PARENT OR CARER

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 part of that information may be illegal, inappropriate, dangerous or offensive.

I accept that, whilst teachers will always exercise their duty of care, protection against exposure to harmful information must depend finally upon responsible use by students. I am aware that my son/daughter's use of the school computers and the internet is electronically monitored and that he/she will be held responsible for any misuse or damage of computer hardware/software or any inappropriate material downloaded from the internet or stored on any computer under his/her student logon as outlined above.

I believe the above named student understands this responsibility and I hereby give permission for him/her to access the school network and 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 computer and/or internet access. I accept the contents and the intent of the Computer Use and Internet Access Policy and Agreement and I agree to support the school in enforcing this Policy.

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

..... (Parent/Carer's signature) (Date)

Wynnum State High School
Computer Use and Internet Access Agreement
(This document replaces all previous Internet Access Agreements)

SCHOOL COPY

STUDENT

I understand that the internet can connect me to much useful information stored on computers around the world and provide additional resources for my school work.

While I have access to the Computer Network and Internet at Wynnum State High School:

- I will use it only for educational purposes as directed by a teacher;
- I will use appropriate referencing for all material use from these sources;
- I will not look for anything that is illegal, dangerous, inappropriate or offensive. If I accidentally come across something that is illegal, dangerous, inappropriate or offensive, I will inform a teacher immediately;
- I will not use the e-mail or messaging facilities unless given specific permission to do so by a teacher;
- I will not enter chatrooms;
- I will not sign-up or register in any internet site or webmail site without the permission of my teacher;
- I will not send inappropriate, anonymous or falsely addressed e-mails or messages and will immediately report any inappropriate e-mail or message which may be sent to me;
- I will not use the internet to annoy or offend anyone else or participate in any form of cyberbullying;
- I will not allow another student to use my username and/or password and I will not use another student's username and/or password;
- I will not access or tamper with another student's files or documents in any way;
- I will not tamper or interfere with any hardware component of the network;
- I am aware that material on the internet and CD/DVD programs is protected by copyright and I will observe all copyright laws, including those relating to computer software.
- I will not use the network for the storage or the playing of non-curricula related personal data such as games, media files, or programs.
- I will not use school computers for the use/storage of games/personal media files and personal programs.

I have read the Computer Use and Internet Access Policy and Rules for Using Computers at Wynnum State High School (pages 1 to 3) and agree to abide by the rules and responsibilities set out therein. I am aware that computer use and internet access is provided to me for educational purposes ONLY. My use of the school computers and internet will be electronically monitored and I will be held responsible for any misuse or damage of computer hardware/software or inappropriate material downloaded from the internet or stored on any computer occurring under my student logon. I accept that by logging onto the school's computer network, I am responsible for the keystrokes and mouse operation carried out on that computer. I understand that if the school decides I have broken these rules, appropriate action will be taken. This may include the loss of access to the internet as well as to the school network.

..... (Student's name) (Year Level)
..... (Student's signature) (Date)

PARENT OR CARER

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 part of that information can be illegal, inappropriate, dangerous or offensive.

I accept that, while teachers will always exercise their duty of care, protection against exposure to harmful information must depend finally upon responsible use by students. I am aware that my son/daughter's use of the school computers and the internet is electronically monitored and that he/she will be held responsible for any misuse or damage of computer hardware/software or any inappropriate material downloaded from the internet or stored on any computer under his/her student logon as outlined above.

I believe the above named student understands this responsibility and I hereby give permission for him/her to access the school network and 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 the loss of computer and/or internet access. I accept the contents and the intent of the Computer Use and Internet Access Policy and Agreement and I agree to support the school in enforcing this Policy.

..... (Parent/Carer's name)
..... (Parent/Carer's signature) (Date)