

HUNTERS HILL HIGH SCHOOL

POLICY FOR COMPUTER NETWORK & INTERNET USAGE FOR STUDENTS

PREAMBLE

With regard to the technology resources available within the school, Hunters Hill High School aims to:

- foster responsible use of all school technology resources for all students & staff
- provide training in acceptable computer & internet usage practices
- provide opportunities for all students and staff to develop their technology skills
- ensure that the learning of others is not disrupted by the computing practices of individuals
- develop work practices that assist the longevity of school technology resources

DETAILS

- Computer technology has extended the opportunities for students and staff to rapidly access information from a wide range of sources. HHHS follows the Departmental guidelines with regards to:
 - Having a written and espoused Policy for Computer & Internet Usage
 - Requiring students and their parents to complete written undertakings re appropriate student computing practices and maintain such practices
 - Requiring staff to be acquainted with the Department's professional requirements re the use of technology and the internet
 - Staff will be provided with a copy of the HHHS document entitled Staff Information & Requirements Regarding School Computer Network & Internet Usage which outlines the schools expectations of its staff on these issues.
- The internet is to be accessed for the obtaining of appropriate knowledge in that staff & students give an undertaking to:
 - Not search for, access or download material that by its nature is illegal
 - Not search for, access or download offensive or pornographic material
 - Not to use the internet or email structures for the distribution or storage of material that others would deem offensive
 - Not contravene the copyright laws by downloading material including music, MP3 files, video, books or articles
 - Not use the HHHS network, computers or laptops for the bullying or harassing of others
- All persons accessing the computer network be required to give an undertaking to not cause damage or remove any part of the network nor to:
 - Interfere with the computer hardware, the computer software nor to
 - Introduce computer viruses to the network
 - Reaffirm correct procedures for staff borrowing of technology equipment
- The school is to provide guidance for all users in correct procedures for:
 - Saving data to the school network
 - Logging on and logging off of the network
 - Techniques for minimising injury resulting from use of the school's technology resources
 - Logging faults re the school's network
- As a part of the enrolment process into HHHS, all students (and their parents) will be asked to complete a Student Computer Network & Internet License Agreement which will be maintained on file for the length of their enrolment. Students will not have access to the network unless they have this license.
- When breaches to the school's Policy for Computer Network & Internet Usage are found to have occurred, those involved may be denied access to the school's computer network and internet facilities.

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STUDENT COMPUTER NETWORK & INTERNET USAGE LICENCE AGREEMENT

The school's technology resources have been provided for purposes of educational research and learning. The purpose of this policy is to articulate the rules for appropriate use of the school's technology resources and the internet. Students and parents are requested to carefully read the following agreement. Only students who have completed a Student Computer Network & Internet Licence Agreement will have access to the school's technology resources.

Student's Name :
(full name please)

Student Affirmation :

I understand that access to the Hunters Hill High School's computer network and the internet access it provides is to support educational research and learning. Whilst ever I am a member of the Hunters Hill High School community, I agree to the following conditions:

- o I will abide by all school log-on & storage procedures for access to the computer network.
- o I will refrain from accessing any newsgroups, links web pages or other areas of the world wide web which would be considered unacceptable or offensive in the judgement of the Principal or her delegate (including pornographic, racist, violent, illegal, illicit or other content).
- o I understand that I am responsible for monitoring and appropriately rejecting materials, links and communications accessed or received by me.
- o I accept responsibility to keep copyrighted material from entering the Hunters Hill School network by not downloading software, graphics, video or text materials that are copyrighted. I will not break the copyright laws by posting or distributing copyrighted material.
- o Plagiarism (copying) is unacceptable and therefore, I will use any downloaded material in an appropriate manner in assignments, listing its source in a bibliography & clearly identifying any directly quoted material.
- o I will be courteous and use appropriate language. I will refrain from using obscene, harassing or abusive language in class or in computer based communications and I will report all cases of such usage against me to my teacher or the Principal.
- o I understand that the Department may monitor network communications including my network history.
- o I will not reveal information about myself or about others.
- o I will not use valuable learning time playing non-educational games.
- o I will not damage computers, computer systems or networks. If I discover any person causing such damage, I will report it to my teacher or the Principal.
- o I will care for and regularly charge any net-book or laptop that is loaned to me by the Department or HHHSS. I will follow the Department laptop user agreement and will return the laptop in 'good working order' whenever requested by a school representative.

I understand that if I violate the terms of this licence, I accept that I may be denied access to the school network and the internet (at school) and may face further disciplinary action as determined by the Principal.

Student's Signature:

Date:

Parent's / Carer's Affirmation:

I acknowledge that I have read the Student Computer Network & Internet Licence Agreement and discussed it with my son/daughter. I understand that access to the school network and the internet is designed to support educational purposes. I recognise that whilst every effort will be made to monitor student network and internet usage, the changing nature of the internet presents ongoing difficulties in restricting access to controversial materials. I understand that whilst questionable material exists on the internet, the user must actively seek such material to bring it into the school precinct, as such they are responsible for any materials acquired.

Carer's Signature:

Date:

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POLICY FOR COMPUTER NETWORK & INTERNET USAGE FOR STAFF

The school's technology resources have been provided for purposes of educational research and learning. The purpose of this Staff Information and Requirements Sheet is to articulate the guidelines for appropriate professional use of the school's technology resources and the internet. Teachers & SASS Staff are requested to carefully read the following sheet and to incorporate these requirements into your work practices. All students (and their parents) are required to complete a Student Computer Network & Internet License Agreement prior to accessing the school's technology resources.

The HHHS computer network structure has been implemented to enhance the reliability of the system and to improve the security for the school's data from hacking and viral interference.

1. There are different levels of access to the HHHS computer network dependent upon the users' role e.g. teachers have an expanded level of file access compared to students.
2. Each individual staff member has his/her own log-on procedure, protected by a password to join the HHHS computer network, it is critical that:
 - o Staff members do not disclose their password to any other individual
 - o Staff members must log-off before leaving a computer station - it is not acceptable practice to log-on at the start of the day and then "walk away" as this leaves your files, email and internet access exposed
 - o Staff are not to permit any student to access the HHHS computer network using the teacher's log-in as this may expose sensitive & secured information.
3. Individual staff members need to ensure that their own computer usage and access to the HHHS computer network meets all professional standards and Department's Code of Conduct requirements including:
 - o Not using computer technology for any communication that is not directly related to Department approved educational programs
 - o Not accessing material or transmit material that the Principal would deem as being pornographic, racist, violent, illegal, illicit or other unsuitable content
 - o Not breaking copyright by the downloading or installing of software, graphics, video or text materials that are copyrighted
 - o Being responsible for the monitoring and appropriately rejecting of materials, links and communications accessed or received by them
 - o Not revealing information about themselves or others
 - o Not accessing any newsgroups, links web pages or other areas of the world wide web which would be considered unacceptable or offensive in the judgement of the Principal or her delegate
 - o Inappropriate use of social networking sites that may convene the Department's Code of Conduct.
 - o Not using obscene, harassing or abusive language in their computer based communications
 - o Not use computer technologies or email to bully or harass any persons.
 - o Not removing HHHS technology resources from the school without receiving in writing permission from the Principal and completing the necessary information in the "Borrowed Book" at the front office
 - o Not cause damage to computers, net-books, computer systems or networks

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4. All cases of students using obscene, harassing or abusive language in class and in their computer based communications are reported to the relevant Head Teacher.
5. All computer software/hardware installations will be undertaken by the HHHS Systems Administrator or his delegate, requests for purchases and installation will come through Technology Committee.
6. All problems such as faulty hardware on the HHHS computing network need to be reported in writing on a HHHS Technology Reporting Sheet to the HHHS Systems Administrator.
7. Good teaching practice requires constant vigilance by teachers and training as to suitable student practice whenever classes are using HHHS computing resources to ensure that:
 - o Students remain focused and working upon their assigned tasks
 - o Students are not accessing material that the Principal would deem as being pornographic, racist, violent, illegal, illicit or other unsuitable content
 - o Students are not breaking copyright by the downloading or installing of software, graphics, video or text materials that are copyrighted
 - o Training of students occurs so that they understand that they are responsible for the monitoring and appropriate rejecting of materials, links and communications accessed or received by them
 - o Training of students occurs to point out that plagiarism is unacceptable and appropriate techniques for the acknowledging of any downloaded material is done in an appropriate manner
 - o Students are not revealing information about themselves or others
 - o Students be courteous and use appropriate language, refraining from using obscene, harassing or abusive language in class and in their computer based communications
 - o Students have an understanding of potential hazards and appropriate prevention techniques to avoid personal harm from the use of the HHHS technology network
8. The Department of Education has the ability to access and monitor files, communications and users' network histories from all Departmental sites. All staff need to be aware of this information. In other schools, inappropriate emails and internet usage have led to disciplinary measures being taken by the Department in some situations.

Reviewed August 2015