



# Queechy High School

## ICT Acceptable Use Agreement

Information and Communication Technologies are provided at Queechy High School for educational, communication and research purposes. This User Agreement will help protect students, staff and the resources by clearly stating what is acceptable and what is not.

Information and Communication Technologies (ICTs) include the use of computers, the school network, the Internet and email, digital/video cameras, printers and scanners.

### ***Rules for Responsible ICT Use***

#### **Unlawful and inappropriate use**

The use of ICT resources must at all times comply with State and Commonwealth laws.

School ICT resources must not be used to download, display, print, save or transmit material that others may find offensive, for example pornographic, violent, or racist material.

If you inadvertently access offensive or inappropriate material on a website or in an email you should leave the site immediately (click on the Home icon) or delete the email, and notify a teacher.

Use for personal financial gain, gambling or advertising is not permitted.

Chain letters, anonymous or threatening messages, and other unsolicited mail must not be sent.

#### **Copyright and intellectual property**

You must not make an unauthorised reproduction of material protected by copyright, or use audio-visual material without permission from the copyright owner. This includes material on the Internet and CD-ROMs.

If you use words, images, ideas or information from other sources in your assignments, you must cite and reference those sources.

Computer software must be used in accordance with licence agreements.

*Permission must be obtained from the Computing Administrator before downloading or installing any software on school computers.*

#### **Access and security**

Access must only be made via your authorised account and password, which must not be given to any other person.

You must not attempt to gain unauthorised access to any information resources, systems or networks or interfere with another user's work. System files, system configurations, folders and other technical data must not be altered.

You must not deliberately engage in any activity that may cause damage to the school's ICT resources, or to anyone else's computer equipment.

Viruses are often transmitted between computers through email attachments that are opened, files downloaded from the Internet, and from floppy disks. School computers have virus protection software, and disks should be scanned for viruses prior to use. You should be careful when opening

email attachments from unknown sources especially those ending in .exe, or with an unusual file ending, e.g. .vbe, .vbs, .jse, .wsh.

You should log out properly at the end of each session.

### **Portable Data Devices**

This covers all forms of data transfer devices, including flash drives, MP3 players, CDs, floppy discs, i-pods, portable drives, mobile phones, digital cameras, memory cards and any other kind of memory storage device. The school's computer system is kept secure and the use of these devices should not pose any problems. That said, students should seek permission or make their teachers aware that they are using these kinds of devices and the purpose that they are being used for.

### **Privacy and personal safety**

The privacy of other users must be respected at all times.

Use of the Internet and email carries the risk of bringing you into contact with individuals who may be unfriendly, rude or exploitative. You should not reveal personal details about yourself or others, or arrange meetings, unless a teacher has given you permission.

Email and the Internet are not necessarily secure, and messages can be forwarded without your knowledge. For this reason you should be very careful about communicating private and confidential information via ICT resources.

### **Monitoring**

The school may exercise its right to monitor the use of the school's ICT resources to:

- ensure that the systems and networks are functioning properly;
- protect against unauthorised access; and to
- ensure compliance with the Rules for Responsible ICT Use.
- Check student storage space/s (U drive etc) and referred emails for inappropriate language/material.

### **Management of Infringements**

Breaches of the conditions of this agreement may result in access restrictions to ICT resources, and appropriate discipline. If you break the law you may be liable to prosecution.

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## ***Student Agreement***

I have read and understand the school Rules for Responsible ICT Use. I will use the Information and Communication Technologies in a responsible way and obey these rules at all times.

Student name:

Student's signature:

Parent's signature:

Dated: