



## Acceptable Use of Information and Communication Technology (ICT) Facilities and Devices Policy

Craigslea State High School provides computer resources, access to Local Area Networks and the Internet in an effort to support its primary objective of enhancing teaching and learning in a supportive school environment.

The school encourages students to use and become familiar with the use of information technology. Each computer workstation is configured so as to only allow student access to the programs and services that the school sees necessary. However, students must recognise that:

- **Under NO Circumstances** are these workstations to be reconfigured to suit the personal needs of a particular student, or for the purpose of running alternative software.
- When a student logs onto a computer, they are totally responsible for what happens on that computer until they logoff.
- Internet access is provided as a means of researching information for school subjects, not for personal "surfing" of the net.

In order to have a computer account activated, this agreement must be signed by students and parents/caregivers and returned with the Enrolment forms. Parents/caregivers are encouraged to contact the Network Administrator if they require more information about this form.

**Gavin Bryce**  
Principal

I, \_\_\_\_\_ am the parent/caregiver of  
Parent/Caregiver Name - Please Print

\_\_\_\_\_  
Student Name

I have read and understood the above guidelines and I hereby give permission for my student to use the Internet and Local Area Network Computer services provided by Craigslea State High School and understand that my student is required to follow the above guidelines.

I further understand that there is a potential for my student to access information on the Internet that is inappropriate for school students. While I am aware that every reasonable effort will be made on the part of the staff of Craigslea State High School to restrict/monitor access to such information, I acknowledge that my student is ultimately responsible for the consequences from inappropriate computer usage, and for restricting themselves from inappropriate information.



## Student

I understand that the school's computer network can connect me to useful information.

While I have access to the computer network, I will follow all rules as stated in the school's computer access policy. In particular -

### I will be the sole user of my technology account and accept responsibility for my actions.

- I will only use my own login code, and will not reveal this or my password to anyone else.
- I will never try to evade, disable, modify, guess, or "crack" other users' password/s.
- I will not reveal any private information such as another person's login code, name, address or phone number.
- I will use school computers and/or the school network for educational purposes **only**, as directed by the teacher in charge. Computers are **not** to be used for downloading personal graphics and/or photos, games, viruses, plug-ins, programs, jokes, music lyrics, pornographic material, MP3/4 files, videos etc.
- I will not download and/or email to myself and/or others any inappropriate files (as deemed by system administrators) and/or store such programs in my home directories. If any such files are e-mailed to me by other people, then I will delete them immediately.
- I will not tamper with the computer network in any way, including adjusting the mouse, keyboard, speakers, monitors, computer chairs and/or cabling.
- I will not run any program and/or any executable code that is not on the desktop or in the **start** menu.
- I will not "shell" to DOS at any time.
- I will only use Internet Browsers for browsing the Internet, **not** the network and/or local drives and/or network drives.
- I will not access **any** chat/instant messaging services. I will not participate in any commercial and/or private transaction including (but not limited to) online trading, auctions, casinos, banking, shopping, etc., that may/does incur any cost and/or profit to myself and/or the school.
- I will not attempt to remotely access other computers on the school network.
- I will not deliberately waste printing and internet resources.
- I will not violate copyright laws which include plagiarism.
- I will not send annoying, offensive or abusive messages and/or jokes to any other person - this includes "broadcast" messages, e-mail, chat clients and instant messaging software.
- I will not look for any information that is illegal, pornographic, dangerous or offensive. If I accidentally come across something of this nature, then I will leave that site immediately, and quietly inform my teacher.
- I understand that the system administrator has the right to administer files that are not necessary for school use. Files deemed unacceptable and/or excessive by the administrator will be **automatically** deleted daily. Pending special circumstances, every user will be granted a reasonable amount of file storage capacity.

I understand that if the school decides if I have broken this agreement, then there will be consequences, depending on the severity of the incident. Consequences may include:

- Being denied access to the Internet and/or e-mail for a period of time.
- Being prevented from using the school's computers for a period of time.
- Being suspended from the school.
- In serious cases, I will be required to change to a subject that does not require computer use.

I have read and understand the above Acceptable use of ICT Facilities and Devices Policy and agree to adhere to all of the provisions.

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Student Name - Please Print

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Year Level in 2023

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Student Signature

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Date

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Parent / Caregiver's Name – Please Print

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Parent / Caregiver's Signature

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Date