

INFORMATION TECHNOLOGY RESPONSIBLE USE POLICY

INTERNET USE

It is the policy of this school to provide for its students access to relevant, current information. To this end Internet access is now available school wide to all who sign this responsible use agreement.

1. I will use my time on the Internet wisely so that others wishing to use it are not kept waiting for any length of time.
2. I will not download videos or games on the school's Internet account or incur any costs.
3. I will not knowingly access pornographic or other inappropriate material.
4. I will only use the departments email program for accessing emails at school
5. I will not access social media sites such as Facebook etc. at any time.
6. I will at all times be courteous to others on the Internet. I will not share my computer or my log on nor will I use anyone else's log on details.
7. I will not at any time take part in Cyber bullying.

COPYRIGHT

1. I will at all times respect the copyright on others' work and will not make illegal copies of it. This especially includes files such as MPEG's and copying movies/music CD ROM files onto school computers.
2. I will not make copies of others' work and claim it as my own. I will correctly reference the source material used from the Internet or any other electronic information sources such as CD ROM.

GENERAL

Failure to abide by this agreement will automatically forfeit your right to use these information sources either temporarily or permanently.

Initial offences will result in a violation order being issued with restricted network access. Repeat offenders will lose privileges for an extended period and be dealt with by deputies. This may result in possible suspension.

More serious breaches of this agreement such as vandalism to computers may result in an immediate 1 month ban from computers and possible suspension. If vandalism results in costs outside the warranty on the computer, your legal guardian will be sent a bill. Access to computer equipment will be disabled until any such costs are settled to the satisfaction of the ICT Manager.

Any queries about this agreement should be directed to the ICT Manager, Mrs Karen Auzins, on 9495 7477 or 0402 000 801.

I understand and will abide by the conditions in the ICT Responsible Use Policy.

I have read and agree to the points in the E-mail Policy Highlights document. Should I commit any violation, my access privileges may be revoked and disciplinary action taken or appropriate legal action.

Student: _____ Form: _____ Year: _____

Student Signature: _____ Date: _____

I have understood this agreement and give my child permission to access the Internet,
E-mail and other computer resources at Kelmscott Senior High School.

Parent/Guardian Signature: _____

Telephone: _____

E-mail: _____

Please return this form ASAP to the Library at Kelmscott Senior High School upon completion. Your child's Internet access will not be activated until this form has been signed and returned.

Computer Misbehaviour Chart

Offence	Punishment	Repeat Offence
Using another person's password or giving somebody else your password	Loss of internet for two weeks	Loss of internet for four weeks
Playing non-approved internet games	Loss of internet for two weeks	Loss of internet for four weeks
Inappropriate use of memory sticks i.e. watching pirated movies etc....	Loss of internet (the amount of time will depend on the breach), plus any other punishment if linked to another breach.	Deputy's discretion
Loading an executable file	1 Day suspension, Parents contacted, loss of internet for four weeks.	Deputy's discretion
All social network sites i.e. Facebook etc... (or knowingly using a proxy server)	1 Day suspension, Parents contacted, four weeks no internet access.	Deputy's discretion
Sex related sites (including nudity)	2-5 days suspension and loss of internet for four weeks.	Deputy's discretion
Cyber-bullying	5-10 days suspension and 2 week total ban from computers	Deputy's discretion
Vandalism <ul style="list-style-type: none"> • Under the value of \$500 • Over the value of \$500 	<ul style="list-style-type: none"> • 1-2 Days suspension, two-week total computer ban • 3-4 Days suspension, four-week total computer ban 	Deputy's discretion

This chart only lists the most common offences; other inappropriate behaviour will be dealt with at the deputy's discretion.