

# KELMSCOTT SHS COMPUTER NETWORK USAGE POLICY

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Kelmscott Senior High School has very extensive computer facilities with up to date software. It encourages every student to see computer technology as the context in which all teaching and learning takes place. However, there are very strict rules concerning the proper use of machines, software and networks. The computer network and associated equipment is provided to facilitate and enhance the academic program of the School. The following rules and regulations apply to all users of the computer network, referred to as the Resources for the remainder of this document. You must be familiar with them.

## ***Use of Resources***

- a) You may only use the facilities for which you have been authorised.
- b) You must not attempt to tamper with any facilities in any way, which might alter or impede its use by others including such things as screen sharing.
- c) The sending of obscene, abusive, fraudulent or repetitive messages is not allowed.
- d) Resources are to be used for the purpose that they have been provided.
- e) With the use of email and other Internet services, users can trace you back to Kelmscott Senior High School. It is dangerous to give out personal details to other users on the Internet.
- f) The School will monitor all Internet usage and will act decisively if any breaches of conduct are observed. Your parents and/or Federal Police will be notified if the breach is serious.

## ***Proper Conduct***

- a) All normal rules of conduct and common sense in the School apply.
- b) Eating and drinking near the Resources is strictly forbidden.

## ***Data Security and Privacy***

- a) Passwords are not to be divulged to any other person.
- b) Your password is your responsibility in keeping it secure.
- c) You must not attempt to find out another user's password or gain access to their account.
- d) Any account issued to you is for your exclusive use only.
- e) You must not:
  - Attempt to examine, disclose, copy, rename, delete or modify another user's data
  - Attempt to recover deleted data that does not belong to you
  - Attempt to subvert any restrictions imposed on your use of the Resources.
  - GATE Admin accounts are not to be used at school due to uncontrolled school network access.

## ***Software Copyright Regulations***

- a) Users are not permitted to load software onto the workstations and will be liable for their actions in this area.
- b) Any user found in possession of illegal software can have it destroyed by the Network Manager.
- c) Software must not be copied from the workstations unless the Network Manager has given approval.

## ***Breaches of Conduct***

- a) Failure to adhere to any of the above conditions will be considered an act of misconduct and suspension of access to the Resources will result, along with discipline actions as seen appropriate by the Principal.
- b) Breaches, which involve security and/or access violations, may be referred to the Australian Federal Police.
- c) It is a criminal offence to:
  - Access data without permission. (Penalty up to two years imprisonment).
  - Damage, delete, alter or insert data without permission. (Penalty up to ten years imprisonment).
  - Breach copyright provisions (Penalty up to \$50,000 or six months imprisonment).