



FOREST LAKE STATE SCHOOL SCHOOL NETWORK ACCESS AND USAGE STATEMENT

Purpose Statement

Information and Communication Technologies (ICT), including access and use of the internet, are essential tools for schools in the provision of innovative educational programs. A priority of schools is to incorporate safe and secure ICT usage into the educational program.

Schools are required to have a School Network Access and Usage Statement, which must be signed by staff, students and parents.

Responsibilities

- Students have responsibility to ensure they employ appropriate behaviour when using the school's ICT network.
- Parents are responsible for ensuring their child understands the ICT usage requirements, including the acceptable and unacceptable behaviour requirements. The information sheet '**Information for Students and Their Parents on School Network Usage**' (see over page) should be read and discussed.

Private Device Access: Students

- Students are not permitted to connect private devices (eg tablets, laptops, cameras, iPods) to the school network without written permission of the Principal.
- Students may use personal USB Flash Drives, providing appropriate virus scanning (at school and at home) occurs on all files downloaded to the school network.

SECTION A – (Student to read with parent and sign)

I understand that the internet can connect me to useful information stored on computers from around the world.

When I use the school's ICT network

1. I will only use it for educational purposes
2. I will not look for anything that is illegal, dangerous or offensive
3. I will not tell anyone else my password or let anyone else use my school account.
4. I will not reveal home addresses or phone numbers
5. I will have any e-mail messages, web page content etc. approved by the teacher
6. I will not use the internet to annoy or offend anyone else
7. I will not add sites to 'Favourites' (this is to be done by teachers only)
8. If I accidentally come across something that is illegal or offensive, I will
 - a. clear pictures or information from the screen
 - b. immediately and quietly inform my teacher

I understand that it is a privilege, not a right, to have use of the system and if the school decides I have broken these rules, appropriate action will be taken. This may include my loss of internet access for some time.

Student's Name: _____ *Date:* ___/___/___

Student's Signature:* _____ (*N/A for Prep & Yr 1)

SECTION B – (parent to read and sign)

I understand that the school provides my child with access to the school's network (including the internet) for valuable learning experience. I understand that this will give my child access to information on computers from around the world; that the school cannot control what is on those computers and that a small part of that information can be illegal, dangerous or offensive.

I accept that, while teachers will always exercise their duty of care, protection against exposure to harmful information should depend finally upon responsible use by students. I will ensure that my child understands the appropriate behaviour requirements (see 'Information for Students and their Parents' overleaf).

I hereby give permission for my child to use the school's ICT network (including the internet) under the school's rules. I understand that students breaking these rules will be subject to appropriate action by the school. This may include loss of access to the school's ICT network for some time.

Parent's Name: _____

Parent's Signature: _____ *Date:* ___/___/___

NO USAGE OF THE SCHOOL'S ICT NETWORK IS PERMITTED UNTIL THIS FORM IS COMPLETED AND RETURNED TO THE SCHOOL OFFICE

INFORMATION FOR STUDENTS AND THEIR PARENTS ON SCHOOL NETWORK USAGE

Why are schools providing students access to ICT facilities?

To ensure young Queenslanders are well equipped to contribute fully to the information economy, the education sector is responding to the innovation directions of the *Smart State Strategy* through *Smart Classrooms*. This strategy focuses innovative programs and resources towards schools, teachers and students. An essential tool for schools in the provision of innovative educational programs is the utilisation of intranet, internet and network services. Therefore, access to these technologies is an increasingly essential part of the modern educational program provided in schools.

What is acceptable/appropriate use/behaviour by a student?

It is acceptable for students to use school computers and network infrastructure for: assigned class work and assignments set by teachers; developing literacy, communication and information skills; authoring text, artwork, audio and visual material for publication on the Intranet or Internet, solely for educational purposes as supervised and approved by the school; conducting research for school activities and projects; communicating with other students, teachers, parents or experts in relation to school work; and access to online references such as dictionaries, encyclopaedias, etc. Students can also collaborate, research and learn through Education Queensland's e-learning environment.

What is unacceptable/inappropriate use/behaviour by a student?

It is unacceptable for students to: download, distribute or publish offensive messages or pictures; use obscene or abusive language to harass, insult or attack others; deliberately waste printing and Internet resources; damage computers, printers or the network equipment; violate copyright laws which includes plagiarism; use unsupervised internet chat; and use online e-mail services (e.g. hotmail), send chain letters or Spam e-mail (junk mail). Usernames and passwords are to be kept by the student and not divulged to any other individual (e.g. a student should not give their fellow students their username and password). Students can not use another student or staff member's username or password to access the school's network, including not trespassing in another person's files, home drive or e-mail. Additionally, students should not divulge personal information (e.g. name, parent's name, address), via the internet or e-mail, to unknown entities or for reasons other than to fulfil the educational program requirements of the school.

What is expected of schools when providing student's with access to ICT facilities?

Schools will provide information in relation to student access and usage of its network and reserves the right to restrict/remove student access to the intranet, extranet, internet or network facilities if parents or students do not adhere to the school's network usage and access guideline/statement.

Schools will prepare students for the possibility of unanticipated access to harmful information, materials or approaches from unknown persons via the internet (e.g. run through processes for disregarding (or ceasing access) to information, the process for reporting accidental access to harmful information and reporting approaches from unknown persons via the internet to the supervising teacher or school staff member).

Where possible, classes involving internet usage by students will be prepared prior to class engagement, including, filtering and checking sites students are directed to visit. An assessment should be made of the appropriate timeframe for access to the internet for completing the set task or duration a student should have access to the internet (e.g. during schools hours, outside of school hours).

What awareness is expected of students and their parents?

Students and their parents should:

- understand the responsibility and behaviour requirements (as outlined by the school) that come with accessing the school's ICT network facilities and ensure they have the skills to report and discontinue access to harmful information if presented via the internet or e-mail;
- be aware:
 - that the ICT facilities should be utilised with good behaviour as stipulated under the Code of School Behaviour;
 - students breaking these rules will be subject to appropriate action by the school. This may include restricted network access for a period as deemed appropriate by the school;
 - access to ICT facilities provides valuable learning experiences, therefore giving the student educational benefits in line with the school's educational program;
 - the Internet gives access to information on and from a wide variety of organisations, subjects, people, places with origins from around the world; the school can not control information accessed through the internet; and information may be accessed or accidentally displayed which could be illegal, dangerous or offensive, with or without the student's immediate knowledge; and
 - teachers will always exercise their duty of care, but protection, mitigation and discontinued access to harmful information requires responsible use by the student.