

Acceptable Computer Use Policy



Policy: Acceptable Computer Use Policy

Summary

The ICT Acceptable Computer Use Agreement sets out the obligations of all SHS Students for the safe, lawful, ethical and accountable use of ICT resources and facilities.

Document details

| | |
|--|--------------------------|
| Publication date | November 2019 |
| Related policies, procedures, guidelines, standards, frameworks | |
| Version | Version 2 |
| Applies to | All SHS Students |
| Status | Approved |
| Approved by | Governing Council |
| Approval date | 4 th May 2020 |
| Review date | May 2022 |

Table of Contents

| | |
|--|---|
| Summary..... | 1 |
| 1. Title | 2 |
| 2. Purpose..... | 2 |
| 3. Scope..... | 2 |
| 4. Standard details | 2 |
| 5. Roles and responsibilities | 3 |
| 6. Monitoring, evaluation and review | 3 |
| 7. Definitions and abbreviations..... | 3 |
| 8. Supporting documents..... | 3 |



Acceptable Computer Use Policy



1. Title

Acceptable Computer Use Policy

2. Purpose

The use of SHS ICT resources is governed by SHS, DfE and Government policies. These policies are in place to protect SHS and DfE information and ICT assets from a range of threats including loss, corruption, disclosure, theft and interruption of services.

Stuart High School (SHS) has embarked on an extensive program to upgrade and increase the number of computers available for student use at school.

Students and parents are required to sign a user agreement. This agreement supersedes all previous signed agreements relating to computer use in schools and will remain in place as long as your child is enrolled at SHS.

If it becomes necessary to add/amend any information or condition, you will be advised in writing.

3. Scope

This user agreement applies to all SHS students, who have computer access at SHS and is to be completed by all users before they are given access to SHS ICT facilities.

4. Standard details

An acceptable computer use policy reinforces to students the type of behaviours that are inappropriate whilst using SHS and DfE ICT facilities and services. The policy must be read and acknowledged by all students and parents/caregivers.

Users of SHS ICT Facilities must agree to:

1. Not use any SHS ICT facilities or resources for any personal use and the following is strictly forbidden if that material does not form part of a legitimate educational inquiry:
 - Playing Games
 - Watching YouTube
 - Transferring personal material into the school network for distribution
2. Follow the directions of the ICT Manager relating to their use of SHS ICT facilities.
3. E-mail and internet activity using SHS ICT facilities will be monitored. Specifically the access, transmission, retrieval, storage and/or display of the following is strictly forbidden if that material does not form part of a legitimate educational inquiry:
 - sexually explicit material
 - hate speech or offensive material
 - material regarding illicit drugs or violence
 - material regarding criminal skills and/or illegal activities
 - material of a defamatory, discriminatory or harassing nature.
4. Use all SHS ICT facilities or resources in a respectable and responsible manner. Damage to any SHS ICT facilities or resources intentionally, will be recovered from the students and parents/caregivers.

Acceptable Computer Use Policy



5. Ensure that Passwords are kept confidential, and acknowledge that users are accountable for any actions undertaken using their user ID.
6. Students are provided with exclusive use of a laptop which can be borrowed throughout the day. Students are not to remove these laptops from the school grounds and they must be returned before leaving school each day.
7. Only use the laptop that has been assigned to them. Students are responsible for ensuring the laptop or IT equipment is not damaged, lost or stolen over the course of the school day.
8. Do not leave laptops unattended and ensure the device is placed in a laptop safe zone during break times.
9. In the event of loss due to theft, a report must be made about the missing items as soon as possible to the ICT manager.

Violations of this standard, depending on severity and nature, may result in reprimand, loss of ICT access privileges, suspension or any other appropriate disciplinary action.

5. Roles and responsibilities

| Role | Authority/responsibility for |
|------------------------------------|---|
| Student | Read and understand the documents and policies referenced in this use agreement. Please contact ICT personnel for assistance in obtaining copies. |
| Teacher and School Service Officer | Oversight and guide |
| Administration | Verify, identify and retain signed copy of agreement in Appendix A |
| Site Leadership | Coordination |
| ICT Manager | Compliance |

6. Monitoring, evaluation and review

This procedure will be subject to review bi-annually by Leadership and ICT Manager

7. Definitions and abbreviations

| Term | Meaning |
|------|---|
| SHS | Stuart High School |
| DfE | Department for Education |
| ICT | Information and Communications Technology |

8. Supporting documents

Nil

Acceptable Computer Use Policy



Appendix A – SHS Acceptable Computer Use Agreement Declaration

Throughout your time at Stuart High School (SHS) you will use a variety of equipment and resources. These may include laptops, cameras, calculators and other items. These items remain the property of SHS and are borrowed for a limited time. Any items borrowed must be returned to SHS within the negotiated time frame. You will be personally responsible for the safe care of these items, including all accessories, in line with the Acceptable Computer Use Policy (available online or contacting the school).

In particular:

- A laptop has been assigned to the student for their exclusive use and students are not to allow others to have access.
- Students are not to remove these laptops from the school grounds and they must be returned before leaving school each day.
- Students should ensure that their Passwords are kept confidential and acknowledge that users are accountable for any actions undertaken using their ID.
- ICT use is monitored by SHS and students are accountable for any actions undertaken.
- Any loss, damage or failure to return the equipment or resources which has been assigned to the student, whether accidental or deliberate, will result in the parent/caregiver paying the replacement or repair costs. An invoice will be sent to the parent/caregiver detailing the nature and circumstance of the damage and the associated costs.

I have read and understand the requirements and conditions detailed in the **Acceptable Computer Use Policy** and understand that failure to sign and return this form will result in the student not being given access to SHS ICT facilities.

| | |
|------------------|--|
| Student | |
| Signature | |
| Date | |
| Parent | |
| Signature | |
| Date | |

The signed form must be retained by the SHS Authorising Officer.