Information Communication Technology Usage Policy

Clifton State High School provides access to various Information Communication Technology resources, Network facilities, Internet and E-mail. These resources are available to enhance the learning process in a supportive school environment and to achieve quality learning outcomes for our students. Students are encouraged to become familiar and proficient users of Information Communication Technology. As such, for the benefit of all users, students are expected to observe the guidelines below.

As responsible members of the school community, it is expected that all students and other members of the community will follow and adhere to the established guidelines. These guidelines are based on common sense, common decency, rules established by Clifton SHS and laws established by the State of Queensland and the Commonwealth of Australia. The purpose of such guidelines is to:

- Ensure that students understand their responsibilities with regards to acceptable use of school information communication technology equipment.
- Outline to parents and the wider school community the steps that the school has taken to ensure that information communication technology is used appropriately in the learning environment.
- Parents should note that if a student has their own device at school, he/she is responsible for the care and safety of the device.

Guidelines for use of Information Communication Technology Equipment

The school has endeavoured to ensure that all students' work can be saved, stored, and accessed in a secure manner. It is expected that all students will respect the right of other students to use the network resources.

School Hardware & Network:

- Log in using your own appropriate ID. It is never acceptable to use someone else's ID.
- Use computers for the purpose directed by the teacher in charge. Students are not to play games or use any other software unless the teacher has given specific permission for this.
- Do not tamper with the computer system. It is unacceptable to seek access to restricted areas of the computer network.
- Do not enter a computer room or borrow a laptop unless a teacher is present.
- Do not swap any equipment. That is, no changing of keyboards, mice or other equipment from one computer to another.
- Report all equipment faults, inappropriate use, or accidental access to inappropriate material, to your teacher immediately.

Passwords:

- Keep your password secret. If you suspect that someone may know your password, change it.
- It is unacceptable to gain, or to attempt to gain, another person's password or personal information.
- When a student has been allocated a password, it is the student's responsibility to remember that password. If a student forgets their password, they must ask their teacher to reset it.

Printing:

- The school provides printing facilities for students to obtain printouts of their work. Students are expected to use the printers for school purposes only and endeavour to keep paper wastage to a minimum.
- Before printing, proofread, spell check, and print preview your document. When satisfied with the final product, print the document.
- Printing is charged at 5 cents per black and white page and 15 cents per colour page. Print credits are non-refundable.
- At the start of each year, students will be provided with a print credit balance. Each page printed will reduce the balance by cost stated above; once a print balance reaches 0, the student will need to purchase extra print credits before further printing can take place.

Communication:

- Communication using ICTs relates to e-mail, internet, intranet, shared network spaces, and other telecommunications and should only be used for communications relating to school activities.
- No personal information, such as address or phone numbers (yours or others) should be revealed in electronic communications.
- Each student will be provided with an e-mail account that will be systematically scanned for inappropriate usage.

Inappropriate use of Information Communication Technology Equipment

It is both inappropriate and unacceptable to use Information Communication & Technology equipment:

- For purposes which are; anti-social, illegal, discriminatory, malicious, pornographic, relating to substance abuse and/or relating to hacking.
- To communicate messages relating to bullying, harassment, threats and/or extortion.
- To load, use, store and/or replicate software that is in breach of licensing conditions or affects the performance of the school network facilities.
- To conduct business transactions, attempt to access banned internet sites or pass personal information
- Any other activity deemed as unacceptable by the school ICT committee.

Student use of Information Communication Technology Equipment

Students are permitted to use ICT equipment:

- During class time when under the direction of a teacher.
- Before school and during breaks in designated areas such as the Resource Centre.
- For recreational purposes (excluding playing games which are not educational), only during breaks and in designated areas, and must be aware that students requiring access to ICT equipment for educational purposes will always take precedence over recreational users.
- Providing there is no activity or use deemed inappropriate (refer to above).

Students are not permitted under any circumstance to:

- Tamper with, unplug, or rearrange any ICT equipment including keyboards, mice or network cables;
- Remove labels from ICT equipment;
- Vandalise or remove fixed components from ICT equipment;
- Remove any ICT equipment from its designated location, either in the classroom or from the laptop trolley;
- Load executable software (applications) onto school workstations;
- Download software, access streaming media such as sounds, music, video and games without teacher consent and supervision;
- Tamper with classroom printer settings or restock printers with paper;
- Tamper with other student logins;
- Connect any device to a workstation other than a USB memory stick or a digital camera (after first gaining teacher approval);
- Deface ICT equipment or tamper with any workstation settings;
- Have food or drinks while using computers or in any computer lab.

Agreement for use of Information Communication Technology

It is expected that all students will respect the Information Communication Technology Equipment with which they have been provided, and realise that using this equipment is a privilege, not a right. This privilege can be withdrawn if necessary as set down in this document.

Consequences for misuse / inappropriate use:

Student misuse or inappropriate use of ICT equipment as stated in this document would be considered in breach of Clifton SHS, ICT Usage Policy. As such consequences may be imposed, depending on the circumstances and details relating to student misuse or inappropriate use. This will be determined by one or more of the following:

- Information Technology Support Officer
- Information Communication & Technology Committee
- A Head of Department, Deputy Principal, or Principal

Consequences may include:

- Detentions
- Temporary ban from internet/email/network
- Recompense of expenses
- Suspension/Exclusion

BYOD – Bring your own device

All students are expected to participate in the BYOD program. Where financial hardship may be a barrier to this, the school has a limited number of devices that can be provided under the school's BYOD Equity Policy. All students and parents should read the Clifton SHS BYOD Charter and related information regarding suitable devices and responsibilities. These documents are available on the school website, www.cliftonshs.eq.edu.au

Please complete the appropriate section on the Clifton SHS

Agreements Form and return to the school office

Note: No student will be given access to the school's Information Communication & Technology system, until this agreement has been signed by Parent / Caregiver & Student.