Policy on Access/Use of the Internet

Statement of Purpose:

- The Internet provides an opportunity to enhance students' learning experiences by providing access to vast amounts of information across the globe. Email communication links students to provide a collaborative learning environment and is intended to assist with learning outcomes.

Use of the Internet and email services provided by the NSW Department of Education and Communities is intended for research, learning and communication between students and staff. Access to Internet and email at school will:

- assist students to develop the information and communication skills necessary to use the Internet effectively and appropriately
- assist students to develop information and communication skills
- enhance the existing information facilities in classrooms and school library

Responsible use of the services by students, with guidance from teaching staff, will provide a secure and safe learning environment.

Students using Internet and email services have the responsibility to report inappropriate behaviour and material to their supervisors.

Students who use the Internet and Email Services application provided by the NSW Department of Education and Communities must abide by the Department's conditions of acceptable usage. They should be made aware of the acceptable usage policy each time they log on.

Students should be aware that a breach of this policy may result in disciplinary action in line with their school's discipline policy.

Responsibilities

Access and Security

Students will:

- not disable settings for virus protection, spam and filtering that have been applied as a departmental standard
- ensure that communication through Internet and Email Services is related to learning
- keep passwords confidential, and change them when prompted, or when known by another user
- use passwords that are not obvious or easily guessed
- never allow others to use their personal e-learning account
- log off at the end of each session to ensure that nobody else can use their e-learning account
- promptly tell their supervising teacher if they suspect they have received a computer virus or spam (i.e. unsolicited email) or if they receive a message that is inappropriate or makes them feel uncomfortable

- seek advice if another user seeks excessive personal information, asks to be telephoned, offers gifts by email or wants to meet a student
- never knowingly initiate or forward emails or other messages containing:
    - a message that was sent to them in confidence
    - a computer virus or attachment that is capable of damaging recipients' computers
    - chain letters and hoax emails
    - spam, e.g. unsolicited advertising material
- never send or publish:
    - unacceptable or unlawful material or remarks, including offensive, abusive or discriminatory comments
    - messages that are threatening, bullying or harassing another person or making excessive or unreasonable demands upon another person
    - false or defamatory information about a person or organisation
- ensure that personal use is kept to a minimum and Internet and Email Services are generally used for genuine curriculum and educational activities. Use of unauthorised programs and intentionally downloading unauthorised software, graphics or music that is not associated with learning, is not permitted
- never damage or disable computers, computer systems or networks of the NSW Department of Education and Communities
- ensure that services are not used for unauthorised commercial activities, political lobbying, online gambling or any unlawful purpose
- be aware that all use of Internet and Email Services can be audited and traced to the e-learning accounts of specific users

Privacy and Confidentiality

Students will:
- never publish or disclose the email address of a staff member or student without that person's explicit permission
- not reveal personal information including names, addresses, photographs, credit card details and telephone numbers of themselves or others
- ensure privacy and confidentiality is maintained by not disclosing or using any information in a way that is contrary to any individual's interests

Intellectual Property and Copyright

Students will:
- never plagiarise information and will observe appropriate copyright clearance, including acknowledging the author or source of any information used
- ensure that permission is gained before electronically publishing users' works or drawings. Always acknowledge the creator or author of any material published.
- ensure any material published on the Internet or Intranet has the approval of the Principal or their delegate and has appropriate copyright clearance

Misuse and Breaches of Acceptable Usage

Students will be aware that:

- they are held responsible for their actions while using Internet and Email Services
- they are held responsible for any breaches caused by them allowing any other person to use their e-learning account to access Internet and Email Services
- the misuse of Internet and Email Services may result in disciplinary action which includes, but is not limited to, the withdrawal of access to services

Students will report:

- any Internet site accessed that is considered inappropriate
- any suspected technical security breach involving users from other schools, TAFEs, or from outside the NSW Department of Education and Communities

Failure to comply with this code of conduct will be dealt with in a manner that is consistent with the school's welfare and discipline policy. Consequences will be applied and could range from staff counselling to suspension and withdrawal of access rights depending on the nature of the problem.

Using a computer, tablet or smart device in any way not directed by you teacher is misuse.

Use of Computers and Personal Technology Devices (PTD) and Mobile Phones at School

Computers and PTD and mobile phones should be used appropriately at all times.

Students who use school computers, PTD and mobile phones inappropriately will be issued with a formal caution on the first occasion. Persistent inappropriate use of computers and/or PTD and mobile phones will result in suspension.

Misuse of school computers, PTD and mobile phones includes:

- downloading games, music and any copyright material
- broadcasting network messages
- interfering with hardware including keyboards and mice
- changing desktop images
- changing configurations
- accessing student drives of other students
- any form of hacking

This list is not exclusive – it is just a guide. Using a computer, tablet or smart device in any way not directed by your teacher is misuse.