



COMPUTER NETWORK & INTERNET ACCESS POLICY

Computers and computing facilities are used extensively at Tullawong State High School. Students may have access to facilities including computers, scanners, digital cameras, printers and multi-media devices, use the Internet and have an e-mail account for educational purposes.

In order to access such facilities, students and their parents must agree to the conditions set out in this agreement.

Please read the information regarding general computer use, e-mail use and Internet and indicate your acceptance of these terms, by completing and signing the form and returning to the school.

SECTION 1: COMPUTER FACILITIES USE AGREEMENT

As a student of Tullawong State High School, I will:

- respect the computer equipment, take care of the equipment and leave the computer room tidy
- only enter computer rooms when a teacher is present
- sit according to a seating plan or where allocated by a teacher
- report any faulty, damaged or missing equipment immediately to my teacher
- use only the programs my teacher and I have agreed to
- follow the computer room procedures as outlined in each computer room
- use my print account allocation in accordance with teacher direction to minimise wastage.

As a student of Tullawong State High School, I will NOT:

- share my passwords, or allow others to access my accounts
- login to the network or Internet using another's login
- attempt to repair machines or touch cabling
- install unauthorised computer programs onto the network or into my home directory
- delete, modify, destroy or install school computer programs or copy programs for home use
- damage, destroy or steal computer equipment

SECTION 2: STUDENT E-MAIL ACCEPTABLE USE POLICY

As a student of Tullawong State High School, I will:

- only use the provided e-mail program. I will not use any other e-mail programs or web mail
- use my e-mail account for educational purposes only
- be a responsible e-mail user and respect the rights of others
- have communications consistent with the high standards of our school
- accept that my e-mail account may be withdrawn if I violate any of the above conditions.

As a student of Tullawong State High School, I will NOT:

- send personal e-mail during school hours (unless directed by a teacher)
- send large file attachments (eg. no more than 200 KB)
- conduct offensive, threatening or illegal activities through e-mail. I understand that Education Queensland filters all e-mail and reports to the school any infringements (eg. swear words)
- place unreasonable demands on those whom I contact
- allow another student to use my e-mail or use another student's e-mail.

SECTION 3: STUDENT INTERNET ACCEPTABLE USE POLICY

Access to the Internet is provided to help students with research and learning. This policy provides appropriate guidelines for students to use the Internet for school purposes and personal interest at appropriate times. Students are given a reasonable Internet time allocation as part of their Student Resource Scheme (SRS) fees.

Should I inadvertently encounter offensive or inappropriate material (ie. of pornographic, racist, violent, illegal, illicit or abusive content) I will immediately report this to a teacher.

I will not:

- intentionally access, distribute, copy, store or print offensive or inappropriate material
- download and use software, games, music, graphics, videos or text materials that are copyrighted without the permission of the copyright owner, except for educational purposes.
- reveal any personal contact details about myself or others on the Web. This includes home, school and work addresses, telephone and credit card numbers.

As a student of Tullawong State High School, I will:

- contribute to the SRS scheme to obtain my initial allocation of Internet. Non-payment of SRS will mean NO access to Internet Services.
- only access material on the Internet that is directly related to my schoolwork during class time
- restrict my use of the Internet to the World Wide Web and will not use News, FTP, Chat, Telnet or any other services without the permission of my teacher/supervisor
- acknowledge any ideas or material of others that I use in my work by listing their source in a bibliography and clearly indicating any directly quoted
- use my access time efficiently and appropriately by not playing games, or using the Internet for non-educational purposes
- accept that my Internet use may be terminated and I may face further disciplinary action if I choose not to follow the guidelines of this policy
- accept that my Internet usage is monitored by the School and Education Queensland, and that I am accountable for the sites visited by my login and I will abide by Education Qld's Internet acceptable use policy.

SECTION 4: MEDIA DEVICE POLICY

Policy regarding the use of USB keys, and any other form of media storage, recording or playing devices.

USB keys are allowed to be used on the school network in order for students to save their work, or to upload work finished at home. It is a student's responsibility to keep a back up of his/her work on a USB.

Students are not to place non-curriculum related work on their H Drive. This means no games, music, videos, pictures or any other types of information that is not school related.

By bringing in a memory storage device (eg USB) to school, students must be aware that we reserve the right to scan and check for inappropriate content and that there are consequences for the breach of school or Education Queensland Policy if questionable material is found on the device. Parents/Caregivers will be advised if such an event occurs.