

INTERNET & COMPUTER NETWORK

ACCEPTABLE USE POLICY

Policy Statement

The computer systems operated at the Wirreanda High School are for the purpose of supporting the teaching and learning program.

Rules for operating computers

1. Users must not install or operate any computer software without the prior approval of the network manager.
2. Users must not install or operate any computer hardware without the prior approval of the network manager.
3. Removable storage devices are allowed to be used on the computer network under the direction of the supervising teacher. Data on removable storage devices connected to the computer network may be deleted if it is not part of a valid teaching and learning program.
4. Users must not use or possess any computer hardware or computer software that can be used to avoid or remove any access restrictions placed on the computer system by the network manager.
5. Users must not obtain or use any user names or passwords except those issued to them by the network manager.
6. Users must not wilfully damage any computer hardware or software.
7. Users must not *display, send, store, access, or retrieve* any offensive or inappropriate material on the school computer system.
8. Users must not access or destroy any data or hardware belonging to another individual.
9. Users must not modify computer hardware or computer software in any way without the prior approval of the network manager.
10. Users must not use the computer system to engage in or enable others to engage in any illegal or unlawful activities.
11. Users must notify school management of any incidents involving unauthorized access to the computer system.
12. Users should keep a back up of all data. The loss of work due to corrupt storage media is not considered adequate grounds for exclusion from assessment.
13. Users should only save to the Student Drive (a folder exists for each student) or on to a removable storage media or removable storage device unless instructed otherwise by the network manager.
14. Users must use the computer system for educational purposes only.
15. Users must notify school management of any damage to computer equipment.

Usage Monitoring

The network is the property of The Wirreanda High School and all usage is monitored. The information gained during monitoring is used to assist in the daily management of the network and in the enforcement of Wirreanda High School policy, procedure and philosophy.

Logon Details

All individuals are given unique user names and passwords to access the school computer systems.

It is essential that users keep their user names and passwords confidential.

Users must not divulge their user names and passwords to anybody under any circumstances. This includes and is not limited to School Staff.

User names are linked to users' individual Internet and printing credits.

Printing

All users are given an initial balance of printing credit determined for each calendar year through the school budgeting process. An increase in printing credits is provided each term

Subject areas may assign extra printing credit to users as determined by the needs of the subject by the teaching staff.

Any additional printing credit must be purchased from the school cashier.

Internet

The Wirreanda High School wishes to promote responsible use of the Internet by users.

All users are given an Internet balance on a term by term basis determined for each calendar year through the school budgeting process.

Subject areas may assign extra Internet credit to users as determined by the needs of the subject by the teaching staff.

Any additional Internet credit must be purchased from the school cashier.

The source of the any material needs to be checked for its credibility—remember anybody can publish information on the Internet.

The Internet is an unregulated medium and people should take care to keep themselves safe while online. Examples of things people can do are; not using their full name or real name on websites, using different passwords and usernames for different websites, not giving out personal information online.

All Internet activity is logged and audited.

Consequences of a breach of this policy

Any breach of the Rules for operating Computers may incur a consequence as part of the schools behaviour management policy or other disciplinary policies.

Any breaches of state or federal law may be referred to appropriate police agencies for further investigation.