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St George Girls High School Information Technology Acceptable Use Policy 2017

This policy governs the use of:

- *Information Technology provided by SGGHS and the NSW Department of Education*
- *SGGHS Computer Network, Intranet and Terminal Server*
- *Personal Computing Devices at SGGHS (BYOD Program)*

This policy addresses the appropriate and educational use of St George Girls High School's (SGGHS) computer network, SGGHS intranet, personal computing devices and the authenticated, filtered Internet and email facility provided by the NSW Department of Education (D of E). This policy contains guidelines to ensure all students use the information technology and resources of SGGHS for educational purposes and in an appropriate, safe and ethical manner. This policy also applies to the use of personal computing devices at SGGHS and when accessing the information technology resources of SGGHS and the (D of E). This policy applies for the duration of a student's enrolment at SGGHS.

SGGHS provides each student with access to an extensive range of software applications and a personal network folder in which to store school-related files. Students will be provided with a user name and password to allow access to the network and the intranet. This user name and password is for personal use and is to remain confidential and not be shared with other students. Students who use the information technology resources provided by SGGHS must abide by the conditions of acceptable use as outlined in this document.

The Department of Education will provide an e-learning account to all students. This account provides authenticated, filtered Internet access and an email account. The account will be accessed with a user name and password. This user name and password is to remain confidential. Students who use the Internet and email facility application provided must abide by the conditions of acceptable use as outlined in this document.

Personal Computing Devices (Bring Your Own Device Program)

In 2017 all students will be expected to provide their own personal computing device (BYOD) and bring it to school to assist in learning. Personal computing devices are owned by a student or the student's family. Students are encouraged to bring their own device to school in order to use available technology to engage in learning programs and access the Internet and the resources available on the school intranet and network.

The specifications for these personal computing devices have been made available to all students and parents and are also available on the school's website. The personal computing device should be brought to school on every school day and be solely the student's to use throughout the school day. Students must follow teachers' directions as to appropriate use of their devices in class.

Students must connect their device to the NSWDET wireless data network using their own, individual NSWDET user account credentials only. While at school students must not connect to any other network, wired, wireless or cellular. Technology support will be provided to assist students to connect their device to the Internet and SGGHS intranet.

To use a personal computing device at SGGHS and connect to the Internet provided by the D of E students and parents must sign the attached Acceptable Use Agreement. Each student is absolutely and solely responsible for the care and conduct of her own personal device whilst at school and when travelling to and from school or other school activities. SGGHS accepts no responsibility for loss of or damage to, or for maintenance or repair required on a student's own device through any act or omission resulting from the negligence or otherwise of the school, a member of the school staff or of another student.

Acceptable Use Policy

The school's computer network, intranet and authenticated Internet access is provided for the educational benefit of students and staff. Any behaviour that interferes with this objective will be considered an infringement of the Acceptable Use Policy and may result in the suspension of a student's network and/or Internet account. It is the student's responsibility to comply with the rules and guidelines outlined in this document.

This Acceptable Use Policy pertains to the use of information technology provided by SGGHS and the D of E and the use of personal computing devices at school. It must be signed by every student and their parents/guardians.

This policy is implemented in conjunction with NSW Department of Education policies:

- ❖ Online Communication Services: Acceptable Usage for School Students: 2015
(available at www.dec.nsw.gov.au) and
- ❖ St George Girls High School policies.

All students will:

- ❖ use the computer network and Internet resources for educational purposes;
- ❖ maintain the confidentiality of their password for the SGGHS Computer Network, Intranet, and D of E Portal;
- ❖ change their passwords if they have been compromised;
- ❖ contact the Technology Coordinator if you believe your password has been compromised;
- ❖ log off at the end of each session when accessing the SGGHS Computer Network, Intranet, SGGHS Terminal Server and D of E Portal/Internet;

- ❖ notify the class teacher or technology coordinator when a security problem arises or an inappropriate site is accessed and;
- ❖ use the information technology in a safe and ethical manner and accept personal responsibility for their own actions in the use of these technology;
- ❖ be considerate of other users who are accessing the resources e.g. use headphones to listen to audio, leave computers ready for the next user to log on, replace furniture to normal position etc. and
- ❖ respect the technology resources provided by the school.

Students must not:

- ❖ post, publish or reveal personal information about themselves, other students or staff members. (Personal information includes any contact details, school and home addresses, telephone numbers, e-mail addresses, photographs; images or videos for students and staff.) This includes posting any of the above on social media sites or mobile Internet enabled devices whether at school or from outside school;
- ❖ access Internet chat;
- ❖ use the email facility provided by the D of E to engage in any inappropriate activities;
- ❖ attempt to or gain unauthorised access to the SGGHS Computer Network, Intranet, SGGHS Terminal Server or any blocked Internet site. This includes attempting to log onto the network or D of E Portal using another person's user name and password;
- ❖ access other users' files or interfere with the data of other users;
- ❖ attempt to gain access to the control panel and settings of the computer system;
- ❖ disrupt any computer or the network by introducing viruses to the network or to any computer;
- ❖ damage the network operations;
- ❖ consume food and drinks when working at a computer;
- ❖ download programs and store music files, video files and movies anywhere on the network;
- ❖ damage any part of any computer, accessories and peripheral devices;
- ❖ alter or damage the operating system or software of any computer;
- ❖ use the Internet to engage in any illegal or unethical activity;
- ❖ store inappropriate material in personal folders;
- ❖ be logged onto more than one computer at the same time;
- ❖ make unauthorised copies of software, share unauthorised software or attempt to install software on the computer network or on any computer in the school;
- ❖ use the SGGHS computer network, Intranet, SGGHS terminal server and the Internet service to download programs, executable files, games, music, movies or video files.

- ❖ engage in harassment of another user. Harassment includes the persistent annoyance of another user or interference with another user's work;
- ❖ download, store, create, send or print files or messages which are obscene, inflammatory, threatening or disrespectful, or which use language that offends or tends to degrade others;
- ❖ deliberately access offensive, dangerous or potentially destructive information;
- ❖ disadvantage other network users by monopolising equipment or wasting computer resources. This includes spending excessive amounts of time on the Internet for recreational purposes, watching videos or playing games or emailing while other students are waiting for computer access.

Copyright and Plagiarism

Students must not:

- ❖ copy software provided by the school;
- ❖ install any software onto any computer on the network ;
- ❖ store commercial music, video files and movies on the network;
- ❖ use the computer resources to transfer digital media (music/video) from one medium to another unless approved by a staff member and
- ❖ copy information directly from resources available on the network or found on the Internet into assignments or research work without acknowledgement is a breach of copyright and is plagiarism. Students must acknowledge all sources of electronic information when presenting information in research and assignment work.

Responsibilities as a responsible user of Information Technology at SGGHS

All students will:

- ❖ ensure they understand this information and if unsure clarify it with their teacher or the technology coordinator;
- ❖ keep this document so it can be referred to it at any time;
- ❖ use the computer network, intranet and Internet resources for educational purposes only;
- ❖ ensure passwords remain private and secure and;
- ❖ recognise that by using the school's computer resources, personal computing device and Internet that they agree to abide by the rules in this policy.

Consequences for Misuse of Information Technology at SGGHS

Students who do not comply with the above will be subject to a range of sanctions within the guidelines of SGGHS policies. You may lose access to the information technology provided by SGGHS and the D of E.



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Student and Parent/Guardian Agreement St George Girls High School Information Technology and Acceptable Use Policy

For the use of:

- Information Technology provided by SGGHS and the NSW Department of Education
- SGGHS Computer Network, Intranet and Terminal Server
- Personal Computing Devices at SGGHS

Student Agreement

I have read the **St George Girls High School Information Technology Acceptable Use Policy**. I understand fully and agree to abide by the rules, principles and guidelines it contains. In addition, I have read and agree to refrain from those actions listed above which are considered unacceptable to the proper use of all information technology at St George Girls High School. I understand that any breach of these of the rules, principles and guidelines will be dealt with in accordance with SGGHS policies.

Family Name																			
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Given Name																		Year	
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Signature

Date:

Parent/Guardian Agreement

I have read the **St George Girls High School Information Technology Acceptable Use Policy**. I will encourage my daughter to abide by the rules, principles and guidelines it contains. I also accept that employees of D of E may not be able to restrict access to all inappropriate or controversial material on the Internet.

I give my permission to allow my daughter to access all the information technology provided by St George Girls High School and the NSW Department of Education. This includes access to the authenticated Internet and email facility. I understand that any breach of these of the rules, principles and guidelines will be dealt with in accordance with SGGHS policies.

Parent/ Guardian's name

Family Name																			
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Given Name																		Year	
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Signature

Date: