



ICT Responsible Use Policy

This document defines the Responsible Use Policy for student use of the Mabel Park State High School's computer systems. Its main purpose is to encourage the mature and responsible use of the facilities available to the students through the provision of clear usage guidelines. Students authorised to use the school's computer system also have internet and e-mail access.

The use of ICT devices and systems has been designed to help students keep up with the demands of the 21st century. Helping students become responsible digital citizens will enhance not only what we do in the classroom, but also give students skills and experiences that will prepare them for their future studies and career.

The Queensland Department of Education, Training and Employment deems the following to be responsible use and behaviour by a student:

- Developing appropriate literacy, communication and information skills;
- Authoring text, artwork, audio and visual material for publication on the Intranet or Internet for educational purposes as supervised and approved by the school;
- Conducting general research for school activities and projects;
- Communicating or collaborating with other students, teachers, parents or experts in relation to school work;
- Accessing online references such as dictionaries, encyclopaedias, etc.
- Researching and learning through the Department's e-learning environment.

The Queensland Department of Education, Training and Employment deems the following to be irresponsible use and behaviour by a student:

- Use the IT resources in an unlawful manner
- Download, distribute or publish offensive messages or pictures;
- Insult, harass or attack others or use obscene or abusive language;
- Deliberately waste printing and Internet resources;
- Damage any electronic devices, printers or the network equipment;
- Commit plagiarism or violate copyright laws;
- Use unsupervised internet chat;
- Send chain letters or Spam e-mail (junk mail)
- Access 3G/4G networks during lesson time
- Knowingly download viruses or any other programs capable of breaching the Department's network security.



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In addition to this Mabel Park State High School states that:

- Users are responsible for the security, maintenance and integrity of their individually owned devices and their network accounts.
- Users are required to register their personally owned device/s with the school, prior to connecting to the school network and to create a password to protect their account. This password should be difficult enough so as not to be guessed by other users and under no circumstances are passwords to be divulged to any other user on the system. If users have any reason to suspect that their account security may have been compromised or tampered with, it should be reported immediately to the school's Technical Support.
- Students will provide their device and/or USB for inspection for compliance with school and legal requirements when requested. It is the students' responsibility to ensure that their device complies with the school's ICT Responsible Use Policy and BYOx guidelines.
- Information dispatched from the school network is a reflection on how the global community perceives the school. All students using the systems are encouraged to show that they are positive ambassadors for Mabel Park State High School. No obscene, inflammatory, racist, discriminatory or derogatory language should be used in electronic mail or any other form of network communication.
- Students using the system must not at any time attempt to access other computer systems, accounts or unauthorised network drives or files or to access other people's devices without their permission and without them present.
- Students must not record, photograph or film any students or school personnel without the express permission of the individual/s concerned and the supervising teacher.
- Students must get permission before copying files from another user. Copying files or passwords belonging to another user without their express permission may constitute plagiarism and/or theft.
- Students need to understand copying of software, information, graphics, or other data files may violate copyright laws without warning and be subject to prosecution from agencies to enforce such copyrights.
- The school will educate students regarding cyber bullying, safe internet and email practices and health and safety regarding the physical use of electronic devices. Students have a responsibility to behave in line with these safe practices.
- Any inappropriate material must be removed from personally owned devices before bringing the devices to school and such material will not be shared with other students.
- Other consequences may be deemed necessary as determined by the school's Responsible Behaviour Plan for Students.
- Families are responsible for providing their own individual insurance on privately owned electronic devices brought to school.



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The following is to be READ and COMPLETED by both the STUDENT and PARENT/LEGAL GUARDIAN:

- *We have read and understood the Mabel Park State High School's ICT Responsible Use Policy*
- *We agree to abide by the above rules.*
- *We are aware that any breaches may result in my/my child's immediate removal from the system for a specified period as per the school's Responsible Behaviour Plan for Students and in relation to the severity of the offence.*

I understand that the Internet can provide students with valuable learning experiences.

- *I also understand that it gives access to information on computers around the world; that the school cannot control what is on these computers and that a very small part of that information can be illegal, dangerous or offensive.*
- *I accept that while teachers will always experience their duty of care, protection against exposure to harmful information must depend fully upon responsible use by students.*
- *I believe my student understands this responsibility and I hereby give my permission for him/her to access the Internet under the school rules. I understand that students breaking these rules will be subject to appropriate action by the school. This may include loss of Internet access for some time.*

Student's Name: _____ Year: _____

Student's Signature: _____

Date: ____/____/____

Parent's/Guardian's Name: _____ (PLEASE

PRINT) Parent's/Guardian's Email: _____

Parent's/Guardian's Signature: _____ Date: ____/____/____

OR

- I do not wish my student to access the Internet.

Caregiver Name: _____

Signature: _____ Date: ____/____/____