

Parent/Guardian Information Sheet

Guide to the IT Code of Practice for Students

Belconnen High School provides all students enrolled at the school with Information Communication and Technology (ICT) facilities for educational use. Students may use these facilities for classwork, research, the preparation of assignments and communication. The resources provided include computers, peripherals and software, access to network resources, access to e-mail and access to the Internet.

Using these technologies will assist students in developing skills in ICT that they will use throughout their lives in everyday situations. ACT schools are currently involved in striving to integrate the use of information and communication technologies where relevant and appropriate into all curriculum areas, and all levels of schooling.

It is important to introduce students to these technologies in a safe environment, where students are taught how to use the appropriate technology competently and respectfully. Key skills that need to be gained are: the ability to discriminate between relevant and irrelevant information; use and cite online sources; and share knowledge and information with others using appropriate language for the online environment.

Care must be taken to ensure that school resources are protected from harm and that users are not exposed to materials considered offensive or illegal. To this end, Belconnen High School has developed the **Code of Practice for Students**.

All students wishing to make use of the ICT resources at Belconnen High School are required to sign and return to the school, the attached **Code of Practice for Students**. Parents / Guardians are also required to sign the **Code of Practice for Students**.

Below you will find explanatory notes for references made in the attached **Code of Practice for Students**.

Guide to the Code of Practice for Students

(1) Examples of unsafe actions:

- revealing your full name, address, phone number, etc. to an unknown person by email or chat session
- using a chat facility that is not supervised by your teacher
- placing your personal details on a web page
- giving out credit card details to strangers or to unverified or unsecure websites.

(2) Examples of illegal activity:

- copying software onto computers, disks or networks without permission from the copyright owner
- sending threatening or profane electronic mail
- ordering materials over the Internet using other people's credit cards
- copying digital art works, music or printed material without permission from the copyright owner
- using the Internet to distribute pornographic material.

(3) Examples of dishonest activity:

- copying another person's work and submitting it as your own
- claiming personal ownership of material that was developed by a group
- setting up an unofficial web site which claims to be the official school site
- sending electronic mail using a faked e-mail address or someone else's account.

4) Things which could upset others:

- spreading untrue rumours and gossip through e-mail
- publishing racist or sexist material
- downloading or displaying offensive pictures
- playing offensive songs from websites.

(5) Things which could disrupt other users:

- breaking or damaging the computer equipment
- spilling food or drink on computer equipment
- downloading large files from the Internet during class time without seeking approval
- introducing viruses into the system
- deleting or changing critical files, or the files of others
- attempting to hack into the school computer system
- using the computer system to gain unauthorised entry into other computer systems.

(6) Examples of irresponsible actions:

- leaving a computer logged on after departing the room
- leaving personal information on a shared computer where others can access it
- neglecting to backup important pieces of work
- telling other people your password.

Other ICT Issues

Schools Net

This school is connected to the Internet via Schools Net, the internet service provider (ISP) to ACT schools. Schools Net provides a set of Internet management tools to schools using their service. This service includes a facility to filter web sites and e-mail, tools to monitor the use of the Internet, as well as tools to control access rights.

World Wide Web filter

InTact blocks sites that are unsuitable for student access. The list of such sites is extensive and is updated on a regular basis by the Department and from other sources. However due to the nature of the Internet the number of sites that host inappropriate and/or offensive material is growing rapidly and the actual web addresses of these sites is constantly changing. It is therefore extremely difficult to block them all. If students do encounter inappropriate material through the school's internet service, they should inform their teacher immediately and arrangements will be made to block access to the site.

Monitoring

A major feature of the Schools Net service is the option for all school users to enter an individual username (login) and password. This will identify each user on the system. This will also allow tracking and setting of individual access privileges, including e-mail, personal homepage, and access to the World Wide Web. Reports can be generated by the school showing usage by each person. Breaches (attempts to reach blocked sites) can also be reported using the software. Disciplinary action may result from breach attempts, including warnings, loss of access to the internet, e-mail and/or networks for a specified period of time or other action at the discretion of the Principal on a case-by-case basis.

Access Rights

The ICT Coordinator in this school manages all users accounts. To minimise risk, internet email accounts are created using non-specific identifying data about users
eg. bartlc@belconnenhs.act.edu.au

Information stored at the school when creating accounts includes full name, class, password and group (ie. Year 8). A student's full name is not included in any e-mail unless the student chooses to include it (not recommended) in the text of the message.

Chat

Chat is not to be used by students at school.

References

A further reference for parents on Children and the internet is available on the Parentlink website at:
<http://www.parentlink.act.gov.au/parenting-resources/parenting-guides/adult-issues/cyber-safety>

Code of Practice for Students

Acceptable Use of Internet, E-mail, Computer Facilities and External Networks

Purpose

This code of Practice has been developed for students at Belconnen High School and is consistent with the Department's IT Security Policy and the Acceptable Use of IT Resources Policy. The Department and school are endeavouring to minimise the potential risk to both students and Information Communication and Technology (ICT) facilities.

- I **will** use the school computers for schoolwork only and only as directed by my teacher
- I **will always** act with extreme caution when communicating electronically
- I **will** be courteous and use appropriate language when communicating electronically
- I **will** ask my teacher for help if I find or receive information that I feel uncomfortable with or that is inappropriate
- I **will not** use the school computer facilities for illegal or dishonest purposes
- I **will not** copy software programs from school computers, or copy material, graphics or music owned by others without their permission
- I **will not** attempt to install software onto school computers without teacher permission
- I **will not** send, produce, show or search for things that might upset others
- I **will not** intentionally create congestion or disrupt the school computer equipment
- I **will not** tell people my password or leave my computer logged in when leaving the room
- I **will not** send photographs or publish the full names of others or myself to unknown people without permission
- I **will not** send email to users outside of this school unless the teacher approves it
- I **will not** use chat facilities, such as ICQ, unless supervised by school staff
- I **will not** print materials of a personal nature or unassociated with school without first seeking permission from a staff member. Printing may incur a charge.
- I **understand** that the school records where I have gone on the internet, emails that I send and receive and has access to any data that I may save on the school network
- I **understand** that disciplinary action may be taken if I do not follow this **Code of Practice**, which may include notification of Parents / Guardians and loss of access to the internet, email or network for a period of time.

NOTE: (1), (2), (3), (4), (5), (6) – Refer to **Parent Information Sheet** for further explanatory notes

Student name _____ Student signature _____ Date _____

General consent for the usual uses of student photos, work and student internet access

Due to the legislative changes to the *Information Act 2003*, permission is required for photos to be taken and used for school publicity purposes and for student work to be displayed.

This consent is valid for the term of your child's enrolment at the school, or until it is rescinded. This consent can be withdrawn or changed at any time by contacting the school in writing. This information will not be used for any other purpose than that stated.

Please complete the declaration below and return it to the school.

Consent to use student photos/work in the school newsletter and other school publications Plus permission for student use of school ICT

The school may use photographs of students and/or their work in school publications such as the school's website, magazine, newsletter, promotional brochures and the newspapers. Use of photographs and displaying students' work would typically be in connection with an achievement or event such as becoming a sports team captain, winning awards such as debating and school-based competitions or participation in activities such as school sport, music, carnivals, drama, excursions and co-curricular programs.

I agree to: _____
(STUDENT NAME)

(please tick)

Use of Email

☐

Internet access

☐

Accessing school computer network

☐

Attendance at media event

☐

Publishing photograph of student and/or work on school website

☐

Release information for school photographs

☐

Photograph student (Department)

☐

Photograph student (Media)

☐

Publish name and/or work in newsletter/website/media

☐

On the school website images of students are used but the school does not identify individual students. Parents/Guardians would be contacted and asked to give additional consent for individual photographs and the student's full name, if required for the website.

Note: Consent to display or publish your child's work does not mean your child loses their rights over their work, simply that the school has permission to use the work for the purposes mentioned.

(PARENT SIGNATURE)

(DATE)

(STUDENT SIGNATURE)

(DATE)