



# MOUNT BARKER HIGH SCHOOL

*Not for ourselves alone*

Version November 2021

## Computing Statement of Expectations and ICT Acceptable Use Policy 2022 - Year 7 to 12

### **Preamble:**

Mount Barker High School recognises that digital literacy skills are now required as essential knowledge for students, and as future employees. In responding to these changes, the school actively supports access by students to the widest variety of information technology resources together with the development, by staff, of appropriate skills to use and evaluate use of such resources.

Mount Barker High School believes that it is crucial that our students be exposed to the potential of the Internet, but it is vital that families are also aware of and involved in discussion about ethical issues related to:

- exposure of advertising materials on websites and social media
- social implications of overusing technology and not maintaining a healthy balance when using devices
- considering the implications of cyber bullying
- access to inappropriate sites (pornographic subversive or dangerous)
- quality and reliability of the information
- staying vigilant with internet safety/privacy (it maybe unwise to reveal one's identity to others).

Access to computers and the Internet is provided for the purpose of educational research and learning. However, access is a privilege and not a right. Access entails responsibility. The purpose of this policy is to provide rules for appropriate use of these facilities.

### **Cyber Bullying:**

Cyber bullying is when online platforms and services are used to victimise others. It is the use of technologies, such as social media, email, chat room discussion groups, instant messaging, web pages or SMS (text messaging) - with the intention of harming another person.

Examples could include communications that seek to intimidate, control, manipulate, put down or humiliate the recipient. Cyber bullying of our students will not be tolerated at school or at home and will be dealt with seriously.

### **System Management:**

The school has an obligation to implement/enforce relevant laws and students need to be aware of the implications of Copyright Law, Law of Defamation, Fraud and the Commonwealth Crimes Act. This last Act states that a person shall not knowingly or recklessly use a telecommunications service supplied by a carrier in such a way as would be regarded by reasonable persons as being, in all circumstances, offensive.

The school reserves the right to review any material on user accounts or file server space in order to determine the appropriateness of specific uses of the network. In reviewing and monitoring accounts the school shall respect the privacy of user accounts.

The Principal or delegate reserves the right to terminate, suspend or otherwise limit network/Internet access at any time as deemed necessary in their judgement if students are found in breach of the ICT Agreement.



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In an effort to minimise wastage and to encourage efficient and responsible use of the computing facilities a monitoring system has been implemented. Student use of computing facilities (including paper/printing, Internet usage and related resources) will be monitored by this system. Printing accounts are funded at the beginning of the year, at the time of school fee payment, and will cover the normal range of printing use by most students. Credits for printing are allocated on a monthly basis, if printing funds have been expended during the monthly period, students will need to purchase additional quota through finance or wait until the 1<sup>st</sup> of each month for more quota.

### **Statement of Expectations:**

(This is an extension of the school's PB4L Policy and Mobile Phone Policy)

I understand that the use of computers, the internet and access to the Mount Barker High School ICT services must be in support of educational research and learning. I understand the following:

- I will comply with the school's policies and procedures, when accessing the computing network and school platforms such as G-suite, DayMap, Papercut, Adobe, Office365, Microsoft teams etc
- I will not tamper or damage computers, computing systems, networks, furniture or fixtures
- I will respect the rights, privacy and property of others
- I will use all computing facilities responsibly, reporting to the teacher and/or ICT Technicians any interference, theft or vandalism of the equipment or the system
- I will assume full liability, legal, financial or otherwise, for my actions
- I will only use relevant learning materials and files on the school's ICT systems
- I will be polite and courteous, avoiding swearing and inappropriate language and behaviour when communicating with members of the school community, in all online learning platforms and communication forums both in and out of school
- I am aware that there is limited privacy on the Internet and any message may be relayed to others. The sender of any messages will be held responsible for the content. I will report any inappropriate messages to a Mount Barker High School staff member
- I am responsible for monitoring and appropriately rejecting materials, links, dialogue and information accessed/received by me
- I will not be involved in or encourage others to participate in cyber bullying
- I will not reveal personal information including full names, birth dates, addresses, passwords, credit card details or telephone numbers of myself or other individuals when working online
- If I identify a security problem on the school's network, I must notify a staff member. I will not exploit vulnerabilities and/or share them with others
- I will not attempt nor assist others, to gain access to the system in an unauthorised way, or in a way that threatens its secure operations. I will not alter system files, system configurations, folders and other technical data
- I understand that engaging in commercial activities or using the network for product advertisement or political lobbying is unacceptable and is prohibited
- I understand that the school does not take responsibility for the loss or damage of valuables including all BYOD devices and mobile phones. Families are encouraged to check household insurance regarding loss or damage of equipment outside of the home
- I understand that at the termination of my enrolment at Mount Barker High my accounts will be deleted, and all data will be erased. This could include files stored on G-suite, Fusion 360, Adobe CC, Office 365 and other cloud based services. I understand it is my responsibility to download/copy any files I wish to keep prior to unenrolling in Mount Barker High School.



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*This page needs to be signed and returned to the school*

## Computer Use Agreement Form 2022

**Access to any computing facilities within the school may only be granted once the following agreement has been signed. Please carefully read and then sign the following agreement to indicate acceptance of conditions of use.**

### Parent Agreement

I have read and understood the Mount Barker High School Computing Statement of Expectations and Acceptable Use Policy 2022. I am aware that any costs associated with the repair or replacement of information technology equipment damaged by my child may be borne by me, the parent/caregiver. Mount Barker High School's policies relating to recovery of debts will apply when required.

As a Parent/Caregiver I support Cyber Safety and the appropriate use of ICT resources, including Parent Portal (Daymap Connect) and cloud based services.

I understand that if the terms of these agreements are violated all access to the school computers will be denied, for a time to be determined by the Principal or delegate, and further disciplinary action as determined by the Principal may result. Each case will be considered individually.

I give permission for \_\_\_\_\_ to be granted access to the Mount Barker High School ICT Services for the duration of my child's enrolment..

Name of Parent/Caregiver 1: \_\_\_\_\_ Date \_\_\_\_\_

Signature of Parent/Caregiver 1: \_\_\_\_\_

Current email address of Parent/Caregiver 1: \_\_\_\_\_

Name of Parent/Caregiver 2: \_\_\_\_\_ Date \_\_\_\_\_

Signature of Parent/Caregiver 2: \_\_\_\_\_

Current email address of Parent/Caregiver 2: \_\_\_\_\_

### Student Agreement

I have read and understood the Mount Barker High School Computing Statement of Expectations and Acceptable Use Policy 2022. I understand and agree to abide by the rules and conditions in this policy. I understand that if I do not abide by this agreement, my use of the Mount Barker High School ICT Services will be suspended, for a time to be determined by the Principal or delegate, and that I will be subject to the school's PB4L Policy.

Name of Student \_\_\_\_\_ Date \_\_\_\_\_

Signature of Student \_\_\_\_\_ Year Level \_\_\_\_\_

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Office Use: Student ID No \_\_\_\_\_ Date of Birth: \_\_\_\_\_ Care Group: \_\_\_\_\_  
A/PC: \_\_\_\_\_ ED IN No: \_\_\_\_\_ LearnLink: \_\_\_\_\_