



KEDRON STATE HIGH SCHOOL- ACCEPTABLE USE POLICY

This document defines the Acceptable Use Policy for student use of technology devices at Kedron State High School. Its main purpose is to encourage the mature and acceptable use of the network, internet and email provided through school facilities or for approved, personally-owned devices.

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 and Training deems the following to be acceptable 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 and Training deems the following to be unacceptable 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 the school day;
- knowingly download viruses or any other programs capable of breaching the Department's networks security.



In addition to this Kedron 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 using the Student Participation and Connectivity Request form, 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 should passwords 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 Technical Support.
- 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 Kedron 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. Some students have a prohibition on all photographs. In these cases, even express permission from those students is not enough to allow photography of them.
- 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. Failure to do so will result in consequences aligned with the school's Responsible Behaviour Plan for Students.
- Any inappropriate material will be removed from personally owned devices before bringing the devices to school and such material will not be shared with other students.
- It is recommended families are responsible for providing their own individual insurance on privately owned electronic devices, to assure to always have a working device