The following document outlines the responsibilities and rules associated with the use of the information and communications technology (ICT) resources at Waikerie High School.

**Networked Information Resources**

Waikerie High has developed a network of computing resources providing an extensive range of applications including central file storage, email and Internet access.

Security of data and privacy of information about users will be maintained as far as possible. However, all users should realise that there is no guarantee of complete privacy as the administrators reserve the right to check individual user directories and files from time to time.

**Parents Should Know**

Waikerie’s ICT resources provide students with home folders, email boxes and access to a wide range of applications and resources to help them with their learning.

While the staff will supervise students during class time and will reinforce the Acceptable Use Policy at all times, parents need to understand that it is impossible to prevent students from either willfully or inadvertently finding information on the Internet which is inappropriate or unacceptable.

The school’s and DECS uses a filtering to stop students accessing inappropriate sites. However, no filter is perfect.

Ultimately, it is the student who must be responsible for abiding by the guidelines and rules specified in this policy.

**Student Responsibilities**

Access to the networked information resources is a privilege, not a right. Therefore, students need to:

- Maintain a printer account and an Internet account (an initial allocation will be given to students but will need to be topped up when exhausted by paying a fee at the cashier’s office). Adopt environmentally responsible practices that conserve resources such as paper.
- Must organise their time and resources to print assignments before the deadline. Must maintain at least two separate storage copies of assignments. Using a computer is not an excuse for missing deadlines.

**Using the Internet and e-mail.**

**Internet**

Students will be able to access the Internet from most of the curriculum computers across the school.

During class time, students must have a note in their diaries from their subject teacher to verify their need to use the Internet if sent from another subject area. Senior students who use the Internet resources during study lessons should be able to substantiate their use by showing a copy of the assignment being researched. If students are unable to provide such evidence, they will be asked to leave the IT area.

**E-mail accounts**

These will be issued to all students.

These accounts will be monitored by both DETE and Waikerie staff and will have a DECS imposed 2 MB limit, so students will not be able to send large attachments. All student mailboxes will be checked on a regular basis for inappropriate material. If found, their Internet/email access will be cancelled immediately.

**Privacy and other issues**

It is very important for all students to understand that using the Internet can have consequences which are dangerous and unwanted.

Therefore, students should remember to:

- Never tell strangers too much about themselves over the Net.
- Never give your address or phone number, parents’ details or the school’s address or phone number to people you meet on-line.
- Never agree to meet people you talk to on the Net in a face-to-face situation.
- Report the address of any information that you may accidentally find which is inappropriate or illegal.
- Not reply to messages that are inappropriate, rude, threatening, obscene, violent or any that makes you feel uncomfortable or unsafe.
- Not send messages which may be misinterpreted by others or which are rude, threatening, obscene, violent or that would make the receiver feel uncomfortable or unsafe.
- Not believe everything you see on the Internet. Verify sources of information.

**Costs**

The school reserves the right to increase the following costs at any time.

1. **Printing**

All students are given an initial allocation of printing credits for the year. This will vary according to the year level of the student. After this allocation is exhausted, students will need to purchase additional printing credits from the cashier. Students are issued with a ‘Printing Redemption Card’ and are responsible for redeeming this card through the school’s intranet page for immediate printing credit.

Printing will be charged at the rate of 10c for each A4 page of black and white printing and $1 for each A4 colour page.
2. Internet
All students are given an initial allocation of Internet credits for the year. This will vary according to the year level of the student. After this allocation is exhausted, students will need to purchase additional Internet credits from the cashier. Students are issued with an 'Internet Redemption Card' and are responsible for redeeming this card through the school's intranet page for immediate internet credit.

Internet access will be charged at the rate of 2¢ for each megabyte of download.

The initial allocations of printing and Internet credits should be sufficient for the year if used only for curriculum purposes and used wisely.

3. Passwords
Students are expected to remember their passwords. Therefore, any student will need to pay a $1 administration fee to have a new password enabled.

For security reasons, students should not share their passwords or allow their peers to use their login/passwords.

4. Damage
Any student who willfully damages equipment will be invoiced for its repair or replacement.

Duty of Care
Staff and SSO's have a duty of care for students while they are at Waikerie High School. Due to this, the school has a responsibility to monitor what or how students are using ICT's in the school. This may be achieved through visual or technology means.

The school does not condone students accessing any social networking sites during school hours; on any device able to connect to these sites due to cyber safety concerns.

Consequences of breaching this policy
Supporting the education of students is the primary objective of Waikerie's decision to provide extensive ICT resources, and access to the curriculum network, Internet and email. Therefore, if students are not using these resources for the purposes of genuine curriculum based activities or are not abiding with the rules and regulations described in this Policy, they will be deemed to be misusing the system and will incur action which will include:

▪ immediate removal from the ICT resources
▪ immediate disabling of user accounts
▪ payment for replacement or repairs to damaged ICT equipment
▪ other actions that reflect the school's behaviour management policy.

Student Personal Computers/Phones
Students are encouraged to use their own personal computers and have permission to connect to our internet. Students will need to arrange a time with the ICT Technician for setup and instructions. If students are using their own computers at school, the ICT Technician cannot repair or fix any software or hardware issues, as it may void the warranty.

Students must:
▪ not charge their devices at school. DECS laws prevent any electrical device to be used at government sites unless they have been electrical tested and the cords themselves create a tripping hazard to other students.
▪ not bring wireless (inbuilt or external) devices to school to access external internet providers. Students can use the school's internet where there is appropriate filtering. Any wireless devices found will be removed to the front office and can be collected at the end of the day. We need to maintain a Duty of Care for all.

This agreement will remain in force as long as your child is enrolled at this school. If it becomes necessary to add/amend any information or rule, you will be advised in writing. Keep a copy for your own reference.

Dion Higgins
(Technology Co-ordinator)

(Please detach and return to your Class Teacher)

Information and Communications Technology (ICT) Users Agreement

Student Name: __________________________
Family Name  Given Name
(Please Print)

I have read the ICT Users Agreement for Waikerie High School and accept the conditions outlined above.

Student Signature: ______________________ Date: ____________

I have read the ICT Users Agreement for Waikerie High School and give permission for my child to use the school's system. I accept the conditions outlined above for my child. I agree that the school wishes to protect my child from gaining access to undesirable material.

Parent/Guardian Signature: ______________________ Date: ____________