INFORMATION TECHNOLOGY
ACCEPTABLE USE POLICY

Students must adhere to the Information Technology Acceptable Use Policy, signed on enrolment. Breaches of the agreement may result in loss of computer access and/or other consequences. The policy is as follows:

I understand that:

- The use of school computer technology is a privilege
- School computers, Bring Your Own Devices, and other information technology resources at Windaroo Valley SHS are for educational purposes
- Every student is given an account on the school’s computer network and this is private to the user
- No student may interfere with another account
- When using "global" systems such as the Internet, it is impossible for the school to screen or filter out all material which is controversial, inappropriate or offensive. It is therefore each student’s RESPONSIBILITY not to initiate access to such material or to distribute such material by copying, storing or printing.

I agree that:

I will use information technology resources appropriately and legally as detailed below:

- **I will take care of information technology resources**
  - I will not eat or drink near any computer equipment
  - I will not damage computer equipment or furniture
  - I will use any computers and other devices for games only during lunchtimes
  - I will abide by copyright laws

- **I will be considerate to other users**
  - I will use school Information Technology devices for educational purposes only
  - I will not deliberately waste computer resources (e.g. unnecessary printing)
  - I will not intentionally disrupt the smooth running of the network (e.g. by downloading large files from the Internet during busy times such as class times)
  - I will not scan or display graphics; record or play sounds; or type or forward messages that could cause offence to others, including posting offensive or inappropriate materials to the internet or social media websites and the school reserves the right to review and investigate student activities on school and Bring Your Own Devices
  - I will only record or video staff or other students with school permission

- **I will accept responsibility for privacy and security**
  - I will not reveal my password to anyone else
  - I will not attempt to use or otherwise interfere with another user’s account under any circumstances
  - I will not attempt to upload or create computer viruses or be involved with other forms of electronic vandalism
  - I will report any security problems immediately to a class teacher or to the Information Technology Head of Department
  - I will not reveal my personal address or phone number or those of other students or staff in any electronic communications
  - I will report any misuse of any Information Technology devices to school staff if I am made aware of it. Failure to do so may be viewed as collaboration. Misuse includes vandalism and theft, possible breaches of security, and inappropriate use of social media.
  - I will back up my work on a regular basis

I accept that:

_Breaching this agreement may result in my being taken off the network temporarily or permanently depending on the seriousness of the offence and that this may be recorded on my student record. For more serious matters, including criminal offences, further disciplinary and/or legal action may be taken as outlined in the school's Responsible Behaviour Plan._