



PACIFIC PINES STATE HIGH

INSPIRING EXCELLENCE TO EMPOWER SUCCESS

COMPUTER USAGE POLICY

The computing facilities at Pacific Pines SHS are provided for educational usage. Users are required to be efficient, legal and ethical in their usage of computers and the Internet. Failure to comply with the guidelines will result in access privileges being withdrawn. Serious breaches of the code of conduct may result in suspension or exclusion from the school.

I understand that:

- Every student is given an account (with an individual username and password) on the school's computer network that is not accessible to other students. This account information is **not** to be shared, and the student is responsible for their account and for the security of their password.
- When using information 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. Every effort will be made to monitor student usage of the Internet. If a student inadvertently accesses inappropriate material he/she must immediately report the incident to the supervising staff member.

- The Student Resource Scheme (SRS) supports student access to the internet and provide an initial printing allowance. Each student who is a participant in the Student Resource scheme is provided with an initial 200 page (black and white) printing allowance and a monthly Internet Usage allocation (see below). Printing is charged per page and will stop once a \$0.00 balance is reached. Students requiring additional printer credit will need to make a payment for this from the Finance Office (minimum payment of 50c required). Payment is based upon a charge of 5¢ per page (black and white) or 20¢ per page for colour.
- Internet usage is provided primarily for curriculum related purposes. To ensure adequate and efficient use, download limits are applied to each student's internet usage. Download limits are collated each night against the students browsing during the day and if a student exceeds their monthly allocation, Internet access is disabled for the remainder of the month.

Note: Each piece of text, picture, etc. that a student accesses on the internet is considered download. Many students exceed their download quotas by viewing and saving pictures and video files or downloading programs (chrome, iTunes, etc) not related to school work.

I hereby agree that while using the School's computer facilities, I will NOT:

- Damage or modify any computer equipment.
- Send anonymous or falsely addressed e-mail or broadcast messages
- Allow other students to use my account, or give another student my password.
- Use another student's account.
- **Save or use** files that are not required as part of my curriculum (e.g. music, pictures, games, software applications, etc.)
- Install any program or executable file on to a computer or network without specific permission from the Head of Department - Information Management.



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I agree that I WILL:

- Use appropriate language and show courtesy when sending messages.
- Delete obsolete files as soon as possible so that hard disk space is released.
- Observe all copyright laws by acknowledging sources of material I use.
- Respect the rights and privacy of other users.
- Report any inappropriate e-mail I receive.
- Report any damaged computers to the teacher-in-charge.

I realize that if I do not abide by the above rules:

- Access to the Internet and/or e-mail may be disabled for small periods of time (up to 2 weeks).
- My accounts may be disabled immediately.
- Students with disabled accounts are expected to contact the HOD – Information Management to discuss the infringement ASAP. Contact will be made with parents/caregivers if a student’s account is disabled for a long period without the student negotiating its re-activation or for students with long periods of restricted access. Subsequent offences will be dealt with more severely.
- Serious issues relating to the misuse of Information and Communication Technologies will need to be reported to Education Queensland by the school.
- I may be subject to further school disciplinary action depending upon the nature of the offence.

Infringements and Consequences:

The following list contains consequences for minor infringements:

- Sharing / using another students account details - 1 week network ban
- Using inappropriate language in emails - 1 week email ban
- Searching for or accessing inappropriate internet sites - 2 week internet ban
- Playing games (not school or curriculum related) first time – account disabled student must see Head of Department - Information Management
- Playing games (not school or curriculum related) second time – 2 week network ban

Parent/Guardian’s Name

Parent/Guardian’s Signature

Date

Student’s Name

Student’s Signature

Date



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Please Note:

The School reserves the right to check any student's e-mail, accounts and files. Education Queensland filters all e-mail and does inform the school of any inappropriate content, internet access logs are reviewed for inappropriate sites and the school network administrator does check school network files and folders regularly.

School Computers and Laptops (including Take-home devices) at Pacific Pines SHS are also able to be monitored whilst on the school network. This monitoring software has been installed to enable teachers to ensure students learning is occurring correctly whilst they are using the laptop in class. Students are not to remove/disable this software in anyway – doing this will result in appropriate consequences from the school.