



IT Communication and Information Access Policy

Introduction

Computers are versatile and powerful tools, which have an increasing impact on our lives and society. The Computer Program as part of the curriculum at R.G.L.P.S. aims at educating students in the various uses of computer technology, its functions, its uses as a tool and its effect on society.

Computer facilities are provided to allow students and staff to access a variety of computer equipment, software programs as well as communication and information resources including the Intranet, Internet and E-mail.

Restrictions on access to information and communication links, by students, should be withdrawn as they develop the ability to use information technology in a responsible way.

Users may encounter material, which is controversial. On a global network it is impossible to screen or filter the content of all data.

Guidelines

Computers will be utilised in the teaching program to promote, enhance and enrich the learning process.

Students will follow a sequential program of skill development commencing in the first year of schooling.

Students will be given the widest access to information and communication possible unless they prove themselves to be untrustworthy.

All material that is published through the Internet, Intranet or sent via e-mail should be checked for quality of grammar and spelling as well as for appropriateness of content.

It is the **user's responsibility** not to initiate access to controversial material or to distribute such material by copying, storing or printing.

Access to computers, computer programs and information technology is conditional on users agreeing to and complying with the school's expectations.

The school's Network Supervisor reserves the right to review any material accessed or saved.

Users need to consider the source and validity of any information they obtain.

The use of Google Apps for Education is limited to school related activities.



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Implementation

1. Acceptable Use

Electronic Communications Networks (ECN) facilitate communication in support of research and education by providing access to unique resources and an opportunity for collaborative work. Adherence to the following guidelines is required.

Users are expected to:

- wash hands before using a computer
- make sure there is no food or drinks anywhere near a computer.
- only use a computer when a teacher is present or permission has been gained.
- always have any flash drives that have been used outside the school computers VIRUS checked on the designated virus-checking computer, before using them at school.
- (Flash drives not to hold games or non educational resources)
- never alter the configuration of the computers unless instructed
- never add or remove any hardware or software without the permission of the network supervisor.
- never access or alter other's work without permission.
- never attempt to log on as the network supervisor, teacher or other student
- never send messages or publish material before a supervisor has checked them
- never access and/or download information from sites other than those specified without permission.
- never transmit material in violation of any School, Department of Education Policy or Federal or State regulation. This includes but is not limited to, copyright material, threatening and obscene material.
- The use of Google Apps for Education is limited to school related activities.
- not attempt to deliberately damage any hardware or software component.
- never use the computer facilities for commercial use.

2 Network Etiquette

Users are expected to abide by the generally accepted rules of network etiquette.

These include, but are not limited to the following:

- be polite - do not get abusive in your messages to others
- use appropriate language - do not swear, use vulgarities or any other inappropriate language
- do not engage in activities which are prohibited under state or federal law
- do not reveal your own or other people's address or telephone numbers - only use your own first name when communicating with others
- assume all communication and information accessible via the network to be private property

Note that electronic mail (e-mail) is not guaranteed to be private.



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3 Use of the Internet

Students are only permitted to access or publish on the Internet/Intranet after they and their parents have signed the R.G.L.P.S's Internet Protocol or specific permission requests.

4 Publishing on the Internet

- responsibility for the spelling, presentation, accuracy and content of all web pages rests initially with the student publisher and secondly with their classroom teacher
- records of all web pages will be kept by the classroom teacher and checked prior to publication on the World Wide Web
- only the Network Supervisor will upload the web pages onto the Internet.

5 E-mail

Classroom teachers will be responsible for monitoring the use of e-mail.

6 Disclaimer: (1:1 computers only)

R.G.L.P.S makes no warranty of any kind, whether expressed or implied, for the service it is providing. R.G.L.P.S will not be responsible for any damages incurred as a result of using the computers within the school. This includes loss of data resulting from delays, no-deliveries, mis-deliveries, or service interruptions caused by the school or by the user's errors or omissions. Use of any information obtained via the Internet is at the user's own risk. R.G.L.P.S accepts no responsibility for the accuracy or quality of information obtained through its services.

Evaluation

The success of this Policy will be based and monitored on the following criteria:

- Acceptance of the agreed policy by students, guardians and the school community acknowledged by the signing of the usage contract "Student Code of Conduct for I.T. and Computer Use".
- Periodic checks of student's files on the Network and Google Apps for Education with particular reference to documents, which have been downloaded from the internet/intranet.
- Regular random monitoring of web sites accessed by students through downloads of computer records of sites visited
- Record of students obtaining a licence to access the wider WWW
- Register of students sanctioned from use of IT due to misuse.



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Student Code of Conduct for Information Technology and Computer Use

1. I agree to follow all instructions given by a teacher.
2. I will take great care with all computer equipment and remember it is a shared resource.
3. I will not alter any of the computer hardware, software or the data of other users and will only use school disks unless private/personal disks have been “virus” checked on the designated computer at school and with the permission of my teacher or the Network supervisor.
4. I will notify my teacher or the network supervisor immediately if I have a technical problem or an “on screen” concern.
5. My behaviour when using the Internet, Intranet and E-Mail will be responsible and appropriate. Before I send messages, I agree to check the contents with my teacher or the network supervisor.
6. When using the Internet I will only access information from sources specified by my teacher or Network supervisor.
7. I will never use another person’s name, personal details or password.
8. I will respect the privacy of teachers and other students and not read their E-Mail.
9. I will only ever use my first name, and never disclose any personal addresses or telephone numbers.

I agree to follow the above rules and am aware that breaking them will result in the loss of my right to use the computer for a period of time set by my teacher or the Network supervisor.

Date.....

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Student’s name

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Student’s signature

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Parent’s name

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Parent’s signature

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Principal’s signature

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Network supervisor’s signature