

## ICT Acceptable Use Policy

### 1 Underlying Principles

1. We believe that ICT is part of everyday life and is a vital component of school function.
2. ICT however, brings with it complexities that must be dealt with for the proper order of the school, integrity of the system and the wellbeing of the school community.

### 2 Policy

Users are expected to use the network in a responsible, ethical and legal manner, demonstrating respect for others, and an appreciation of the right to learn of all students. The use of the network must be for educational purposes only for students or other purposes with permission of staff, and consistent with the educational objectives of the school. Staff may use the ICT of GGLPS for discretionary purposes so long as it does not contravene any of the points documented below. Violation of any of these provisions may result in suspension of access privileges for a period of time, varying from a month to a year. In particular:

- Sharing of network usernames and passwords is not acceptable.
- school resources must not be used to download, display, print, save or transmit material that others may find offensive.
- No attempt must be made to download software or other large files (e.g. mp3 music files) without permission of staff.
- Use for personal financial gain, gambling or advertising is not permitted.
- Placing of unlawful information on the system is not permitted.
- When communicating via the network use appropriate language, common rules of courtesy and respect, and avoid all forms of harassment.
- Internet chat and social networking sites should not be used during the school day.
- The sending of chain letters or other unsolicited mail which would cause

congestion on the network is not permitted.

- Use of the computer labs by students is restricted to those times when a supervising teacher is present.
- Be aware of copyright, intellectual property and plagiarism issues, and acknowledge any material which you reproduce or use in any way, from any website.
- Do not reproduce material protected by copyright without permission of the copyright owner.
- Copying or sharing software is illegal unless specifically stated by the publisher.
- The privacy of others must be respected at all times.
- Users must not attempt to access another person's account at any time.
- Always logout properly when using school computers.
- Do not deliberately engage in any activity that may cause damage to the School's ICT resources, or to anyone else's computer equipment or files. Misuse of a computer network is a criminal offence and may be referred to the relevant authorities.
- Files stored on the school network remain the property of the school. The school reserves the right to check usage to maintain the integrity of the system.

### **3** Bases of Discretion

1. The principal or delegate may refuse access to the school's ICT resources where breaches of acceptable use occur.
2. The school will have zero tolerance regarding offensive material and ICT and will report breaches of this to the relevant authorities.

### **4** Resources

1. This policy is available in the Council Policy Handbook and the school's website

*Approved by resolution at the meeting of School Council held on 17 Nov 2015.*