



Heights College Technology User Policy

Our Commitment – Heights College endeavours to provide safe, responsible and secure learning opportunities for all staff and students, specifically in relation to technology. The College recognises the importance of staff and students engaging with and becoming competent and responsible users of a range of computer technologies, the internet and electronic media, and is supportive of the development of electronic information research skills and digital literacies. Staff are expected to provide integrated and responsible use of all computers and internet services provided by the College and clear guidance and instruction in relation to their use by students under their care. The following policy reinforces the priority that all computers are to be used for educational purposes only.

Scope – This policy applies to students and employees, including full-time, part-time, permanent, fixed-term and casual employees, as well as contractors, volunteers and people undertaking work experience or vocational placements at the College and covers information relating to the use of technology at Heights College.

Purpose of Use – The use of all Heights College computers, internet services, and related networks (including email) are to be for educational and professional purposes only. This necessitates that such use be consistent with the mission, ethos and values of Heights College. Uses which might be acceptable on a user's home computer may not be acceptable on the College network.

Responsible Use

The use of the College computers, networks and access to use of the Internet is a privilege and a responsibility. Unacceptable use of the College computers, technology or the Internet may result in restricted access privileges; payments for damages and repairs; discipline under other appropriate College policies, including suspension or exclusion of students and possible termination of employment for staff; or civil or criminal liability under other applicable laws.

The following uses of all Heights College computers, networks and related information technology are considered unacceptable. Users (including both staff and students) will not use the College computers to:

- Access, review, upload, download, store, print, post, or distribute pornographic, obscene, profane, rude or sexually explicit material;
- Access, review, upload, download, store, print, post, or distribute materials that use language or images that are inappropriate to the educational setting, disruptive to the educational process and knowingly or recklessly include defamatory information about a person or organization, including prejudicial or discriminatory attacks;
- Upload or download files, folders or any software programs from any type of media to or from the College Network that are inappropriate to the educational setting or disruptive to the educational process, or violates relevant software licensing agreements;
- Engage in any illegal act or violate any local, state or federal statute or law;
- Vandalise, damage or disable the property of another person or organisation, or make deliberate attempts to degrade or disrupt equipment, software or system performance by spreading computer viruses or by any other means;
- Tamper with, modify or change the College computer software, software configurations, control panel settings, hardware or cabling (including changing desktop settings, icons or wallpapers);
- Take any action to violate or attempt to violate the College system's security;
- Gain unauthorized access to information resources or to access another person's materials, information or files without the direct permission of that person;
- Attempt to gain unauthorized access to the College network or any other computer of the College network, attempt to log in through another person's account, or use computer accounts, access codes or network identification other than those assigned to the user;
- Violate copyright laws or use another person's property without the person's prior approval or proper citation, and will not plagiarize works they find on the Internet; or
- Conduct business, for unauthorized commercial purposes or for financial gain unrelated to the mission of the College. Users will not use the College computers to offer or provide goods or services or for product advertisement.

If a user inadvertently accesses unacceptable materials or an unacceptable Internet site, the user shall immediately disclose the inadvertent access to the relevant classroom teacher / Head of Sub School. This disclosure may serve as a defence against an allegation that the user has intentionally violated this policy.

Privacy

- By authorizing use of the College computers, the College does not relinquish control over materials on the system or contained in files on the system. Users need to be mindful of this when using the College system and when storing all files and materials on College computers and networks.
- Routine maintenance and monitoring of the College computers may lead to a discovery that a user has violated this policy, another College policy, or the law.
- An individual investigation or search will be conducted if school authorities have a reasonable suspicion that the search will uncover a violation of law or College policy.
- The College will cooperate fully with local, state and federal authorities in any investigation concerning or related to any illegal activities and activities not in compliance with College policies conducted using College computers.

Internet Use Agreement

- The proper use of the Internet, and the educational value to be gained from proper Internet use, is the joint responsibility of students, parents and staff of the College.
- This policy requires the permission of and supervision by the school's designated professional staff before a student may use a school account or resource to access the Internet.
- The Internet Use Agreement form must be read and signed by the user and the parent or guardian. The form will then be filed at the College office.

Limitation on College Liability

Use of the College system is at the user's own risk. The system is provided on an "as is, as available" basis. The College will not be responsible for any damage users may suffer, including, but not limited to, loss, damage or unavailability of data stored on College diskettes, tapes, hard drives or servers, or for delays or changes in or interruptions of service or information or materials misdelivered or not delivered, regardless of the cause. The College is not responsible for the accuracy or quality of any advice or information obtained through or stored on the College computers and will not be responsible for financial obligations arising through unauthorized use of the College computers or the Internet.

Furthermore, the personalised nature of information access and retrieval places much of the onus of responsibility on the students themselves and their parents. While we encourage our students to exercise critical censorship when using these facilities, we feel an obligation to clearly state the College's position in reference to the deliberate search and retrieval of inappropriate, inaccurate or illegal material by students. The attached contract outlines the consequences of such irresponsible behaviour.

The College policy in brief is that, there is **no such thing as unintentional search or accidental tampering with computer systems (Software and Hardware)**. All students in Year's 6-12 accessing the Internet and computer networks at Heights College will have to read and sign a student contract. A copy of the contract is on the next page. A condition of this policy is that supervised student access to these facilities will only be possible after receipt of the signed contract.

Relevant Legislation & Related Documents

Education (Accreditation of Non-State Schools) Act 2001

Education (Accreditation of Non-State Schools) Regulation 2001

Signature

Mr Darren Lawson
College Headmaster

Date approved	
Approval authority	
Date for next review	January 2020
Documents superseded by this Policy or Procedure	None
Distributed to	Teacher Kiosk, Heights College Website

Revisions/Modifications			
Version	Date	Summary of changes	Reviewed by
2	August 2018	Approval and Revisions/Modifications boxes added	Business Manager



HEIGHTS COLLEGE

INFORMATION TECHNOLOGY STUDENT CONTRACT

Student Name: _____

Year Level: _____

The behaviour of all students on the College computer network must reflect the ethos and values of the College. The use of the Internet and all information technology is a privilege not a right and inappropriate use will result in restrictions and/or cancellation of those privileges. The College will deem what is inappropriate use and its decision is final.

By signing this contract, I agree to:

- Only use the internet for legitimate research as required by my school subjects;
- Not use the internet to download, use, or view content for non-educational purposes. Such content includes but is not restricted to: games, audio files, image files and video files that are not directly related to and required for a school subject;
- Not use the internet to download inappropriate, potentially dangerous, offensive, obscene or illegal content;
- Not use the internet to send or receive emails, visit chat rooms or otherwise communicate with other web users;
- Not use the internet to conduct personal business activities including endeavouring to make financial gain, participating in a non-school organisation such as a club, political party etc.;
- Not share my password with others or attempt to logon using another person's password;
- Report any obscene or offensive material I encounter;
- Observe all the guidelines as specified by the College.
- Access the computer labs and internet ONLY when a teacher is present and permission is given;
- Not modify system files or install software without authorisation; and
- Not engage in any activity that may potentially harm any other person, hinder the valid use of the internet by other users or damage the reputation of any individual or organisation (including Heights College).

Furthermore, the use of the internet and all information and communication technology at Heights College comes with a range of contractual responsibilities. These include:

- a) **Using appropriate language.** Students must be polite and not be abusive in messages to others. Profanity or obscenity of any form will not be tolerated.
- b) **Adhering to the rules of copyright and defamation.** Students must respect all copyright issues regarding software, information and attributions of ownership. The same pieces of legislation and principles of common law still apply to actions on the Internet. As no geographical boundaries exist in cyberspace, not only may Australian laws apply, but also laws of other countries around the world may apply.

The rights of others, both in the local community and over the Internet must be respected. It is illegal to defame any person or institution in email, social networking sites, on bulletin boards, newsgroups or chat rooms. Personal attacks are an unacceptable use of the network. If a student is the victim of an angry or insulting response, the student should bring the incident to the attention of the College immediately.

- c) **Illegal activities are strictly forbidden.** These include tampering with computer hardware or software, unauthorised entry into computers, knowledgeable vandalism or destruction of computer files. **This includes and is not limited to, the uploading or creation of computer viruses.**

It is illegal to download certain material. This includes but is not limited to pornography, violence, or any material promoting violence, discrimination or hate. A violation of this law will be reported to the appropriate authorities.

- d) **Security is a high priority.** If a user feels that they **can identify** a problem on the network, the user must notify the Information Technology staff or the teacher in charge. The user must not demonstrate the problem to others. Revealing a personal address or phone number or the personal information of others is prohibited. Impersonation is not allowed. Within the College real names must be used, pseudonyms are not allowed. Students **MUST NOT** use another's identity or password. Individuals must take the responsibility for their own actions and words.

- e) **Purpose.** The use of the Internet must be in support of the educational research objectives of the College. Employing the network for commercial purposes is not permitted.

If I am in doubt or need clarification on any of these issues, I will discuss these with the classroom teacher or information technology staff. As a user of the Heights College computer network and its range of information technologies, I understand and agree to comply with the above stated terms and conditions. I further understand that any violation of the regulations above is unethical and may constitute a criminal offence. Should I commit any violation, my access privileges may be revoked, and College disciplinary action and/or appropriate legal action may be taken.

Student Signature: _____ Date: _____

As a parent/guardian of a minor signing above, I grant permission for my son/daughter to access networked services such as the Internet. I understand that some materials on the Internet are questionable, but I accept responsibility for guidance of Internet use, i.e. setting and conveying standards for my daughter/son to follow when selecting, sharing or exploring information and media. I also recognise that whilst every effort will be made to filter internet sites and images, it is impossible to eliminate all controversial material and I will not hold Heights College responsible for materials displayed from or acquired from the Internet.

Parent/Guardian's Name (printed): _____

Parent/Guardian's Signature: _____ Date: _____

