Information and Communication Technology (ICT) Software and Hardware Usage Policy

Preamble

The College Council is committed to the provision and the ongoing upgrade of multimedia learning technologies at all levels of the College and across the all curriculum areas.

To gain the maximum educational benefit from the software and hardware available to staff and students, including the recently introduced 1:1 Student MacBooks, a policy covering the appropriate use of these resources must be made very clear to all. This policy is not intended in any way to restrict educational use of the ICT equipment, but rather to assist staff and students to develop skills to use this technology to enhance their teaching and learning.

Every student enrolled at Carranballac P-9 College is issued with a USERNAME and a unique PASSWORD. These will enable students to logon to the College Curriculum Network and allow them to save their work into a personal Folder, which only they, the technicians and the Principal can access. Every student is also be issued with a private College Email Account, which can only be accessed using the allocated Username and Password mentioned above. Inappropriate use of email or the internet can be traced back to a Username and hence to the user. **It is therefore important that the Password is never given to anyone; in fact it should be treated like a PIN of a credit card.**

Finally, each student, teacher and eventually parents will also be issued with a Username and Password to be able to access the Victorian Department of Education and Early Child Development (DEECD) Ultranet site. Teachers, students and parents are strongly advised to read in conjunction with this Policy, the College Acceptable Use Agreement Policy, Carranballac College One-One Student MacBook Program Policy and associated documentation.

GUIDELINES

The following rules have been designed to ensure hardware and software, especially the Internet and E-mail, are used in an acceptable way.

College ICT Usage Rules

1. All users to logon using their own Password and correctly logoff at end of a session.
2. Another person's Password **MUST NOT** be used to logon
3. All hardware and software is to be used for school work only
4. Hardware is not to be tampered with in any way.
5. Adding or removing software from the computer is prohibited
6. Tampering with the system setup is prohibited
7. Games are not to be used on any computer, except those already loaded on the computer and then only when permission is given by the teacher in charge
8. No food or drinks are to be consumed or placed in the vicinity of computers
9. The Internet must be used in an appropriate way, which means users must be polite when communicating with other people on the Net.

10. The Internet must be used for school work only.
11. Students using the Internet outside their normal class time must have an "Internet Project" form completed by their teacher indicating the specific educational purpose for using the Internet
12. Students should not divulge information about themselves on the Internet.
13. Students must ensure that accepted protocol is used on the Internet and on email.
14. If information from the Internet is used in assignments, then a list the site addresses used must be included at the end of the assignment.
15. If you inadvertently enter onto a site, which is not appropriate - pornographic, promoting violence etc, (this will rarely occur on DEECD networks), your teacher must be notified immediately.
16. Students must not engage in any form of cyber bullying or harassment
17. Students must not use abusive language or engage in discussion of a sexual nature
18. Students must not upload to the College network any material they have downloaded from outside the College, especial material from sites like Facebook or UTube.

Although the College, the Department and our Internet provider, NetSpace, have set up technical protections to stop students from accessing inappropriate internet sites, it is impossible to block all inappropriate sites as new sites are created each day. Therefore, Item 15 above is very important.

Any student who does not follow the above rules will be reported to an Assistant Principal, who will contact the parents. Furthermore, non-adherence to these rules may lead to the student being banned from the use of the ICT facilities for up to a period of 100 days, depending on the seriousness of the misdemeanour.

At the start of each year, each student will be given a credit to use the College internet and printing facilities. This credit, if used sensibly, should be sufficient to meet the needs of all students for the whole school year.

When students enrol in at Carranballac P-9 College, they automatically will be requested to sign the "Agreement" set out below giving an undertaking to abide by the College ICT Usage policy.

DISCRETION
With technology changing so rapidly in the area of ICT, the Principal in consultation with the Computer Management Group may be required to vary specific points in this Policy to keep in line with the changes. The changes will then be presented to College Council at the next meeting.

Agreement to abide by the Carranballac P-9 College Information and Communications Technology (ICT) Hardware and Software Usage Policy

Student's Name: _____   Class: _____

Student Code: _____

I hereby agree to strictly follow the College Rules on the use of the ICT hardware and software, especially the internet and email.

I also understand that my access with respect to the use of the ICT facilities may be removed if I do not abide by these rules.

Student's Signature: _____

Parent/Guardian Signature: _____

Date: _____/_____/2011

Please complete and return to your teacher. When this is done you will be issued with your own email address, Username and Password