



STUDENT COMPUTER USE POLICY

Policy No.:		Version:	002
Drafted/Rev By:	SS	Status:	Current
Responsibility:	Management	Scheduled review Date:	31/3/13

1.0 INTRODUCTION

The use of electronic devices and access to e-mail and internet services (school devices and services) in Gleneaon Rudolf Steiner School (GRSS) are provided to students in order to support their educational and administrative needs.

2.0 PURPOSE

This Policy is intended to inform parents and students of **our school's expectations when students are using the devices and services provided by the school and when using their personal equipment to communicate to or about members of the school community.**

3.0 POLICY AND PROCEDURES

Laptop computers and other electronic devices and services are necessary educational tools and **must be used in a responsible manner**. This policy can never anticipate all possible advances and uses of technology and therefore students who are unsure about their usage should seek clarification from a teacher as soon as possible.

If a student acts in a way that is against the contents of the policy, he or she will be subject to consequences according to the school's Student Conduct and Pastoral Care Policy and if necessary offending material may be supplied to the police. **The school reserves the right to capture, store and review all internet browsing and emails across our school network, including any unauthorised access. Devices may be taken or accessed if it is believed that:**

- **There has been or may be a breach of the school rules or policy**
- **There may be a threat of harm to a student or others or system security.**

3.1 STUDENTS ISSUED WITH OR USING SCHOOL OWNED LAPTOP COMPUTERS & SIMILAR DEVICES

The school has supplied laptop computers and similar devices for the personal educational use of some secondary students while enrolled at the school. From time to time students may be permitted to take school owned laptop computers home. Students and their families who receive a laptop computer or similar device have the following additional responsibilities:

- To care for the laptop/device to the best of their ability
- To keep the laptop/device secure and protect it from any malicious damage.
- To bring the laptop/device to school each day in readiness for use in the classroom – this includes having the battery charged and electronic files effectively managed.
- To return the laptop computer/device (and any inclusions such as power cords and carry case) in good order when leaving the school.
- To refrain from loading any unauthorised software onto the computer/device at any time.

- To refrain from any attempt to disable or bypass any of the computer's filters, settings or safety devices installed by the school.
- To refrain from sharing their login details and passwords with other students.
- To ensure that if the laptop/device is left at school outside school hours it is either securely locked in the student's locker or returned and plugged in to the laptop storage trolley in the Junior Library to be charged.
- To hand in the computer/device to members of teaching or administrative staff if requested to do so.

3.2 PROHIBITED USES

Computers and similar devices have been provided for educational use only and use of the computers and similar devices in any way that is contrary to this stated purpose may be seen as a breach of the Student Computer Use Agreement.

- Students are NOT permitted to play games on the computers at any time either during class or during breaks (recess and lunchtime) and the Student Conduct Policy will be enforced in the case of students breaking this rule. This is consistent with the School's electronic equipment policy which prohibits the use of any electronic games, mobile phones etc during the school day.
- Students are NOT permitted to visit any websites in class other than those they have been specifically directed to use by their teacher.
- Students are NOT permitted to load any computer games onto the computers either from installation discs, USBs, the internet or by any other method.

3.3 CYBERSAFETY REQUIREMENTS

This part of the policy addresses the particular use of these technologies that has come to be referred to as 'Cyberbullying' (See No 3.2.4 below). The school will investigate and take action where this kind of bullying occurs in school **and** outside of school when it causes significant harm to the relationships between students and or teachers, or is criminal in nature.

3.3.1 When using the school devices and/or services (including students using the school's wireless network facilities to support their own devices) **students will:**

- Ensure that communication through internet and email services is related to learning.
- Keep passwords confidential, and change them when prompted, or when known by another user.
- Use passwords that are not obvious or easily guessed.
- Log off at the end of each session to ensure that nobody else can use their e-learning account.
- Promptly tell their teacher if they suspect they have received a computer virus or spam (i.e. unsolicited email) or if they receive a message that is inappropriate or makes them feel uncomfortable.
- Seek advice if another user seeks excessive personal information, asks to be telephoned, offers gifts by email or wants to meet a student.
- Ensure that copyright permission is gained before electronically publishing the works or drawings of others.
- Always acknowledge the creator or author of any material published.
- Keep personal information including names, addresses, photographs, credit card details and telephone numbers, of themselves or others, private.
- Ensure that school services are not used for unauthorised commercial activities, political lobbying, online gambling or any unlawful purpose.

3.3.2 When using the school services (or similar personal equipment) **students will not:**

- Disable settings for virus protection, spam and filtering that have been applied by the school and not attempt to evade them through use of proxy sites.
- Allow others to use their personal accounts.

- Deliberately use the electronic identity of another person to send messages to others or for any other purposes.
- Enter 'chat' or 'social networking' internet sites without the permission of a teacher.
- Use unauthorised programs or intentionally download unauthorised software, graphics or music that are not associated with the learning activity as directed by a staff member.
- Visit any websites other than those they have been specifically directed to by their teacher.
- Damage or disable computers, computer systems or networks.
- Disclose personal information about another person (including name, address, photos, phone numbers)
- Distribute or use information which is copyrighted without proper permission.
- Take and/or publish photos or video of members of the school community without their consent.

3.3.3 When using school services **students will never knowingly** initiate or forward emails or other messages containing:

- A message that was sent to them in confidence.
- A computer virus or attachment that is capable of damaging recipients' computers.
- Chain letters and hoax emails.
- Spam, eg unsolicited advertising material.

3.3.4 When using school services or non school services **students will never** send or publish either through internet sites, e-mail or mobile phone messages:

- Unacceptable or unlawful material or remarks, including offensive, abusive or discriminatory comments.
- Threatening, bullying or harassing material or make unreasonable demands.
- Sexually explicit or sexually suggestive material or correspondence.
- False or defamatory information about a person or organisation.
- The school name or logo without the written permission of the Management Group.

3.3.5 When using educational networking website 'EDMODO' **students will never:**

- Post any comments, messages, pictures, videos or audio that are not directly relevant to the educational purpose for which it is being used.
- Share their group passwords with others who are not part of the same Edmodo Group.
- Use rude, unpleasant or offensive language.

3.4 ADDITIONAL REQUIREMENT FOR STUDENTS USING THEIR OWN LAPTOPS OR SIMILAR DEVICES.

Any student wishing to use their own laptop, iPad or similar device at school will be issued with a password for the school's wireless network provided they give the school the 'MAC address'* of their device so that the school's network is able to identify the device and set the appropriate internet protocols/ settings. This requirement will in no way affect the student's internet access outside of the school. The school warrants that this information will not be used for any other purpose.

Students who do not wish to provide this information to the school may not use their own device while at school.

**The MAC address is the unique hard coded ID of the network card of each computer.*

Students need to be aware that all use of internet and email services, including unauthorised access, can be monitored and traced to the accounts of specific users.

Laptop computers and other distributed devices may be recalled by the school at any time so that the usage and drive content can be checked.

The misuse of school services may result in disciplinary action which includes, but is not limited to, the withdrawal of access to services.

3.5 POLICY UPDATES

This policy will be updated as necessary. All attempts will be made to adhere to the above policy, but particular circumstances (such as technological advancements) may require the Management Group to depart from the stated policy.

4.0 RESPONSIBILITIES

All staff are responsible for ensuring that the requirements of this policy are met and the correct procedures are followed appropriately.

Students are responsible for reporting any breaches of this policy to a teacher or to the School Office as soon as they are known.

The Management Group is responsible for ensuring this policy is adhered to throughout the school.

Students and their parents are responsible for ensuring they read and understand this policy and abide by its requirements. The Student Computer Use Agreement must be signed before students are given access to school based computer services or student laptop computers.

5.0 RELATED DOCUMENTS

STUDENT COMPUTER USE AGREEMENT

6.0 AUTHORISATION

On behalf of The Management Group

Name

Signature

Date



STUDENT COMPUTER USE AGREEMENT

(STUDENT/FAMILY COPY)

I/wehave discussed the Student Computer Use Policy with my/our childand we agree to uphold the expectations of the school in relation to the use of electronic devices and services both at school and, where relevant, outside of school. We understand that a breach of this policy will incur consequences according to the school's Student Conduct and Pastoral Care Policy and that we will be responsible for replacing or repairing a school issued laptop computer that has been maliciously damaged. We understand that in the case of accidental damage, loss or theft of the laptop we will be liable for the \$150 insurance excess.

Signature (Parent).....

Signature (Student).....

Signature (Teacher/Staff Member).....

Date:.....



STUDENT COMPUTER USE AGREEMENT

(SCHOOL COPY – KEEP ON STUDENT’S FILE)

I/wehave discussed the Student Computer Use Policy with my/our childand we agree to uphold the expectations of the school in relation to the use of electronic devices and services both at school and, where relevant, outside of school. We understand that a breach of this policy will incur consequences according to the school’s Student Conduct and Pastoral Care Policy and that we will be responsible for replacing or repairing a school issued laptop computer that has been maliciously damaged. We understand that in the case of accidental damage, loss or theft of the laptop we will be liable for the \$150 insurance excess.

Signature (Parent).....

Signature (Student).....

Signature (Teacher/Staff Member).....

Date:.....



ITEMS BEING LENT:

Asus Laptop Computer Serial No. A7N0AS10485028B
Laptop Bag

DATES OF LOAN:

Borrowed: 22 March 2011
To be returned: At completion of HSC examinations 2011.

SIGNED IN ACKNOWLEDGEMENT

Teacher/Staff Member.....

Student.....

Parent.....

Date:.....