

Dear Parents or Caregivers

COMPUTER USE

Our School's computer network is a vital component of the wealth of curriculum experiences available to students at Sunnybank State High School.

Access to up-to-date computer technologies helps prepare students for the future. Students should develop the ability to use computers to aid research and to enhance presentations whilst at school.

With these educational opportunities comes the responsibility of acceptable use. For this reason parents and students should read and discuss the accompanying Computer Use Policy.

The internet is a significant research tool and procedures exist for its use. The internet access provided by Education Queensland (MIS) is filtered. Sites which may not be accessed include those that have pornographic/adult sex material, advocate hate/violence, include adult macabre, use excessive obscene language, or offer only commercial games. However, the internet is a diverse and constantly changing resource that links computer networks throughout the world and it is possible that students could access material that may be considered unacceptable or objectionable by parents.

The School endeavours to maintain systems that filter and monitor internet usage, however, it is impossible to guarantee that students will not access inappropriate sites. The responsibility ultimately rests with the user. Students using computers inappropriately may have their access suspended.

Please consider this information before signing and returning the Computer Access Agreement.

If you need further clarification on any of these issues, please contact the School on 3323 8111.

Yours faithfully

Diane Hicks
Principal

Ms N Stable
HOD Technology

SUNNYBANK STATE HIGH SCHOOL

COMPUTER USE POLICY

Information for Parents and Students

The use of computer facilities, including the internet, at Sunnybank State High School is an integral part of the teaching and learning processes but comes with associated responsibilities. Inappropriate use may disadvantage others and may result in consequences such as those listed at the conclusion of this document.

The following guidelines have been adopted to facilitate the smooth operation of the School's computer network.

1. A computer-users account will be created for each student.
 - 1.1 This account will enable access to a range of software appropriate for the student's curriculum needs
 - 1.2 The log-in name will be the student's school ID number.
 - 1.3 Students will be advised of an initial password that must be then changed to a new **SECRET** password of 5 – 14 characters (no spaces). It is the student's responsibility to **REMEMBER** their password and resetting may incur a minimum penalty of \$1.00.
 - 1.4 Printing and Internet access operates on user-pays basis. Upon enrolment a pre-determined amount will be granted to each student from funds allocated by Sunnytext. It is a student's responsibility to maintain balances sufficient to meet curriculum needs. Additional printing or internet credit may be obtained by depositing a minimum of \$5.00 through the school office. The student then presents their receipt to the network administrator who will add this amount to the student's printing balance.
 - 1.5 Student's who select computer-based subjects will be required to make financial contribution for specialised software, additional printing, etc as detailed separately.
2. Students must use the facilities in a responsible manner by:
 - 2.1 Keeping their password secret,
 - 2.2 Shutting down correctly when finished,
 - 2.3 Only using their own workstation, password and printing balance,
 - 2.4 Operating equipment correctly and carefully in accordance with accepted Workplace Health and Safety procedures,
 - 2.5 Using chairs and other furniture correctly and carefully,
 - 2.6 Reporting and inappropriate activity by any person, or inappropriate files or programs to the supervising teacher or the Network Administrator.
3. Students must use the network in a responsible manner by:
 - 3.1 Using the School's resources to achieve educational outcomes
 - 3.2 Working in the software nominated by the teacher
 - 3.3 Saving required work to the correct directory, using sensible and acceptable file names
 - 3.4 Regularly deleting files that are no longer required
 - 3.5 Submitting their own work only and correctly acknowledging all research sources
 - 3.6 Printing conservatively and only as required
 - 3.7 Not attempting to interfere with the operation of the network in any way

4. Students must use the internet in a responsible manner by:
 - 4.1 Visiting or searching for sites which are appropriate for the particular curriculum,
 - 4.2 Using the internet for legal and ethical activities only
 - 4.3 Respecting intellectual property (the original work of others) and obeying copyright rules
 - 4.4 Correctly acknowledging sources in bibliographies, including the site address and date and time accessed,
 - 4.5 Respecting the privacy of others. In particular, maintain the privacy of your own or any other person's or organisation's name, address, telephone number or email address and not publishing pictures, videos, etc without permission.
 - 4.6 Respecting originators of emails by not forwarding messages received without the permission of the owner,
 - 4.7 Gaining prior approval from appropriate authorities before launching any material on the internet. The internet is not to be used for political (e.g lobbying) or commercial purposes (e.g marketing)
 - 4.8 Not posting material on the internet or related forums that may identify the School or persons, groups or activities related to the School. This may include images, videos, documents and any other related material
5. Teachers will encourage responsible use of the School's facilities to achieve educational outcomes.
6. Teachers/supervisors reserve the right to monitor student files and/or activities.
7. Parents/caregivers:
 - 7.1 Are expected to support the School in setting and enforcing responsible standards,
 - 7.2 Have a right to be informed of known serious breached of these guidelines.

CONSEQUENCES

Inappropriate computer use may lead to a range of options being exercised by the School.

These include:

- Access to a restricted range of software programs
- Withdrawal of access to the internet
- Log-in by classroom teacher
- Withdrawal of computer-use access
- Parental contact and/or interview
- Signing a behaviour agreement
- Suspension
- Exclusion from this school
- Involvement of law enforcement agencies

COMPUTER ACCESS AGREEMENT

STUDENT

I will:

- ◆ only use my own password and keep it secret,
- ◆ only work at and use equipment at my allocated workstation,
- ◆ only use the internet for educational purposes and only copy materials which may be legally copied,
- ◆ respect the rights of others and the confidentiality of their information,
- ◆ not access any material that may be offensive or inappropriate and I agree to report any accidental access,
- ◆ use the School's computer facilities in accordance with the School's Computer Use Policy.

[Student's name]

[ID number]

[Year level]

[Student's signature]

[Date]

[Home phone]

PARENT/CAREGIVER

I understand that:

- ◆ the Sunnybank State High School computer network is for educational purposes,
- ◆ the School has taken measures to restrict access to inappropriate material,
- ◆ the internet gives access to data on computers around the world and that some of that data may be offensive, dangerous or illegal,
- ◆ ultimately, appropriate use must depend upon responsible use by students,
- ◆ students who use the computer facilities inappropriately will be subject to action in accordance with the School's Behaviour Management Policy, at the discretion of the Principal.

I believe that _____ [Name of student]

understands this responsibility and I hereby give my permission for my student

to access the internet in accordance with the School's Computer Use Policy .

[Parent/caregiver's name]

[Parent/caregiver's signature]

[Date]