



Computer Acceptable Use

Policy & Form

Implemented:
To be reviewed:

POLICY DATES: JOHN CALVIN SCHOOL COMPUTER ACCEPTABLE USE			
Formulated			
Implemented		Reviewed	
Next Review Due			
POLICY AUTHORISATION			
Principal	Daniel Coote	Signature	

Implemented:
To be reviewed:



John Calvin School

Computer Acceptable Use Policy

The use of the John Calvin School's Information and Communication Technology (ICT) network is a privilege, not a right. The School Administrators regulate access to and the use of its network by principles consistent with the educational mission of the school. The rules for the ICT network are fairly simple and conform to the guidelines of the broader rules and expectations required of students of the school: in a wise and God-honouring manner, to enhance the learning process in a supportive school environment and to achieve quality learning outcomes for our students. The Internet is a vast, global network, linking computers at universities, high schools, science labs, and other sites around the world. Access to E-mail and the World Wide Web (WWW) will enable students to explore thousands of libraries, databases and bulletin boards while exchanging messages with Internet users throughout the world. With access to computers and people all over the world also comes the availability of material that may not be considered to be of educational value in the context of the school setting. Families should be warned that some material accessible via the Internet may contain items that are illegal, defamatory, inaccurate or potentially offensive to some people. While our intent is to make Internet access available to further our educational goals and objectives, students may find ways to access other materials as well. We believe that the benefits to students from access to the Internet, in the form of information resources and opportunities for interaction far outweighs the possibility that users may procure inappropriate materials. Ultimately, parents and guardians of minors are responsible for setting and conveying the standards that their children should follow when using media and information sources.

To that John Calvin School supports and respects each family's right to decide whether or not to apply for access.

Computers - Terms and Conditions

1. Inappropriate access

Students may not use ICT to access inappropriate or 'adult' materials found on the Internet. **The Network Administrators and teachers will deem what is inappropriate use and their decision is final.** Students not exercising responsibility by accessing such materials will have their Internet License revoked.

2. Network Etiquette

You are expected to abide by the generally accepted rules of network etiquette. These include (but are not limited to) the following:

- (a) Be polite

Implemented:

To be reviewed:

- (b) Use appropriate language. Do not swear, use vulgarities or any other inappropriate language. Illegal activities are strictly forbidden.
- (c) Personal addresses and/or phone numbers or phone numbers of other students or colleagues should not be revealed over the 'Net'.
- (d) Note that E-mail is not guaranteed to be private. People who operate the system have access to all mail. Messages relating to or in support of illegal activities may be reported to the authorities.
- (e) The network should not be used in such a way that could disrupt the use of the network by other users. This includes playing games.
- (f) Always logon as yourself. Logging on with someone else's account details is prohibited.

3. **Harassment**

Students may not ICT for the purposes of harassment of others, either within the school community or in the broader Internet community. Foul and abusive language, attempts to fill electronic mailboxes, the posting of obscene images or texts reflect poorly on the user and the school and will not be tolerated. Students should ask themselves if the information they are posting or sending would be acceptable if displayed or stated in a school assembly or published in the School Bulletin. Improper use may constitute an offence under the Commonwealth Crimes Act.

4. **Breach of Copyright**

The Internet contains vast amounts of information. Much of that information has been placed there for the free use of users. Nevertheless, law, ethics and common courtesy require that proper acknowledgment of the use of the intellectual property of others must be made. Students should treat information found electronically in the same way as information found in printed resources. Rules against plagiarism will be enforced. Many software programs reside on the 'Net'. It is the responsibility of each user to comply with the requirements of the owners of the software regarding its acquisition and use.

Participation in public sharing of entertainment files eg. music, movies etc, is illegal, as is the copying of computer games.

John Calvin School will not tolerate the use of ICT for the illegal copying or storing of illegally acquired software. The school will not be liable for any breach of copyright by a user.

5. **Illegal Use**

In this case illegal use refers to deliberate attempts to damage the hardware, software or information residing on the school network or any other computer system via the Internet. Attempts to violate the integrity of private files or programs, the deliberate infecting of the network with a computer virus, attempts at hacking into any computer on the network, or other such actions are prohibited.

Unauthorized access to and use of data and damage, alteration and deletion of data may constitute offences under the Criminal Code (TAS) and Crimes Act (Commonwealth).

6. **Purchase of Products**

Students are prohibited from ordering, purchasing or obtaining any products through the ICT. The school will not take responsibility ICT is used for this purchase. These guidelines are provided here so that you are aware of the responsibilities you are about to acquire. In general, this requires efficient, ethical and legal utilisation of the network resources. If an ICT user violates any of these provisions, his or her access (Internet License) at school, will be terminated.

7. **Inappropriate use of the network**

Computer files that are not directly related to the school curriculum, are not permitted to be downloaded to, stored on, or transferred from or to, the school network or the school computers. This includes games, music, executables, scripts, videos and any other file types deemed inappropriate by the Network Administrator, teachers or the principal. **The playing of games on school computers, is strictly forbidden.**

John Calvin School – Computer Use agreement

Student

I understand that the school's computer network can connect me to useful information. While I have access to the computer network, I have read the policy, understand it and will follow all rules as stated in the school's computer usage policy. I hereby agree that while using the Internet and other information technology services:

I will

- √ Only use a computer when permission has been granted and the teacher is present;
- √ Only use the computers for the purpose directed by the teacher in charge;
- √ Use the Internet solely for educational purposes;
- √ Observe all copyright laws, including those relating to computer software;
- √ Respect the rights and privacy of other users;
- √ Report any security lapses that I may discover; if I accidentally come across something that is illegal, dangerous or offensive, I will:
 - Clear my screen and
 - Immediately, quietly, inform my teacher.

I will not

- Reveal any private information such as another person's address or phone number;
- Attempt to retrieve, view or disseminate any obscene, offensive, pornographic or illegal material;
- Threaten, abuse or harass any other user;
- Send personal (non-school related) emails;
- Bring the school into disrepute in any way whatsoever;
- Download games, music or any other files from the Internet
- Install software without teacher permission;
- Give personal files inappropriate, offensive, sexist or racist names;
- Download or print information without the permission from my teacher;
- Use chat channels;
- Use my account for business purposes for financial gain;
- Attempt to change or tamper with the computer network in any way;
- Attempt to bypass security.

I understand that, if the school decides, based on this computer usage policy, that I have broken this agreement, I will be prevented from using the school's computers.

(Student Name)

(Class)

(Student Signature)

(Date)

Implemented:
To be reviewed:

Parent

I understand that the school's computer system can provide students with valuable learning experiences. I also understand that, although unlikely, it may give access to information that is illegal, dangerous or offensive.

I accept that, while teachers will always exercise their duty of care, protection against exposure to harmful information must depend upon responsible use by students.

I give permission for _____ to use the school's computer network. I understand that students who break the school's computer usage policy may be prevented from using the school's computers, and/or have other disciplinary action taken against them as per the school's Student Behaviour Management Policy.

(Parent name)