

# **INFORMATION FOR STUDENTS AND THEIR PARENTS ON SCHOOL NETWORK USAGE**



## ***Why are schools providing students access to ICT facilities?***

To ensure young Queenslanders are well equipped to contribute fully to the information economy, the education sector is responding to the innovation directions of the Smart State Strategy through Smart Classrooms. This strategy focuses on innovative programs and resources towards schools, teachers and students. An essential tool for schools in the provision of innovative educational programs is the utilisation of intranet, internet and network services. Therefore, access to these technologies is an increasingly essential part of the modern educational program provided in schools.

## ***What is acceptable/appropriate use/behaviour by a student?***

It is acceptable for students to use school computers and network infrastructure for: assigned class work and assignments set by teachers; developing literacy, communication and information skills; authoring text, artwork, audio and visual material for publication on the Intranet or Internet, solely for educational purposes as supervised and approved by the school; conducting Research for school activities and projects; communicating with other students, teachers, parents or experts in relation to school work; and access to online references such as dictionaries, encyclopaedias, etc. Students can also collaborate, research and learn through Education Queensland's e-learning environment.

## ***What is unacceptable/inappropriate use/behaviour by a student?***

It is unacceptable for students to: download, distribute or publish offensive message or pictures; use obscene or abusive language to harass, insult or attack others; deliberately waste printing and internet resources; damage computers, printers or the network equipment; violate copyright laws which includes plagiarism; use unsupervised internet chat; and use online e-mail services (e.g hotmail), send chain letters or Spam e-mail (junk mail). Usernames and password are to be kept by the student and not divulged to any other individual (e.g a student should not give their fellow students their username and password). Students can not use another student's or staff member's username or password to access the school's network, including not trespassing in another person's files, home drive or e-mail. Additionally, students should not divulge personal information (e.g name, parent's name, address), via the internet or e-mail, to unknown entities or for reasons other than to fulfil the educational program requirements of the school.

## ***What is expected of schools when providing students with access to ICT facilities?***

Schools will provide information in relation to student access and usage of its network and reserves the right to restrict/remove student access to the intranet, extranet, internet or network facilities if parents or students do not adhere to the school's network usage and access guideline/statement.

Schools will prepare students for the possibility of unanticipated access to harmful information, materials or approaches from unknown persons via the internet (e.g run through processes for disregarding (or ceasing access) to information, the process for reporting accidental access to harmful information and reporting approaches from unknown persons via the internet to the supervising teacher or school staff member).

Where possible, classes involving internet usage by students will be prepared prior to class engagement, including, filtering and checking sites students are directed to visit. An assessment should be made of the appropriate timeframe for access to the internet for completing the set task or duration a student should have access to the internet (e.g. during school hours, outside of school hours).

## ***What awareness is expected of students and their parents?***

Students and their parents should;

- Understand the responsibility and behaviour requirements (as outlined by the school) that come with accessing the school's ICT network facilities and ensure they have the skills to report and discontinue access to harmful information if presented via the internet or e-mail.
- Be aware:
  1. that the ICT facilities should be utilised with good behaviour as stipulated under the Code of School Behaviour;
  2. students breaking these rules will be subject to appropriate action by the school. This may include restricted network access for a period as deemed appropriate by the school;
  3. access to ICT facilities provides valuable learning experiences, therefore giving the student educational benefits in line with the school's educational program;
  4. the Internet gives access to information on and from a wide variety of organisations, subjects, people, places with origins from around the world; the school can not control information accesses through the Internet; and information may be accessed or accidentally displayed which could be illegal, dangerous or offensive, with or without the student's immediate knowledge; and
  5. teachers will always exercise their duty of care, but protection, mitigation and discontinued access to harmful information requires responsible use by the student.

Dear Parents,

On the reverse of this form you will find information about School network usage. Below you will find the Access Agreement Form which we would like to have signed and returned.

We understand that students in various years will have differing exposure to the internet and acknowledge the level of independent access to the internet will vary widely between year 6 students and those in the Prep classes.

If you do not decide to grant permission, please mark the form accordingly.



## SAMFORD STATE SCHOOL – Internet Access Agreement Form

### Student:

I understand that the Internet can connect me to useful information stored on computers around the World.

While I have access to the Internet:

1. I will use it only for educational purposes.
2. I will not look for anything that is illegal, dangerous or offensive.
3. If I accidentally come across anything that is illegal, dangerous or offensive, I will;
  - (a) clear any offensive pictures or information from my screen; and
  - (b) immediately and quietly, inform my teacher.
4. I will not reveal home addresses or phone numbers – mine or that of any other person
5. I will not use the Internet to annoy or offend anyone else.
6. I understand that if the school decides I have broken these rules, appropriate action will be taken. This may include loss of my Internet access for some time.

\_\_\_\_\_ (Students name) \_\_\_\_\_ (Students signature) \_\_\_\_\_ Date

### Parent or guardian:

I understand that the Internet can provide students with valuable learning experiences.

I also understand that it gives access to information on computers around the World; that the school cannot control what is on those computers; and that a very small part of that information can be illegal, dangerous or offensive.

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

I believe \_\_\_\_\_ (name of student) understands this responsibility, and I hereby give my permission for him/her to access the Internet under the school rules. I understand that students breaking these rules will be subject to appropriate action by the school. This may include loss of Internet access for some time.

\_\_\_\_\_ (Parent/guardian's name)

\_\_\_\_\_ (Parent/guardian's signature) \_\_\_\_\_ (Date)