Aberfoyle Park High School Computer Use Policy

Access to computers and the computing network, including to the Internet and to e-Mail, is provided for the purpose of learning and educational research. This document outlines the appropriate educational use of Aberfoyle Park High School (APHS), Department for Education and Child Development (DECD) and The Hub Library networks and computers. Students and parents are asked to read this document carefully.

1. Definitions - The following definitions apply for the purposes of this agreement:
   • A computer facility consists of hardware, software, networks and other equipment owned or operated by APHS or DECD.
   • Hardware consists of any item of equipment, including but not limited to: computers, monitors, printers, cabling, peripheral devices and their respective components.
   • Software includes but is not limited to: applications, operating systems, utilities and firmware
   • Any use of the plural in describing persons or items will include the singular and vice versa.
   • Storage includes such locations as network directories, E-Mail accounts, or any other medium in the possession of the user.

2. Conditions of Use - Aberfoyle Park High School’s network exists to provide access to curriculum related information for students.
   • Users must adhere to the local rules and any instruction given by IT staff (collectively referred to as The Administrators) for the operation of the computer facility.
   • While APHS strives to produce the best possible network service we make no guarantee that the functions or the services provided by or through the computer facilities will be without loss of data or interruption to service. Also, while APHS maintains backup systems and procedures it is still the primary responsibility of the user to maintain a regular independent backup of his or her work.

3. Misuse of a Computer Facility - will include the following:
   • Unauthorised use or operation of any piece of hardware, software, or network.
   • The storage of software such as: games (including flash games), utilities, chat programs, file sharing programs, system-hacking utilities, or any executable files not authorised by the Administrators.
   • The storage of downloaded internet files or software which are not subject based.
   • Divulging to another person the password associated with the user’s network account, or a password entrusted to the user without the written consent of the Administrators.
   • Using any account and password combination other than the one associated with the user without the written consent of the Administrators.
   • Failing to immediately report to The Administrators any breach of security or the rules pertaining to use of the computer facilities upon becoming aware of the breach.
   • Acting in a way which disrupts or inconveniences The Administrators or any other network user.
   • Gaining access to another user’s account including network files and E-Mail.
   • Sending any fraudulent electronic transmission.
   • Sending messages over the network via facilities not authorised by the Administrators.
   • Violating any software license agreement (SLA) or copyright.
   • Using the computer facilities to harass or threaten others.
   • Using the computer facilities to impersonate a member of APHS, DECD, or Library staff or other person.
   • Using the computer facilities for or to facilitate any criminal activity.
   • Attempting to circumnavigate DECD and/or APHS security policies and/or procedures.
     • the access, transmission, retrieval, storage of:
     • Sexually explicit material.
     • Hate speech or offensive material
     • Material regarding illicit drugs or violence
     • Material regarding criminal and/or illegal activity
     • Material of a defamatory, discriminatory or harassing nature is strictly forbidden if that material does not form part of a legitimate educational enquiry.
Where the Administrators detects a misuse of the computer facilities, that person will establish the nature of the misuse and take steps to ensure the security and integrity of the computer facilities. This may include the disabling of users’ accounts, services, and/or prohibiting access to any part of the computer facilities. In addition, the Administrators may initiate proceedings to investigate suspected misuse of the computer facilities, legal obligations, and/or in cooperation with DECD or Police investigations.

4. Consequences
Violating any of the terms of this agreement can result in the immediate removal of Network and Internet access. Consequences will vary according to the severity of the offence and may lead to suspension or exclusion.

As a result of breaking this agreement students can expect to either:

- Perform some community service task for the school, such as helping clean up the yard.
- Be sent to time-out.
- Be placed on detention.
- Have parents or care-givers contacted to discuss other consequences in line with the school’s behaviour management policy.
- Be charged for the repair of ICT equipment damaged by the student.
- Furthermore, any material found that may be related to criminal activity will be referred to the SA Police and/or relevant Federal Authorities.

5. Monitoring of Computing Facilities, Internet and Email Usage
DECD and/or APHS IT Staff reserves the right to monitor usage of APHS/DECD Internet and email services and facilities. It is anticipated that such access would be used in circumstances including:

- For system maintenance, capacity planning, performance monitoring purposes, or determining patterns of use.
- For security investigations.
- Where there is evidence of violation(s) of APHS/DECD policies.
- Information gathered from the monitoring process can be expected to include the username logged on, date, time, material or Internet site address accessed or sent, and hardware address of the device being used for the access.
- Monitoring of computer facilities within the school includes video surveillance.

Please note - APHS can not monitor devices which:

- have their own Internet connection
- are tethered to devices with an Internet connection
- are on a Network other than the APHS Network

The above 3 points are a student and parental responsibility. It is an expectation that students use a non-APHS Internet connection responsibly, and appropriately.

6. Addendum

- **Plagiarism** is the act of presenting someone else’s original work as your own. Copying and/or redistributing another’s work without correctly acknowledging it in a bibliography is a breach of copyright law.
- **Internet Usage** APHS employs a content caching system to reduce the cost of Internet access to its users. Users are only charged for data which must be obtained from outside the APHS network.
- All APHS Internet activity and sites accessed are logged against the user’s name.
- All APHS Internet activities are charged for by volume downloaded and can be paid for by purchasing internet/printing credits.
- **Printing and Internet access** is charged according to a crediting system. Credits may be purchased which are then stored against a user’s network account. These credits are then deducted upon use of Internet or printing services.

7. Key Personnel

Liz Mead         Russell Johns
Principal       Senior Leader: Science, Mathematics, Advanced Research, Technologies
Please ensure this form is returned to your Home Group teacher to enable access to APHS Computers and Network.

I have read and agree to abide by the Aberfoyle Park High School Computer Use Policy.

Student Name: ___________________________  Home Group: _______________________

Signed: ___________________________  Date: _____/____/2012

I have read and agree that my child will abide by the Aberfoyle Park High School Computer Use Policy.

Parent Name: ___________________________

Signed: ___________________________  Date: _____/____/2012

Please feel free to add any comments below: