POLICY STATEMENT
NETWORK AND INTERNET ACCESS AND USE

Purpose:
To provide a set of guidelines and protocols for students, staff and other adults using the school’s network resources to access Learning Technologies, including online services.

Broad Guidelines:
- Access to websites, e-mails and other on-line services is seen as a valuable tool to assist teachers and children in the learning and teaching process.
- Protocols should be in place at all times to protect students from contact with inappropriate material and contact available through the internet. There should be no access to material containing inappropriate text, sounds or images at any time using school resources. There should be no contact with persons who have no legitimate reason for having contact with the school.
- Students must not access the internet, e-mail and other on-line services without staff knowledge and supervision.
- Students must be under adult supervision at all times when using the internet, e-mail and other on-line services.
- Access to internet, e-mail and other on-line services by parents and the wider community outside school hours should only be available through appropriately designed and implemented programs.

Implementation
- Access to internet, e-mail and other on-line services should be available through the school’s network resources to every classroom, library, art room, staffroom and office.
- The school will subscribe to Edunet via the VicOne network annually and all student browsing will be made through the Selected Education Cache System.
- Access to World Wide Web browsing outside the selected Education cache system will only be made through a staff member account and password.
- Students and their parents must sign a contract agreeing to the terms of use of the school’s network resources before being given access to the network and internet services.
Computer Network Usage

Access
Students will have access to a grade account that will provide them with access to the computer network. The Server software will be used to track the operation of each account.

Storage
Students will be allocated a storage area to be used as a back up facility for their data. The network data storage is a back up facility and no responsibility can be taken by the school for lost and corrupted work. Loss of work caused by network failure is not an acceptable excuse for not handing in work. Students and staff should maintain multiple copies of all data and work. It is recommended staff and students store a back up copy of their data off site.

MISUSE
Misuse is a term used to describe any inappropriate activity involving the facilities and services provided through the school’s Learning Technologies resources. Inappropriate activity includes, but is not limited to, the activities described below.

- Unauthorised use of computers and network resources.
- Downloading or storage of data and/or software that is not authorised, or for which the school does not hold a legal licence, or appropriate for school use. (Eg. games, midi and MP3 files, non work related graphics, offensive or undesirable material, non school required files, etc)
- Use of another person's computer account, or allowing another person to use your account.
- Running programs or exploring directories that are not related to student work. (See hacking on next page)
- Accessing the internet, intranet and e-mail services without staff permission and supervision.
- Sending messages that are not part of a structured class program.
- Using the internet, intranet or e-mail to view or publish sexually explicit, racist, offensive, illegal, undesirable or inappropriate material.
- Copying of files from restricted areas of the network, or from other students’ accounts. (See hacking on next page)
- Attempting to access inappropriate sites on the internet or e-mail.

First Incidence
Students found guilty of misuse of the computer network resources will be notified by their teacher of the infringement before being removed from the network for one week. An infringement report form will be completed, in consultation with the child. The Assistant Principal will inform parents of the infringement. Other disciplinary action may also be taken by the school.

Second Incidence
Students found guilty of misusing the computer network resources a second time will be notified of the infringement before being removed from the network for one month. An
infringement report form will be completed, in consultation with the child. The Assistant Principal will inform parents of the infringement. Other disciplinary action may also be taken by the school.

**Third Incidence**
Students found guilty of misusing the computer network a third time will be notified of the infringement before being removed from the network for a period of up to twelve months. An infringement report form will be completed, in consultation with the child. The Assistant Principal will inform parents of the infringement. Other disciplinary action may also be taken by the school.

**STUDENT HACKING** (trying to break into restricted areas of the computer system) or deliberate vandalism of computer hardware, software, file storage systems and network components.
These offences are deemed more serious than those defined as ‘Misuse’.

**First infringement** will result in the student being removed from the computer network for one month. Financial compensation may be sought by the School to meet the cost of repairs and police may become involved in cases of criminal damage. (vandalism) An infringement report form will be completed, in consultation with the child. The Assistant Principal will inform parents of the infringement. Other disciplinary action may also be taken by the school.

**Second infringement** will result in the student being removed from the computer network for up to one year. Financial compensation may be sought by the School to meet the cost of repairs and police may become involved in cases of criminal damage. (vandalism) An infringement report form will be completed, in consultation with the child. The Assistant Principal will inform parents of the infringement. Other disciplinary action may also be taken by the school.

Please Note: A student will not be given full access to the school’s computer network resources until the attached ‘Computer Network Usage 2002 Agreement’ has been discussed and signed by parents and the child and returned to the school office.
COMPUTER NETWORK USAGE AGREEMENT

STUDENT SECTION

Before signing this agreement read it carefully. If you are unsure about any issue please contact the school and speak to the Computer Network Administrator or class teacher.

I (name) .................................................................................................................. have read and understand the rules outlined in Computer Network Usage 2002.

By signing this document I accept the prescribed disciplinary action if I break any of the rules listed in the Computer Network Usage 2002 document.

Before any consequences are applied I will be notified by a staff member of the infringement. The reasons for my being disciplined will be explained to me when I complete an infringement notice, a copy of which will be given to my parents by the Assistant Principal.

I am aware that if I break the set rules I will lose access to the school’s computer network and possibly fail units of work requiring the use of the network.

Signed: ............................................................... Date: ...........................................

PARENT SECTION

Before signing this document read it carefully. If you are unsure of any issue please contact the school and speak to the Computer Network Administrator or class teacher.

By signing the document, I consent to the school withdrawing my child (Name) .............................................................................. from access to the computer network in accordance with the set penalties (as listed above) after my child has been notified of the offence and completed an infringement notice, a copy of which I will receive from the Assistant Principal.

Before consequences are applied my child will be notified by a member of staff of the infringement and the reasons for the discipline explained.

I am aware that my child may fail work requirements dependent on use of the network if set rules are broken and access to the computer network is suspended for the period of time described above.

I am aware that if my child causes damage through hacking or deliberate vandalism I may be asked to pay for the cost of repairs to the network, and that where criminal damage occurs there may be police involvement.

Signed: .............................................................................. Date: ...........................................