

This document defines the Responsible Use Policy for student use of the Beenleigh SHS Computer Systems. Its main purpose is to encourage the mature and responsible use of the facilities available to the students through the provision of clear usage guidelines. Students authorised to use the school's computer system also have Internet and Electronic Mail access.

The use of ICT devices and systems has been designed to help students keep up with the demands of the 21st century. Helping students become responsible digital citizens will enhance not only what we do in the classroom, but also give students skills and experiences that will prepare them for their future studies and career.

**The Queensland Department of Education, Training and Employment deems the following to be responsible use and behaviour by a student:**

- developing appropriate literacy, communication and information skills
- authoring text, artwork, audio and visual material for publication on the Intranet or Internet for educational purposes as supervised and approved by the school
- conducting general research for school activities and projects
- communicating or collaborating with other students, teachers, parents or experts in relation to school work
- accessing online references such as dictionaries, encyclopaedias, etc.
- researching and learning through the Department's e-learning environment.

**The Queensland Department of Education, Training and Employment deem the following to be irresponsible use and behaviour by a student:**

- use the IT resources in an unlawful manner
- download, distribute or publish offensive messages or pictures
- insult, harass or attack others or use obscene or abusive language
- deliberately waste printing and Internet resources
- damage any electronic devices, printers or the network equipment
- commit plagiarism or violate copyright laws
- use unsupervised internet chat
- send chain letters or Spam e-mail (junk mail)
- access 3G/4G networks during lesson time
- knowingly download viruses or any other programs capable of breaching the Department's networks security.

In addition to this Beenleigh State High School states that:

1. Users are responsible for the security, maintenance and integrity of their individually owned devices and their network accounts.
2. Users are required to create a password to protect their account. This password should be difficult enough so as not to be guessed by other users and **under no circumstances should passwords be divulged to any other user on the system.**
3. If users have any reason to suspect that their account security may have been compromised or tampered with, it should be reported immediately to Technical Support.
4. Information dispatched from the school network is a reflection on how the global community perceives the school. All students using the systems are encouraged to show that they are positive ambassadors for Beenleigh SHS. No obscene, inflammatory, racist, discriminatory or derogatory language should be used in electronic mail or any other form of network communication.

5. Students using the system must not at any time attempt to access other computer systems, accounts or unauthorised network drives or files or to access other people's devices without their permission and without them present.
6. Students must not record, photograph or film any students or school personnel without the express permission of the individual/s concerned and the supervising teacher.
7. Students must get permission before copying files from another user. Copying files belonging to another user without their express permission may constitute plagiarism and/or theft.
8. Students need to understand copying of software, information, graphics, or other data files may violate copyright laws without warning and be subject to prosecution from agencies to enforce such copyrights.
9. The school will educate students regarding cyber bullying, safe Internet and email practices and health and safety regarding the physical use of electronic devices. Students have a responsibility to behave in line with these safe practices.
10. Any inappropriate material should be removed from personally owned devices before bringing the devices to school and such material will not be shared with other students.
- 11. It is recommended families are responsible for providing their own individual insurance on privately owned electronic devices, to assure to always have a working device. Other consequences may be deemed necessary following the school behaviour plan.**

**CONSEQUENCES IF ICT RUP RESPONSIBLE USE POLICY IS BREACHED ARE LISTED BELOW:**

- Occurrence 1:** Text message sent home to remind that the device has not been returned by 3pm
- Occurrence 2:** Letter sent home informing that the device was not returned for a second time and if it occurs again \$150 will be invoiced to the students account for the take-home laptop program, an after-school detention will be issued to the student.
- Occurrence 3:** \$150 will be invoiced to the students account along with the device being assigned to the student. Paperwork will need to be signed that they now have a take-home laptop.

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**The following is to be READ and COMPLETED by both the STUDENT and PARENT/LEGAL GUARDIAN:**

We have read and understood the *ICT Responsible Use Policy*. We agree to abide by the above rules. We are aware that any breaches of the ICT RUP document may result in my/my child's immediate removal from the system for a specified period as per the school's Behaviour Management Policy and in relation to the severity of the offence.

**Student's Name:** ..... **Year:** ..... **ID No.** .....

**Student's Signature:** ..... **Date:** \_\_\_/\_\_\_/\_\_\_

**Parent's/Guardian's Name:** .....  
(PLEASE PRINT)

**Parent's/Guardian's Signature:** ..... **Date:** \_\_\_/\_\_\_/\_\_\_