

Heritage Christian School

School Network & Internet Acceptable Use Agreement

With Notice under the Workplace Surveillance Act 2005



School Rules for use of Hardware and Software

'Acceptable Use Procedure'

1. Users must log in under their own name and password and correctly log out at the end of each session and **never** use other student credentials.
2. Students must **NOT** attempt to discover, disclose or use another person's password nor must they reveal their own password to others.
3. Internet access, the use of the school's computer systems and printers are for school work, study purposes **ONLY**.
4. Students must **NOT** tamper with hardware. All faults must be reported to the supervising teacher.
5. Students must **NOT** tamper with the system setup or add or remove computer programs without permission.
6. Students must **NOT** attempt to gain administrative access to the network, or engage in activities such as password cracking or vulnerability testing.
7. Games are **NOT** to be loaded or used on any computer, even temporarily. The use of emulators to facilitate game playing is **NOT** permitted.
8. Students are encouraged to use resources wisely. Where printers fail to print **DO NOT** select print repeatedly – advise the class teacher or IT personnel to resolve the problem.
9. No food or drink is to be consumed or placed near computer equipment.

School Internet/Intranet Rules

1. All users must behave in a proper way when using the Internet. They must be polite when communicating with other people. (Ref. 85 ZE Commonwealth Crimes Act)
2. The Internet is to be used for school work only. Students must not waste Internet time with matters extraneous to school work or study.
3. Students should remain anonymous at all times whilst using the **INTERNET**. This means that you do not give any identifying information such as name, school, age or addresses, for yourself family or another student.
4. Students must ensure that copyright is not breached when copying or redistributing another's work. Students must always correctly acknowledge the use of another person's work. Plagiarism (using another person's work) is not acceptable at Heritage Christian School. Information from any source including the **INTERNET** must be in your own words.
5. If students read or see something on the Internet which they think is not acceptable, they must tell their teacher immediately.
6. Students must not use the Internet for any commercial purpose such as buying/selling of goods.
7. Students must not access or download inappropriate pornographic or offensive material on the Internet. The school uses proxy filtering devices to protect its students from inappropriate and offensive web sites. Therefore, the use of proxy avoidance devices or software such as '**Firefox portable**', '**Bypass Proxy**' or similar tools is expressly forbidden. Staff seeking access to blocked sites for teaching should request temporary removal of filters.
8. Social media sites (IRC, ICQ, MSN, Facebook or equivalent) are **NOT** permitted while at school. Parents are encouraged to monitor chat room use by students when at home. Likewise, the use of 'Bit Torrent' file download daemons or agents, Network Neighbourhood, Win Popup, Peer-to-Peer, Command or other messaging software is **NOT** permitted.
9. Downloading music other than for specific study and downloading of computer games for sharing or copying for later use at home is **NOT** permitted.
10. Email, Webmail clients will only be used if directly related to school work or study programs.

Heritage Christian School's procedure on the use of computer hardware and software, and use of the Internet, is set out above. This procedure, called the Acceptable Use Procedure, also sets out the consequences for students who breach the rules for accepted usage.

Any student who does not follow the rules will be reported to the Principal, and Year Level Coordinators, who will then contact the parents. A consequence of breaking the rules may include one or more of the penalties listed below, and more than one may apply for a given offence. Serious or repeated offences will result in stronger penalties. The following is a list of possible penalties:

- temporary ban on using computers
- removal of email privileges
- removal of Internet-access privileges
- removal of network access
- paying to replace damaged equipment
- removal from classes where computer use is involved
- loss of marks for an assessment task (where appropriate)
- suspension from school
- possible legal action

Use of Your Own Devices 'BYOD'

Students may bring their own devices to school for study purposes only. If connected to the schools network these devices must be fully updated with latest operating system software and be running a current reputable Antivirus program. The school does not provide software or support for such devices.

IMPORTANT NOTE

A signed and completed copy of this Agreement must be held by the school before students will be permitted to connect their own devices to the schools network.

Students, Parents/Guardians must understand and accept the following: **Notice under the WORKPLACE SURVEILLANCE ACT 2005**

Parent/Guardian Acknowledgement

The School carries out device surveillance via software installed on all computers and systems operated within the school, including devices brought into the school by students, staff and visitors connected to the schools network. This software monitors and records Email, Internet and Intranet use; account and systems usage under school accounts; and includes but is not limited to 'virus' protection software, 'firewall' protection software, software designed to secure documents under school systems, 'spam' filtering, and Internet software designed to restrict access to sites which may contravene the Schools computer Use usage policies and the School's Child Protection responsibilities, in accord with the Workplace Surveillance Act 2005.

This surveillance is continuous and may include off-site device activity

I acknowledge receipt of this Surveillance Notice and understand the nature and scope of the surveillance undertaken by the School.

Parent/Guardian Signature.....Date.....

Parent/Guardian Permission Form

I being the Parent/Guardian of
(Parent/Guardian Full Name) (Students Full Name)

Declare I have read the information contained in this document with regard to the appropriate use of the computers at Heritage Christian School (HCS). I understand the implications of this agreement and I hereby consent to my child having access to the school computer system. My child may use the internet as a curriculum learning tool according to the guidelines laid out in this document.

I understand that this document will be kept at school for further reference if necessary.

Parent/Guardian Signature Date.....

Student Consent Form

I
(Student Full Name)

Have read and understand the conditions laid out in this Acceptable Use Procedure and agree to comply with the Procedure. As a student of Heritage Christian School, I agree to use the school computers and Network in an appropriate manner. I also understand and accept the monitoring of computer activity by Staff and/or System Administrators in accord with the procedures set out in the *Acceptable Use Procedure*. I also acknowledge that all documents, texts, messages, images, music and files stored or saved on school equipment remains the property of the school.

I understand that if I break the rules laid out in this agreement, I may be subject to disciplinary action and or loss of my computer privileges.

Student SignatureDate.....