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Department for Education

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ABERFOYLE HUB PRIMARY SCHOOL
We Value Relationships, Responsibility, Resilience and Respect

ICT ACCEPTABLE USE POLICY

2021

Preamble
Aberfoyle Hub School recognizes that computing and electronic information research skills are essential to develop technological literacy. Access to computers, the school's curriculum network and the internet is provided for the purpose of educational learning and research. The purpose of this policy is to provide rules for the responsible and appropriate use of these facilities.

The School network is a restricted access computer system as described in section 44 of the Summary Offences Act 1953. The network manager will be deemed to have propriety interest in any removable storage media (eg USB drive, CD-ROM), so long as it is connected to the Computer system, with respect to section 44A of the Summary Offences Act 1953.

Users must recognise the value of the resource. Any deliberate attempt to misuse the technology, create problems or inconvenience for legitimate users will not be tolerated. Clear consequences for inappropriate use of computers, digital devices, and the network/internet apply, and should be well understood by all users. Consequences will be proportionate to the inappropriate use of the technology, and are outlined in the "Consequences" sections of this policy.

Whilst it is not possible to describe in specific detail every situation that will not be tolerated in our School environment, a common sense approach should be construed from the policies below.

Contents
This document includes the following policies:
- Computer Network Acceptable Use
- Internet Acceptable Use
- Consent form

ICT ACCEPTABLE USE POLICY

COMPUTER NETWORK

User ID and Passwords
- All users are given a unique username and password to access the school computer systems.
- The password protects a user's folder or directory.
- No user is permitted to share their account details.
- Password confidentiality is a serious matter.
- Resetting passwords involves considerable time and effort, and a $5 fee may be levied to reset a user's password in cases where this results from failure to follow the guidelines above.

File Storage (including the use of any storage device, network storage or removable media)
- Student users will be provided with an initial 250MB of storage space on the file server for saving school related files only.
- Staff users will be provided with storage space on the file server for school related files only.
- If this space is insufficient then users can apply for an increase to IT Support Personnel.

Users are not permitted to have in their folders, or on any portable storage device:
- Software such as games, utilities, system hacking utilities or executable files
- Files containing sound or video sources – except for subject specific purposes e.g. multimedia
- Files downloaded from the Internet that are not related to a specific curriculum subject.
- Hidden files or folders

Users whose folders or storage devices are found to contain any of the above will have their access to the network removed immediately and a cost may be incurred to reinstate their account. The device containing the offending files may also be confiscated or erased.

System security/hardware configuration
- If a user identifies a security issue on the school's network or the Internet, they are required to notify the supervising teacher immediately. They are not to demonstrate the problem to others.
- Users are prohibited from accessing the system in an unauthorized way, or assisting others to do so.
- Users are prohibited from altering system files, system configurations, desktops, folders (except their own) and other technical data.
- Damage to computer or network hardware or cables will not be tolerated and will result in immediate cancellation of access.
- Users may be charged for any repairs or replacements.

Viruses and Malicious Software
- Antivirus software is installed on each computer and full scans are run periodically.
- Any attempt to introduce a virus and/or malicious software to the School systems will incur penalties as outlined in the "Consequences" section of this policy.

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USE OF ICT

The Internet is a valuable resource, providing ready access to up to date information.

Users must be aware that:
- The school's Internet is filtered. Known pornographic, violent, hate sites etc are blocked. If a user encounters such a site, they are to close the site immediately and notify the supervising teacher.
- The copyright of content on the Internet is to be respected and acknowledged.

Users must not:
- Use rude or offensive or participative bullying language
- Display, send, store, access or retrieve any offensive, abusive or inappropriate material on the school computer system
- Pretend to be someone else when online
- Enter a chat room without permission from the supervising teacher
- Give personal information about themselves or another person
- Forward chain mail, or answer junk mail or spam
- Use the Internet for downloading software
- Use the school's network to engage in commercial activity
- Conduct financial interactions
- Install or operate any computer software or hardware without the prior approval of the network manager
- Use or possess any computer hardware or computer software that can be used to avoid or remove any access restrictions placed on the computer system by the network manager
- Obtain or use any user names or passwords except those issued to an individual by the network manager
- Wilfully damage computer hardware or software
- Access or destroy data or hardware belonging to another individual
- Modify computer hardware or computer software in any way without approval of the network manager

Email
- Users have access to email through their school account. Students may not use any other email account at school without the permission of the network manager.
- This service is monitored to ensure appropriate language is used.
- Users who show that they cannot use the Internet or email in an acceptable manner will have their Internet access disabled. A cost of $5 may be incurred to reinstate their account. Further access to computing resources may also be restricted.

Internet Quotas
- A download quota system limits how much data a user can receive. Downloads in this context includes files that are downloaded, web pages and images that are displayed and sounds, music or movies that are played.
- Users may purchase more space if the quota is exceeded.

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Monitoring User Activity

Confidentiality and privacy is a high priority. However, the school reserves the right to monitor and record network and computer activity.

This may involve monitoring of:
- Users computer screens
- Files in users directories
- Files on portable storage devices or discs
- Internet activity
- Email
- General behaviour and respect for the computing resources throughout the school

Consequences

Breach of this agreement will result in consequences appropriate to the nature and type of offence. These consequences are in place to protect all users.

The following consequences apply regardless of the area of study:

Student First offence
User will be removed from the network and their account disabled (including internet). After a period of one week, the user may apply to be reinstated, upon payment of a $5 fee, at the discretion of senior staff.

Student Second offence
User will be removed from the network and their account disabled (including internet). After a period of 10 school weeks, the user may apply to be reinstated, upon payment of a $5 fee, at the discretion of senior staff.

Student Third offence
User will be permanently removed from the network and their account disabled (including internet) for the remainder of the year. They will not be reinstated.

Staff Consequences
The staff member will be spoken to by Management with the possibility of their account being disabled for a period of time.

Serious breaches of this policy may be referred to SA Police for further action.

ICT ACCEPTABLE USE POLICY

STUDENT CONSENT FORM 2021

Student Name: _____   Year: ____   Room: ____

Please print

Parent/Caregiver's Name: _____

Please print

To be completed by Parents/Caregivers.

I/we have read, understood and accept the AHS ICT ACCEPTABLE USE POLICY.

I/we acknowledge and support the consequences of inappropriate use of computers and use of the Internet.

I/we understand and acknowledge that there will not be any computer access until this consent form is returned signed.

_____   _____

Parent/Caregiver signature   Date

To be completed by all Yr 2 – Yr 7 students.

I/we have read, understood and accept the AHS ICT ACCEPTABLE USE POLICY.

I/we acknowledge and support the consequences of inappropriate use of computers and use of the Internet.

I/we understand and acknowledge that there will not be any computer access until this consent form is returned signed.

_____   _____

Student signature   Date

ICT ACCEPTABLE USE POLICY

STAFF CONSENT FORM 2021

Name: _____
<div align="center">Please print</div>

_____

I have read, understood and accept the AHS ICT ACCEPTABLE USE POLICY.

I acknowledge and support the consequences of inappropriate use of computers and use of the Internet.

I understand and acknowledge that there will not be any computer access until this consent form is returned signed.

_____   _____
Staff Signature   Date