

# John Edmondson High School

## Technology Acceptable Use Policy

---



As technology is used more and more in schools it is important that policies and contracts are put in place to govern its use – and to protect the school and students. **John Edmondson High School's Technology Acceptable Use Policy** applies to the use of school owned devices or BYOD devices & any related technology.

The purpose of this policy is to;

- ensure that the computers are kept in good working order to ensure maximum access to students
- ensure that the school's computers are used only for educational purposes and
- provide a safe learning environment for all students

### Assignments and Homework

Assignments and homework completed on computer should be:

- the students' own work.
- formatted in such a manner that is easy to find and read information.
- set out with a heading or title page, body and bibliography.
- edited so that information directly downloaded from electronic sources has been synthesised by the student and put into the context of the assignment. Any work directly downloaded and handed in will not be accepted.
- set out in a way that all sources of information are acknowledged either in the bibliography or by direct mention in the assignment.
- handed in for marking as a hard copy unless otherwise stated by the teacher.

### Plagiarism and Copyright

- Users will not plagiarise works that they find on the Internet or the school Intranet. Plagiarism is taking the ideas or writings of others and presenting them as if they were original to the user.
- Users will respect the rights of copyright owners. Copyright infringement occurs when an individual inappropriately reproduces a work that is protected by a copyright. If a work contains language that specifies acceptable use of that work, the user should follow the expressed requirements. If the user is unsure whether or not they can use a work, they should request permission from the copyright owner.
- Under no circumstances will illegal copies of copyrighted software be made available or allowed on the Department of Education or the school equipment.

## Student Personal Safety & Respect for Privacy

- Users will not re-post a message that was sent to them privately without permission of the person who sent them the message.
- Students will not post personal contact information about themselves. Personal contact information includes telephone number, home address, work address, etc. An e-mail address may be used where it is necessary to receive information.
- Students will not post personal contact information or any other information about other people without their permission. This includes their telephone number, home address, work address and other details. In addition, users will not include any reference to Department of Education or the school personnel or users, including their names and pictures, without their permission.

## Illegal or Destructive Activities

- Users will not attempt to gain unauthorised access to the Department of Education network, the school computer network or any other computer network. Users must not go beyond their authorised access. This includes attempting to log in through another user's account or access another user's files.
- Users will not make deliberate attempts to disrupt any computer system performance or destroy data.
- Users will not use the Department of Education network, the school computer network or any other computer network to engage in any illegal act.
- Users will not attempt to harm or destroy hardware and/or data of another user. This includes, but is not limited to, the uploading or creation of computer viruses. Report all faults and malfunctions to your teacher.
- Any of these actions will result in disciplinary action.

## System Security

- Users are responsible for the use of their individual account (and password) and should take all reasonable precautions to prevent others from being able to use their account. Under no conditions should a user provide his or her password to another person.
- Users are not permitted to connect USB drives for use on any school computers.

## Inappropriate Conduct

- Restrictions against inappropriate language apply to public messages, private messages, and material posted on web pages.
- Users will not use obscene, profane, lewd, vulgar, rude, inflammatory, threatening, or disrespectful language.
- Users will not post information that, if acted upon, could cause damage or a danger of disruption.

- Users will not engage in personal attacks, including prejudicial or discriminatory attacks.
- Users will not harass another person. Harassment is acting in a manner that distresses or annoys another person. If a user is told by a person to stop sending them messages, the user must stop.
- Users will not post false or defamatory information about a person or an organisation.

## Inappropriate Access to Material

- Users will not use Department of Education or the school computer network to access material that is profane or obscene (pornography), that advocates illegal acts, or that advocates violence or discrimination towards other people (hate literature). Exceptions may be made if the purpose of such access is to conduct research, and if such access has been approved by the teacher.
- If a user inadvertently accesses such information, they should immediately exit the site and disclose the inadvertent access to their teacher. Repeated access to such sites will result in disciplinary action.