

KAIKORAI VALLEY COLLEGE



COMPUTERS, NETWORK AND INTERNET ACCEPTABLE USE POLICY

OBJECTIVES

1. To ensure that the use of school computers is supporting education, research and presentation that is consistent with the objectives of the curriculum.
2. To protect the school and individual staff and students from access to, and/or, the distribution of offensive material.
3. To ensure the security and legitimate use of the school's computer networks.

GUIDELINES

1. The Principal and/or staff determine what is an inappropriate use of the school's computer network and the internet.
2. Any user who violates the acceptable use practices will have their access to school computers suspended or terminated.
3. When using the school network or internet, student subscriptions to electronic mailing lists are not allowed without permission. All users are required to:
 - a) Be polite and use appropriate language.
 - b) Not use offensive or obscene language, sexually explicit material or racist or sexist comments.
 - c) Not sign up to any social media platforms using their school email addresses.
 - d) Not reveal personal addresses or personal information, phone numbers or passwords of students or staff.
4. The security of the school network determines that:
 - a) Users shall not intentionally seek information on, obtain copies of, or modify files or passwords belonging to other users, or misrepresent other users on the network.
 - b) Attempts to gain unauthorised access to system programmes or computer equipment will result in the cancellation of user privileges.
 - c) Downloading of information onto the hard drives of the school's computers is only allowed with prior permission from a staff member.
 - d) Any user identified as a security risk or having a history of problems with other computer systems may be denied access to school computers.
5. Vandalism is defined as any attempt to harm, modify or destroy computer hardware or data of another user. Vandalism will result in the immediate cancellation of user privileges as well as other punishments.
6. All students are required upon enrolment, to complete an Internet User Form.

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Responsible Use Agreement

When using information & communications technologies (ICT) at Kaikorai Valley College I will always be a good digital citizen.

This means that I;

- Will be a confident and capable user of ICT.
I know what I do and do not understand about the technologies that I use. I will get help where I need it.
- Will use ICT for learning as well as other activities.
I understand that technology can help me to learn. I also know it can also be used to talk to people, to buy and sell things and to have my opinion heard. I know when and where it is OK to do each one.
- Will think carefully about whether the information I see online is true.
I know that it is easy to put information online. This means that what I see is not always right. I will always check to make sure information is real before I use it.
- Will be able to speak the language of digital technologies.
When people talk online the things they say can be quite different from a conversation they might have if they were sitting next to each other. I know that I must try to understand what people are saying before I react to them. If I am not sure, I can ask them or someone else to explain.
- Understand that I may experience problems when I use technology but that I will learn to deal with them. I understand that there will be times when technology may not work as I expected it to, or that people may be mean or unkind to me online. When these things happen, I know that there are ways I can deal with it. I also know there are people I can go to, to get help if I don't know what to do next.
- Will always use ICT to communicate with others in positive, meaningful ways.
I will always talk politely and with respect to people online. I know that it is possible to bully or hurt people with what I say and do on the internet. I will think about the effect that my actions have on other people.
- Will be honest and fair in all of my actions using ICT.
I will never do anything online that I know will hurt anyone. I will make sure what I do is not against the law. I will make sure that my actions don't break the rules of the websites that I use. When I am not sure about what I am doing I will ask for help.
- Will always respect people's privacy and freedom of speech online.
I understand that some information is private. I will be careful when using full names, birthdays, addresses and photos of other people and of my own. I also know that I will not always agree with what people say online but that does not mean that I can stop them or use it as an excuse to be unkind to them.
- Will understand that the school internet filtering systems are there to protect users from inappropriate material and other material not appropriate for an education setting. You should not need to use software to bypass the school systems.
- Will help others to become a better digital citizen.
Being a good digital citizen is something that we all have to work at. If I know that my friends are having problems online, I will try to help them. If I see that someone is being unfairly treated online then I will speak up rather than just watch it happen.