

COMPUTER POLICY

Synopsis

This policy provides direction to be used in managing usage of the college's computer resources and in allowing or denying access to Staines computer resources. It is important for the IT/computer users at Staines to practice ethical behavior in all IT computing activities and applications because users have access to many valuable and sensitive resources and the users' IT/computing practices can affect the work of other people. Users of these systems agree to certain conditions. Failure to comply with this policy may result in temporary or permanent loss of access to these systems and/or services. Use of the Staines computing and network resources is a privilege and not a right.

Policy

POLICY PURPOSE

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SCOPE AND POLICIES

Users of these systems agree to the following conditions. Failure to comply with this policy may result in temporary or permanent loss of access to these systems and/or services. An individual who uses the computer resources provided by Staines should be aware of the following.

Staines computer resources: are defined as all publicly available networks, processors, peripherals, software and supplies under the central administrative offices of Staines and its campuses. Use of the STAINES computing and network resources is a privilege and not a right.

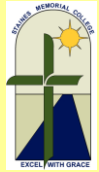
LoginID: An individual member of the Staines community may be issued a LoginID to access one or more Staines computer resources. This LoginID will remain valid so long as the individual is associated with Staines. The proper use of a LoginID is ultimately the responsibility of the individual under whose name it has been assigned. Therefore, guard your passwords and do not share your LoginID. Sharing of passwords is an offence.

Staines's electronic mail (e-mail): It is designated as a primary means for distributing critical information to the college community. The college assigned e-mail account is intended for communication between individuals and clearly identified groups of interested individuals, not for mass distribution. Mass distribution is defined as sending an e-mail to a group of college users, who have not otherwise indicated their desire to receive messages not directly related to their college position or academic studies. Mass distribution of messages is permissible only for relevant college business. Mass distribution of other non-college business and non-college-sponsored activities may be considered "spamming" and a violation of the conditions for use of computer resources.

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Access and Security: Inappropriate use of the Internet and other networks to which STAINES is directly or indirectly connected will be deemed abuse of computer privileges. Examples of inappropriate use of the networks are listed below but not limited to:

- participating in network activities that place a strain on limited computer resources including any type of network games, downloading of games and other large files without permission.
- sending of obscene and/or harassing messages to other individuals on the network,
- attempting unauthorized access of another network computer system from STAINES computer resources,
- attempting installation, modification or removal of computer equipment, software, or peripherals without proper authorization.

Electronic Document: Users who elect to leave the College shall have their electronic documents deleted after documents of a departmental nature are identified and archived. Those users who have been terminated or have received notification of termination will be restricted from access to the system unless expressly permitted by the Principal or his nominee.

Copyrights and Licenses: users must respect copyrights and licenses to software and other on-line information. All software protected by copyright must not be copied except as specifically stipulated by the owner of the copyright or otherwise permitted by copyright law. Protected software may not be copied into, from, or by any College facility or system, except pursuant to a valid license or as otherwise permitted by copyright law. In addition to software, all other copyrighted information (text, images, icons, programs, etc.) retrieved from computer or network resources must be used in conformance with applicable copyright and other law. Copied material must be properly attributed. Plagiarism of computer information is subject to the same sanctions as apply to plagiarism in any other media.

VIOLATIONS OF THE POLICY

Staines will take the following action against an individual who abuses or fails to comply with the stated Computer Use Policy:

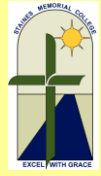
Suspension of Privileges: The Head of School/ICT Manager may temporarily suspend user access privileges if he or she believes it is necessary or appropriate to maintain the integrity of the computer system or network.

If the violation is created by a student, the appropriate Parent/Guardian will be informed with notification of the investigation.

Subsequent actions taken by the administrative authorities will depend on the severity of the computer abuse.

.....
ICT Manager

.....
**Norton Sands
Principal**

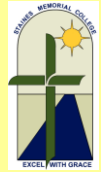


Computer LAB Access Procedures

1. All users of computer equipment are required to comply with our policies and practices and student users must have completed a *Computer Use Agreement*.
2. Students in years Prep to 9 are not permitted to enter any of the Computer Labs, or to use any other Staines computer equipment without teacher supervision. Senior students are only allowed entry with teacher authorisation: limited supervision applies to Senior students.
3. Students with lessons in the Computer Labs are to wait for their teacher outside of the room unless another teacher/supervisor is present.
4. No bags may be brought into any of the Computer Labs.
5. No food or drink may be consumed in the Computer Labs where any Staines computer equipment or peripherals are installed. No open container containing any drink or liquid or any other potentially spill able product may be brought to any desk where computer equipment is installed. This rule applies to all students, staff, teachers, administrative personnel, and anyone else who from time to time may be granted access to Staines computer resources.
6. Students are to report any damage to a computer they are working on at the **start** of the lesson to the supervising teacher.
7. Email usage remains at the direction of your teacher for specific class purposes. Inappropriate use will lead to a denial of computer usage for the remainder of the day.
8. Students using the Internet need to be able to demonstrate the educational value of the site being visited or else they will be denied access to the computers for the rest of the day.
9. No white-out shall be brought into the Computer Labs or used at desks where computer equipment is installed. If your notes or hardcopy need alteration put a line through it while at the computer and take it elsewhere to make the alteration.
10. Students are not to seek to adjust the hardware, even if it is an attempt to fix a problem.
11. Students are not to install software, change settings, or save anything to any local hard drive of College computers. All student files should be saved on the servers in your own folder (drive H:). Alternatively, or additionally memory sticks (USB drives) can be used.
12. Students must not tamper with another student's computer. Do not touch the keyboard, the mouse, or any other physical part of a computer, which is being used by another student. If assistance is required, please ask a teacher.
13. Students are not to bring their own programs or CD's or DVD's (containing programs or audio or video materials) and use them on any of the College computers, except at the specific request of a teacher. This includes bringing programs or games on USB drives.
14. Lunch time users completing class work or assessment work have priority. Students wishing to use the computer for recreation must **ONLY** use games located on the College drives.
15. Always log off from the computer when leaving it for any reason, unless the computer is designated for your sole use and is located in an office to which nobody else has access.
16. All monitors must always be left turned on, except when inappropriate materials have been inadvertently accessed, in which case the monitor must be turned off and a teacher called immediately.
17. When a student or staff member leaves Staines, their loginID and account will be disabled. Their files may shortly thereafter be deleted from the College servers.

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Internet & Computer - Student Usage Agreement Form

Family Name (CAPITAL LETTERS PLEASE)	Given Names (CAPITAL LETTERS PLEASE)	College I.D. Number
		Login Code

Background

All students are required to have College Computer Network access. All curriculum areas use computers for class work, electronic information retrieval and assignment writing.

To establish a network account this contract must be signed by students and parents. In 2009 students will be required to maintain a printing credit balance and an Internet credit balance. .

Student Responsibility

I understand that the Internet can connect me to useful information stored on computers around the world. I understand that the College intranet connects me to useful information on computers around the College.

While I have access to the Internet and Intranet:

1. I will use it only for educational purposes as directed by the teacher.
2. I will not look for anything that is illegal, dangerous or offensive.
3. If I accidentally come across something that is illegal, dangerous or offensive, I will: immediately, quietly, inform my teacher; and then clear any offensive pictures or information.
4. I will not misrepresent or bring into disrepute Staines Memorial College or the Christian principles we stand for in any way whatsoever.
5. I will not reveal password, home addresses or phone numbers - mine or that of any other person.
6. I will not use the Internet or Intranet to annoy or offend anyone else.
7. I understand that if the College decides I have broken these rules, appropriate action will be taken. This may include loss of my Internet access for some time.

Student – Print Name

Student – Sign Here

Parent / Carer Undertaking

I understand that the Internet can provide students with valuable learning experiences.

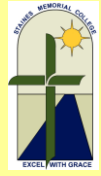
I also understand that it gives access to information on computers around the world; that the College cannot control what is on those computers; and that a very small part of that information can be illegal, dangerous or offensive.

I accept that, while teachers will always exercise their duty of care, protection against exposure to harmful information should depend finally upon responsible use by students.

I believe _____ (Name of student) understands this responsibility, and I hereby give my permission for him/her to access the Internet under the College rules. I understand that students breaking these rules will be subject to appropriate action by the College. This may include loss of Internet access for some time.

Parent / Guardian – Print Name

Parent / Guardian – Sign Here



Online Conduct & Rules of Use – Computer Network and Internet

This more detailed explanation is provided to students and parents who require more specifics than the previous form, or who breach the rules.

I understand that the Internet is a public forum and therefore at all times my behaviour must be my best and not bring discredit in any way to Staines Memorial College.

Logging of Activity, the Law & Police Access:

- I understand that my computer activities are logged and monitored and the College is obliged by law to provide copies of logs to police on request.
- I will abide by Australian laws regarding computer and Internet use.

Hacking and computer hardware:

- I agree not to tamper with the software or hardware that runs the computer system or use the system to hack other computers. I will not bring in or use software to discover passwords or probe the system for information.
- I will not attempt to fix broken computers or swap parts around, but report problems to the Help Desk.
- Computer vandalism is considered a serious offence.

Security of My Personal Account:

- My account will remain private and I will not share my password because I am solely responsible for all activity on my account, including Internet sites accessed, files used, consumption of printer credit and Internet credits and file security. I will not record my password in any obvious place and I will change my password regularly, about every two weeks, or earlier if I suspect someone has discovered it.
- I will respect the privacy of others on the computer system and not seek to gain access to another user's account under any circumstances. Should I accidentally discover information or password of another user, I will not use or share that information.

Acceptable Usage:

- I agree to use the Network/Internet for educational purposes only.
- I agree to store data only data files such as text and pictures in my account.
- I will not save or run programs, games or utilities using my account unless at the time of use the file is appropriate to a subject and I have express permission of the teacher.
- I will not seek out or use inappropriate material of offensive or sexual nature.
- I will delete files and old assignments at regular intervals.
- I understand that the storage of inappropriate material will lead to computer access restrictions and possibly denial of access to the College computer network.

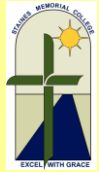
Conduct on the College computer system:

- Netiquette: I will act in a friendly, respectful and responsible manner when communicating with others on the network or Internet with due consideration as to their rights as individuals. Any offensive or intimidating behaviour will be met with loss of computer rights and disciplinary actions.

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Copyright:

- I understand that running programs brought into the College such as games & utilities or copied music files could damage the system or violate copyright. I acknowledge that this is not permitted.
- I will abide by copyrights laws when downloading, using or copying materials from the Internet.
- I understand that the use and storage of copyright material will lead to computer access restrictions, Internet restrictions and possibly denial of access to the College computer network.

Plagiarism (Cheating):

- Copying another person's assignment or part of an assignment, pre-done assignments from the Internet or using materials from a document or the Internet without recognising the author and the document is known as plagiarism and is a form of cheating.
- Plagiarism results in a student receiving zero for an assignment item and casts doubt on the person's integrity and honesty. Accusations of plagiarism can have an impact on later employment prospects.
- Correctly using and referencing information and articles is considered to be high level skill and will greatly improve your results.
- Giving others access to my assignments will devalue my result if the work is copied.
- I am aware of the consequences of plagiarism.

System Reliability and Assignment Due Dates:

- I will endeavour to complete assignments a few days ahead of schedule to allow for computer network failure. I will plan to meet assignment deadlines with this in mind.
- I will back up any important information and assignments on a disk or send via email to my home.
- I am aware that there is a virus check icon on the main Window screen and should perform virus checks on important documents.
- I will make multiple versions of my assignments during their development (e.g. Assn_V1, Assn_V2 Assn V17) to cope with file corruption.
- I will execute a full format on newly purchased floppy disks and discard any that show errors.
- I am aware that USB memory drives can fail and I need to have alternative copies of assignments on a PC.
- In emergencies, to meet deadlines, assignments can be emailed to College.projects@Staines.qld.edu.au

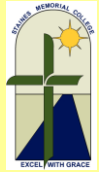
Personal Safety and the Internet:

- Threat to safety of children and teenagers from Internet predators' intent on using the Internet to satisfy their sexual needs has become a major public issue. Such net-behaviour is dangerous and students need to be aware of the seriousness of engaging in such encounters. Outcomes have included rape, kidnap and even death of the victim. Often the older male pretends to be a boy or girl and engages in sexy talk that leads to entrapment and forced meeting.
- Do not give your (or another student's) phone number or address to anyone on the Internet.
- If you suspect contact with a predator, contact your teacher, parents or the police.
- Do not use the College facilities to arrange social meetings with friends outside the College. The College has a duty of care and you must arrange your social engagements outside the College with your parent's consent.
- Internet Chat is not acceptable unless under direct supervision and linked to course work.

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Policy Number (from Policy Registry)	
Staff position responsible for review:	Head of Secondary;
Positions to inform of policy change:	Head of School/ Department Heads
Docs to alter when policy changes:	
Relevant External Policies	Enrolment
Last Review Date:	Term 2 2007
Review Period:	1 Year
Next Review Date:	Term 3 2008
College Department	Computer and the Whole College

For reference: Contract from Staines Memorial College

I understand that the Internet can connect me with much useful information stored in computers around the world. I have read the accompanying letter from the IT Manager and Principal. I hereby agree that while using the Internet I will **NOT**:

- Attempt to retrieve, view or disseminate any obscene, offensive, pornographic or illegal material;
- Threaten or abuse another user;
- Send offensive, racist or sexist messages;
- Send anonymous or falsely addressed E-mail;
- Misrepresent or bring into disrepute Staines Memorial College or the Christian principles we stand for in any way whatsoever;
- Allow anyone else to use my account or give my password to anyone else;
- Use another student's account or tamper with another account in any way;
- Hinder the educational use of the Internet by another student;
- Use my account for business purposes or for financial gain or political purposes;
- Intentionally waste limited resources; or
- Tamper with the system in any way.

I also agree that **I WILL**:

- Observe all copyright laws, including those related to computer software;
- Respect all rights and privacy of other users;
- Be courteous in my communications with others on the Internet;
- Report any obscene or offensive material I encounter; and
- Observe all the guidelines specified by the College.

I _____ (student name) realize that to use electronic mail is a privilege and that I do not have a right to privacy in relation to messages sent or received. As a user of the Staines Memorial College computer network, I hereby agree to comply with the above stated rules and realize that if I do not abide by the above rules:

- a) *My access to the College Network and/or the Internet may be withdrawn: and*
- b) *I may be subject to other disciplinary action.*

As a parent of a minor signing above, I grant permission for my son/daughter to access networked services such as electronic mail and the Internet. I understand that some materials on the Internet are objectionable, but I accept responsibility for guidance of Internet use.

Parents Name _____ Date _____