



Information and Communication Technologies Guidelines

Rationale

Morayfield State High School prides itself on offering students a 21st century learning environment. A key aspect of any futures focussed school is exposing students to, and skilling students in, the appropriate use of Information Communication Technologies (ICTs).

ICTs are used at Morayfield State High School to promote learning and provide students with access to assignment materials and educational sites. Time is devoted to developing skills that allow students to become proficient and discriminating users of ICTs.

Student Responsibilities Agreement

1. The school's network, Internet and E-Mail accounts exist to provide access to curriculum-related information. I will not use these accounts to look for material which is unrelated to the school's curriculum unless I have been given permission by a member of the school's administration or a teacher who is directly supervising me.
2. Programs (including games) are not to be downloaded, saved onto the school system or run from flash drives or CDs.
3. Publications dealing with pornography or extreme violence are not permitted at the school. I will not use the Internet or E-Mail to access unacceptable material. I will report such material immediately. I will not download, distribute or publish offensive messages or pictures.
4. I will take care in my use of information published on the Internet, realising that it may be inaccurate or may misrepresent a person or situation.
5. Copyright law states that it is illegal to copy and/or distribute another author's work without acknowledgement. I will not violate copyright laws or plagiarise and will cite the source of all information I gain from the internet.
6. I will not use obscene or abusive language to harass, insult or attack others via the school network or internet.
7. I understand that I have a credit for a stated amount for computer printing for curriculum use. If I require use beyond this limit, I will be required to pay for additional printing credit. I understand that use of the colour printers is for school related purposes only.
8. I will not divulge my network or internet account details (username and/or password) to another student. I will not use another student's or staff member's account details to access Information & Communication Technology facilities. I will not trespass in another person's files, home drive or e-mail.
9. I understand that I have been provided with an email account in order to support communication between myself and my teachers and peers to assist in my studies. I will not use my email account frivolously, in any way that jeopardises or interferes with my studies or in a way that cannot be reasonably justified in support of my education and the core purpose of my enrolment at Morayfield State High School. I will not send spam email or chain letters via my school email account. I will also refrain from using other online email services (eg Hotmail) or unsupervised internet chat (eg MSN).
10. I understand that my network data files are not private, and that teachers have access to them at any time. I understand that the IT Coordinator may access my email mailbox and/or a record of my school-based internet activity if inappropriate use is suspected.

11. I will not vandalise data or IT equipment in any way. I understand that vandalism is any malicious attempt to harm or destroy data of another user or any other agencies or networks that are connected to the system. This includes the uploading, downloading or creation of computer viruses; careless or abusive treatment of any equipment; removal of any part of a computer system as this is also theft.
12. I will not divulge personal information (e.g. name, parent's name, address), via the internet or e-mail, to unknown entities or for reasons other than to fulfil the educational program requirements of the school.
13. As part of my enrolment process for the school, I will sign the Student Internet Access Agreement Form and adhere to my student responsibilities of use.

Any violation of this agreement will incur a penalty. This may be a ban from the use of the Internet, Email, and possibly all school computers, except for assessable work to be completed in class under direct teacher supervision. The length of this ban will depend on the seriousness of the offence. The final decision on the severity of the consequence will rest with the Principal. Serious or repeated misuse could result in a school suspension. Criminal activity may also be referred to legal authorities for further investigation.