



## ***Information and Communication Technologies Guidelines***

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### ***Rationale***

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Morayfield State High School prides itself on offering students a 21st century learning environment. A key aspect of any futures focused 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.

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### ***Student Responsibilities Agreement***

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1. The school's network, Internet and E-Mail accounts exist to provide access to curriculum-related information. Students will not use these accounts to look for material which is unrelated to the school's curriculum.
2. Programs (including games) are not to be downloaded, saved onto the school system or run from removable media.
3. Publications dealing with pornography or extreme violence are not permitted at the school. Students will not use the Internet or E-Mail to access unacceptable material. Students will report such material immediately if discovered.
4. Copyright law states that it is illegal to copy and/or distribute another author's work without acknowledgement. Students will not violate copyright laws or plagiarize and will cite the source of all information sourced from the internet in line with the Academic Integrity Policy.
5. Students will not use obscene or abusive language to harass, insult or attack others via the school network or internet.
6. Students will not share their network or internet account details (username and/or password) to others.
7. Students have been provided with an email account in order to support communication between themselves and their teachers. Students will not use my email account frivolously or in any way that jeopardizes or interferes with their studies.
8. Network data files are not private. Teachers have access to student files at any time. The IT Coordinator may access student email mailbox and/or a record of school-based internet activity if inappropriate use is suspected
9. Students will not vandalize data or IT equipment in any way.
10. Students are not to 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.

Students who do not adhere to the ICT policy may incur consequences. This may include; a ban from the use of the Internet, Email, all school computers. 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