



ST AUGUSTINE'S PRIMARY SCHOOL

24 – 32 Grogan Street
P O Box 327
Mossman 4873

Telephone: 0740 981631
Facsimile: 0740 982267
Mrs Yvonne Devlin, Principal
Email: secretary.mossman@ceo.cairns.catholic.edu.au

COMPUTER USAGE POLICY

St Augustine's School provides access to various computer resources, our Local Area Network, and the Internet. These resources are available to enhance the learning process in a supportive school environment and to achieve quality learning outcomes for our students.

The school encourages students to become familiar with the use of Information Technology.

As responsible members of the school community, it is expected that all students and other members of the community will follow and adhere to the guidelines established below. These guidelines are based on **common sense, common decency**, rules established by St Augustine's School, and laws established by the State of Queensland and the Commonwealth of Australia.

For the benefit of all users, students are expected to observe the following:

A. Use of Information Technology Equipment

The school has endeavoured to ensure that all students' work can be saved, stored, and accessed in a secure manner. The Tech department makes regular backups of all data that are stored on home directories. Do not store data on local drive (C:drive) as tech support cannot guarantee the safety of any data store on a computer's local hard drive.

It is expected that all students will respect the right of other students to use the network resources.

It is expected that all students will respect that the Information Technology Equipment with which they have been provided, and realise that using this equipment **is a privilege, not a right. This privilege can be withdrawn if necessary** as set down in the Behaviour Management Plan.

- ◆ Log in using your own appropriate ID. It is never acceptable to use someone else's ID.
- ◆ Use computers for the purpose directed by the teacher in charge. Students are not to play games or use any software unless the teacher has given specific permission for this.
- ◆ Do not tamper with the computer system. It is unacceptable to seek access to restricted areas of the computer network.
- ◆ You must not store photos, music, or video files in your home directories or on the common drive.
- ◆ You must not install software on any system.
- ◆ Do not bring floppy disks into computer rooms.
- ◆ Do not enter a computer room unless a teacher is present
- ◆ Do not swap around any equipment. That is, no changing of keyboards, mice or other equipment from one computer to another.
- ◆ Report all equipment faults to your teacher immediately.
- ◆ Computers are not to be used unless permission has been given by a teacher and/or under teacher supervision.
- ◆ Do not eat or drink within the computer rooms.
- ◆ No technology Equipment should be taken off school premises without permission from the Principal/Technical Officer

B. Passwords

- ◆ Keep your passwords secret. If you suspect that someone may know your password, change it.
- ◆ It is unacceptable to gain, or to attempt to gain, another person's password or personal information.
- ◆ When a student has been allocated a password, **it is the student's responsibility to remember that password.** If a student forgets their password, he/she is to report to the IT manager to have it changed.



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C. Printing

The school has provided printing facilities for students to obtain printouts of their work. Students are expected to use the printers for school purposes only and endeavour to keep paper wastage to a minimum.

- ◆ Before printing, proofread, spell check, and print preview your document.
- ◆ When completely satisfied with the final product, print the document with teachers' permission.
- ◆ Place unwanted printouts in recycling boxes.

D. Use of the Internet

What is the Internet?

The Internet is a worldwide network of; individuals, groups, communities and organizations linked via a computer and telecommunication lines. In trying to visualise the Internet, people often describe it as a gigantic library, others as an infinitely large encyclopaedia, while others as a jungle of intertwined information or a spider's web.

Why are educational institutions using the Internet?

Teachers and students are using the Internet to locate information, send electronic mail, browse documents or images from various sites such as universities, libraries and other organizations in Australia and overseas. They are sharing or publishing information and ideas on topics of mutual interest. Students will use the Internet for educational purposes in curriculum projects and research with the assistance and guidance of their teachers.

Educational institutions use the Internet for:

- ◆ Electronic mail
- ◆ Accessing information
- ◆ Electronic publishing
- ◆ Collaboration with others
- ◆ Curriculum projects
- ◆ Support and in-service training
- ◆ Technical support

What about the availability of unacceptable material on the internet?

Given that there is no guaranteed means of preventing students' exposure to this material, other strategies must be adopted. St Augustine's School has developed monitoring strategies, by providing appropriate levels of supervision to students using the internet and checks of logs of sites accessed. The other part of our strategy is developing responsibility and awareness amongst teachers, parents and students of possible problems and procedures for dealing with these.

E. Multimedia Equipment

- ◆ Any equipment that is borrowed (e.g. CD's, cameras, laptops) is the responsibility of the person using this material.
- ◆ User should check out materials through Technology Officer or resource person
- ◆ If the item is lost or broken due to negligence, it is the responsibility of the person who signed the item out to pay for its cost.
- ◆ **Negligence will be understood as not storing the equipment correctly when being moved, not locking up the equipment, handling the equipment in a rough manner, or loaning to another person.**
- ◆ **If damaged or stolen, the person responsible will be charged for repair costs, or replacement costs if deemed necessary.**



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◆ The Role of the School

The school undertakes a commitment to provide appropriate physical and financial resources to facilitate the successful incorporation of access to online services throughout the curriculum. In addition, the school will actively support the professional development of all staff to ensure that effective inclusion of information technologies, including the relevant information skills, into the school's curriculum.

◆ The Role of the Staff within the school.

The school expects that each staff member will aim to incorporate appropriate use of electronic information throughout the curriculum (as they would any other curriculum resource) and that teachers as well as the school Librarian and staff will provide guidance and instructions to students in the appropriate use of such resources.

Staff will facilitate student access to curriculum information resources appropriate to the individual student's instructional needs, learning styles, abilities and developmental levels.

◆ The Role of Parents

Parents and guardians are ultimately responsible for setting the standards that their children should follow when using media and information sources, and ensuring that these standards are met.

St Augustine's School expects that these standards will be in accordance with the School Mission Statement, Student Code of Conduct and other school policies.

◆ The Role of Students

Students are responsible for good behaviour on the school computer network as detailed in the school's Student Code of Conduct relating to general school behaviour. They must comply with specific computer facilities rules. Communications on the information networks are public and general school rules for student behaviour, conduct and standards will apply. Individual users of the school computer networks are responsible for their behaviour and communications over those networks. It is presumed that students will comply with school standards and will honour the agreements they have signed.

F. Copyright

Students are expected to respect and adhere to the laws concerning copyright and other people's ideas.

Get permission before copying files from another user. Copying files or passwords belonging to another user or author without permission, may constitute plagiarism or theft.

G. Breach of Rules

Breaches of this policy may result in students being excluded from using the School's computer equipment and/or other disciplinary action as per the Behaviour Management Plan.



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Computer Access Agreement 2009

(please detach from front page, both student and parent sign, and return to the office)

The school encourages students to become familiar with the use of information technology. This agreement must be signed by students and parents/guardians and returned to the school's main office in order to have a computer account activated. Parents/guardians are encouraged to contact the appropriate personnel at the school if they require more information about this form.

Student

I understand that the school's computer network can connect me to useful information.

While I have access to the computer network, I will follow all rules as stated in the School's computer usage policy. I hereby agree that while using the Internet and other information technology services:

I WILL

- Only use the computers for the purpose directed by the teacher in charge
- Use the Internet solely for educational purposes
- Observe all copyright laws, including those relating to computer software
- Respect the rights and privacy of other users
- Report any security lapses that I may discover
- If I accidentally come across something that is illegal, dangerous or offensive, I will:
 - Clear my screen and
 - Immediately, quietly, inform my teacher.

I WILL NOT

- Reveal any private information such as another person's address or phone number
- Attempt to retrieve, view or disseminate any obscene, offensive, pornographic or illegal material
- Threaten, abuse or harass any other user
- Send offensive, racist or sexist messages
- Send anonymous or falsely addressed electronic mail
- Bring the school into disrepute in any way whatsoever
- Download or print information without the permission from my teacher
- Use chat channels
- Attempt to change or tamper with the computer network in any way
- Attempt to bypass security
- Disclose my home address, telephone number or any credit card or pin number

I understand that if the school decides I have broken this agreement, I may be prevented from using the school's computers for a period of time.

Student Name: _____ Class: _____

Student Signature: _____ Date: _____

Parent or Guardian

I understand that the school's computer system can provide students with valuable learning experiences. I also understand that, although unlikely, it may give access to information that is illegal, dangerous or offensive.

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

I give permission for _____ to use the school's network. I understand that students who break the school's computer usage policy may be prevented from using schools computers, and/or have other disciplinary action taken against them as per the Behaviour Management Plan.

Parent or Guardian Name: _____

Parent or Guardian Signature: _____ Date: _____