



# NORTH WEST CHRISTIAN SCHOOL

## Information Technology Policy





## 5.2.13 Information Technology

### Rationale:

- Technology is changing at an ever-increasing rate and students need to be exposed to it to ensure that their skills remain up-to-date. Responsible use of technology and the Internet is very important to ensure that the values and ethos of the School are upheld.

### Aim:

- To ensure that all students in the School have the opportunity to access the computer facilities to achieve educational outcomes for all learning areas.
- To ensure that all students utilise the Information Technology provided by the School in an appropriate manner.

### Implementation:

- *Use of Computer Facilities:*
  - Students have access to the School's computer facilities. Entry to the Computer Room is permitted only under teacher supervision. At times this may be during a lunch break to complete work set by teachers. Inappropriate use will result in students losing their computer access privileges.
- *Code of Conduct for Computer Use:*
  - Students must comply with the School's Code of Conduct when using the facilities at all times.

### CODE OF CONDUCT

1. Students are to recognise that the work of another person belongs to that person alone. Students must not copy or interfere with other students' work.
  2. Appropriately acknowledge work or information obtained from secondary sources such as CD-ROMs and the Internet when using this for assignments and projects.
  3. Use the facilities for educational purposes only. Only under teacher direction are students permitted to play computer games. Violence is not accepted. Sites must be positive educational sites.
  4. Students must not change the computer control panel or system settings.
  5. Students must respect the School's resources and equipment. Students must not remove or damage any hardware components of computers.
- All students at our School will have censored and filtered internet access. All students will have their own password to log on. Such access is a privilege that infers responsibility, and not simply a right to be expected.
  - All students shall be responsible, without retribution, for notifying their teacher of any inappropriate material so that access can be blocked.
  - Consequences of publishing and failing to notify the teacher of inappropriate material shall include the removal of access rights.
  - Signed parent and student consent is required to be completed at the beginning of the year or when the student enrolls, in order to use the School's computers and to gain access to the internet.

### Evaluation:

This procedure will be reviewed as part of the School's five-year review cycle.



# Information Technology

## Acceptable Use Contract

The use of the computer resources at North West Christian School is a privilege and responsibility. The facilities are to be used appropriately and in harmony with the Christian principles upheld by the School.

I hereby agree that while using the computers and the Internet **I WILL NOT:**

- Attempt to retrieve or view any obscene, offensive, pornographic or illegal materials
- Threaten, abuse or harass any other user
- Send offensive, racist or sexist messages
- Send anonymous or falsely addressed electronic mail
- Bring North West Christian School into disrepute 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 student's account in any way
- Download or print information without permission of a member of staff
- Use chat channels without permission from a member of staff
- Use my account for business purposes or financial gain
- Attempt to change or bypass the system in any way
- Attempt to bypass or change security
- Disclose personal details, name, home address, telephone number of myself or others
- Disclose details of credit cards or pin numbers.

I also agree that **I WILL:**

- Use the Internet solely for educational purposes
- Observe the copyright laws, including those relating to computer software
- Respect the rights and privacy of other users
- Report any obscene or offensive material I encounter
- Obtain permission if I am accessing the Internet out of designated Internet use time
- Report any lapses in security I may discover.

**I realise that**, if I do not abide by the above rules, the penalties as outlined in the Computer / Internet Usage Policy will be applied.

Signed: \_\_\_\_\_ *Student Signature* \_\_\_\_\_ Year Level: \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/20

### **PARENTAL PERMISSION:**

I \_\_\_\_\_ as the parent/guardian of the above-named student, have read the Computer / Internet Usage Policy and I agree to support the School in enforcing the rules therein. I realise that, while the School makes every reasonable effort, no absolute guarantee is given that my son/daughter will not encounter offensive material.

I give permission for my son/daughter \_\_\_\_\_ to be given access to the Internet at North West Christian School.

Signed: \_\_\_\_\_ *Parent Signature* \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/20