



ICT RESOURCES

1.0 PURPOSE

- 1.1 To recognize that student instruction and student learning will change as telecommunication and other new technologies alter the way in which information may be assessed, communicated and transferred through access to online services.
- 1.2 To recognize that electronic information research skills are now required as essential knowledge for students and as future employees.
- 1.3 To actively support access by students to the widest variety of information resources (including libraries, databases, bulletin boards) together with the development, by staff, of appropriate skills to analyse and evaluate such resources.
- 1.4 To promote the ideal of responsible use amongst students by encouraging the recognition of rights and responsibilities as ICT users.
- 1.5 To recognize the important role that parents play in ensuring that their children exhibit proper standards of behaviour and use of ICT resources.
- 1.6 To reflect the pivotal role that teachers have in ensuring safe and educational use of ICT resources.

2.0 GUIDELINES

- 2.1 Students are responsible for good behaviour on the school's computer networks. Student behaviour should reflect general college rules for conduct and standards of communication, along with any relevant State or Federal Government laws.

3.0 IMPLEMENTATION

- 3.1 Staff are expected to monitor the use of ICT equipment in any class that they teach.
- 3.2 Class teachers are expected to familiarize themselves with the College ICT policy and ensure that College expectations are communicated to the students.
- 3.3 The System Administration Team will at any time review the account activity of any student to maintain the system's integrity and to ensure student compliance with College Policy.
- 3.4 Specific guidelines for student use of the College ICT resources are attached to, and form part of, this policy. The guidelines will contain the expected rights and responsibilities of students in their use of the College ICT Resources, and the consequences of not following College Policy.
- 3.5 Students will receive a copy of these guidelines in conjunction with the ICT agreement.
- 3.6 Students will sign an ICT Agreement on first arriving at the college
- 3.7 Individual users will be responsible for the security of their passwords.
- 3.8 The College will provide every student with a unique user name.
- 3.9 Students will follow staff instructions relating to the use of ICT resources.
- 3.10 Students are required to take good care of ICT equipment and report any unsuitable use or offensive material.

4.0 EVALUATION

- 4.1 The policy will undergo minor and major evaluation.
- 4.2 Minor and major evaluation will follow the College Evaluation Policy.

STUDENT USE OF ICT RESOURCES 2002

GUIDELINES FOR STUDENT USE OF ICT RESOURCES

1.0 GENERAL

- 1.1 These guidelines form part of the College Policy on Student Use of ICT Resources and are to be read with it.
- 1.2 Students are reminded that apart from any College Policy on ICT use, State and Federal laws apply to all ICT users, including schools and students.
- 1.3 These guidelines are not to be considered as exhaustive.

1.0 PASSWORDS AND USERNAMES

- 1.1 On signing the Student ICT Agreement students will receive a User Name and must select a password.
- 1.2 User names and Passwords can only be used by the student to whom they belong. They must not be given to any one else to use.
- 2.3 Students will be taught to change their passwords at regular intervals.

2.0 RESPONSIBLE USE

3.1 Equipment

- 3.1.1 Students must ensure that they use all College ICT equipment responsibly.
- 3.1.2 All Computer and Network settings must only be altered by the System Administrator.
- 3.1.3 All equipment, including mice, monitors, hard drives and keyboards are to remain in class rooms.
- 3.1.4 Students are expected to report any damaged equipment each time they commence an ICT session.

3.2 Software

The following behaviours are inappropriate and break College and/or State and Federal Laws:

- 3.2.1 Accessing, downloading, storing, displaying, using or sending any offensive messages, pictures, files or folders.
- 3.2.2 Accessing or using offensive screensavers or wallpapers and backgrounds.
- 3.2.3 Naming or renaming any file, folder, document picture or other software with offensive names.
- 3.2.4 Using any of the College ICT resources to hurt, harass, intimidate others or any other form of behaviour that is a breach of College rules.

3.3 Work Created

- 3.3.1 Students are to gain access only to their own files or folders.
- 3.3.2 All work that is not the students' must be properly obtained and correctly acknowledged.
- 3.3.3 Relevant State and Federal Copyright laws govern the use of work that is not the student's own.

3.4 Printing Resources

- 3.4.1 Students are reminded that they must use College Resources without wasting them.
- 3.4.2 Students must have sufficient print credits for their class work.

3.5 School Work

- 3.5.1 Use of the College ICT resources assumes that they can only be used for schoolwork. They cannot be used for commercial purposes or activities of a personal nature such as playing games, downloading executable files, digital music or the use of chat rooms.

4.0 MISUSE OF COLLEGE ICT RESOURCES

- 4.1 It is expected that by signing the College ICT Agreement all students will agree to follow the conditions of use set out in the Policy and Guidelines.
- 4.2 Consequences of students breaking the agreement include (**but are not limited to**)
 - 4.2.1 Withdrawal of privileges of use both inside and outside class time.
 - 4.2.2 Suspension and/or expulsion under DE&T Guidelines.
 - 4.2.3 Involvement of State or Federal law enforcement agencies.