

INTERNET & COMPUTER NETWORK POLICY

GENERAL NETWORK USE

The use of the school's computer network and the protection of information on the network are subject to both State and Federal Laws. It is an offence to:

- Install any unauthorised software without permission of the Network Manager.
- Use or possess hacking software that enables unauthorised control or access to another person's data.
- Use hacking software to steal or damage data stored on any school computer.
- Obtain or use another person's password.
- Be involved in the theft of printing credits from another person's account.
- Damage computer hardware.
- Send or display offensive messages or pictures.

Offences in any of the above could result in police intervention, suspension and access restrictions to the network.

USER ID & PASSWORDS

- All users on the network are given a unique user name and password.
- It is essential that the password is kept confidential.
- Students should not divulge his/her password to anybody else.
- The user name is linked to individual users Internet and Printing Credits.

PRINTING

- All users are given an initial balance of Printing Credits.
- Specialised subject areas may allocate additional credits to the students doing that subject.
- Additional Printing Credits can be purchased at the Student Services Shop when a student requires more credits.

INTERNET USE

- All users are given an initial balance of Internet Credits.
- Specialised subject areas may allocate additional credits to the students doing that subject.
- Additional Internet Credits can be purchased at the Student Services Shop when a student requires more credits.
- The Norwood Morialta High School wishes to promote responsible use of its Internet facilities.
- The Internet is provided for educational purposes
- The source of the material needs to be checked for its worth - remember anybody can publish information of the Internet.
- Use of the Internet for **downloading software is not permitted.**
- All Internet and E-mail activity is logged and audited.
- Use of the Internet during school hours is restricted to work/study related activities.
- **Students found accessing unsuitable or inappropriate material such as pornography will be dealt with severely and may result in suspension and/or access restrictions to the network.**
- All users are given an initial balance of Internet Credits
- Additional Internet Credits can be purchased at the Student Services Shop when a student requires more credits.

OTHER RESPONSIBILITIES

All users of the school curriculum network have a responsibility to:

- Notify school management of any incidents involving unauthorised access to the network.
- Perform weekly virus checks (using McAfee Virus Software) on all floppy disks used in curriculum computers.
- Keep a back up of all important/summative work. The loss of work due to corrupt storage media is not considered adequate grounds for exclusion from assessment.
- Only save to the Student Drive (a folder exists for each student) or on to a floppy disk.
- Use resources sensibly
- Use the network for educational purposes only.

Students should also avoid all forms of plagiarism and:

- Check the authority of material obtained from the Internet.
- Acknowledge all sources of information in their own work.i.e. referencing and bibliographies clearly displayed.
- Observe copyright-laws. Other people’s work should not be copied or distributed without their permission.
- Not disclose personal details or order materials/goods through the school’s Internet.

CONSEQUENCES OF A BREACH OF THIS AGREEMENT

Any user found to have breached any of the rules and conditions mentioned in this document, or behaving in an unacceptable manner in any of the computing areas in the school, will have consequences applied. These consequences may include:-

- account disabled for a period of time.
- internal suspension.
- rights to access the computers lost.
- Exclusion.

I have read and I understood the above and agree to abide by the conditions and spirit of the policy.

Student Name: _____

Student User ID: _____

Home Group: _____

Date: _____

Signature: _____

I have read and I understood the above, and acknowledge my son’s/daughter’s acceptance of these conditions

Parent/Caregiver's Name: _____ **Signature:** _____