

Mary Valley State College

Preparing Today's Students for Tomorrow's World

Mary Valley State College Acceptable Use Policy (AUP) for Computers and the Internet

Preamble:

Computer usage and Internet access is a **privilege** at Mary Valley State College, not a right. It is recognised that most students will wish to use the Internet for research work and gaining information to present assignments. We endeavor to ensure that all students have the basic skills to operate the computers available to them, and to do so responsibly. Students will have access to the computers during class time and during lunch times if supervised.

General Computer Rules:

- Students are to keep their files on their own network area
- Students must not give their password to another student.
- Files found on workstation drives will be deleted.
- No disks will be brought from home or taken home from school.
- Students are not to alter file structures, file names or **computer settings**. This is a serious offence and students caught doing so will lose their computer privileges.
- Students found interfering with other students' **files or computers** will lose their computer privileges.
- Students must access the network and Internet through their own passwords and usernames. This will enable us to pinpoint inappropriate usage of the machine or the Internet.
- Computer use is for educational use only.
- Additional restrictions may be enforced on classes or individual students by teachers.
- If, on startup, your machine shows a virus - report this information to your teacher - **Immediately**.

Internet Specific Rules

Because of the impossibility of blocking all possible sites that may contain unsuitable matter, we are taking a threefold approach to this problem.

Firstly, Internet access will only take place under teacher supervision.

Secondly, with students using their individual usernames and passwords we will be able to monitor sites visited.

Thirdly, we will strive to develop personal responsibility in students so that no attempts are made on school equipment to access inappropriate material.

The Internet is a public space, we expect our students to exhibit the same high standards there as they are expected to display in other public spaces. So, in communications, we will expect appropriate language, and some sensitivity to the usage of electronic communication. (Netiquette)

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As with other public spaces, there are potential dangers, so we will expect our students to follow sensible security guidelines;

- ◆ *They will not reveal their own or the personal addresses of others, or their phone numbers.*
- ◆ *They will not divulge their passwords to any other students.*
- ◆ *They will report any inappropriate messages to teachers.*

Points to be Aware of:

- ◆ Information on the Internet is subject to copyright just as any other written material. If you use Internet material in an essay or assignment, it should be properly acknowledged or you are guilty of plagiarism - theft!
- ◆ At the same time, you should be aware that information on the Internet is not reviewed or checked as much book material. So, you should consider the source of Internet material carefully - simply because you found it on the "Net" does not make it true or accurate.
- ◆ Not only is written material subject to copyright; graphics, pictures and other art work is equally subject to copyright, and you should not steal images any more than you would steal anything else that belongs to someone else.
- ◆ These issues become more important if there is any question of publishing on the web or on a school home page. To go, for example, to the Disney site, and copy a graphic of Mickey Mouse and use it in your own work would possibly result in a lawsuit **if** the article were to be published on the web.
- ◆ Students will not have access to email or Hotmail while at school unless used under strict supervision for use in a computer subject.
- ◆ All students will be issued with an internet password (lower grades will have a class password) and internet time. Different year levels will be given a set amount of money for printing of school work. Once that money is spent the individual must pay personally for further printing.

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STUDENT'S ACCEPTABLE USE POLICY - COMPUTER / INTERNET & E-MAIL

STUDENT

I understand the general computer rules as stated in the attached document and I agree these rules are necessary to enable the good running and maintenance of the Mary Valley State college computer systems. I agree with the consequences stated if the system is misused.

I understand that the Internet can connect me to much useful information stored on computers around the world.

While I have access to the Internet:

- I will use it only for education purposes.
- I will not look for anything that is illegal, dangerous or offensive.
- If I accidentally come across something that is illegal, dangerous or offensive, I will:
 - a) clear any offensive pictures or information from my screen; and
 - b) immediately, quietly, inform my teacher.

I will not reveal home addresses or phone numbers - mine or anyone else's.

I will not use the Internet to annoy or offend anyone else.

I understand that if the school decides I have broken these rules, appropriate action will be taken. This may include loss of my Internet access for some time.

..... (Student's Name)

..... (Student's Signature) (Date)

PARENT OR GUARDIAN

I understand that the Internet can provide students with valuable learning experiences.

I also understand that it gives access to information on computers around the world; that the school cannot control what is on those computers; and that a very small part of that information can be illegal, dangerous and offensive.

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

I believe(Name of student) understands this responsibility, and I hereby give my permission for him/her to access the Internet under the school rules.

I understand that students breaking these rules will be subject to appropriate action by the school. This may include loss of Internet access for some time.

.....(Parent or guardian's name)

.....(Parent or guardians' signature) (Date)