



## **Student Use of the Network Policy**

### **Rationale**

The network has been established for a limited educational purpose. The term 'educational purpose' includes classroom activities, career development and limited high quality self-discovery activities. The school has the right to place reasonable restrictions on the material you access or send through the system. You are also expected to follow the rules outlined in this policy.

This policy was produced in 2001 by the Information Technology Technical Committee consisting of, the IT Coordinator, Business Manager, Deputy Principal and the Network Manager. The policy is scheduled for review annually by the IT Coordinator.

### **Student Internet Access**

All students will have access to Internet information resources throughout classrooms, library or computer labs.

Students have an individual e-mail through Groupwise.

Any material placed on a Web page must be pre-approved in a manner specified with the school (Principal).

### **Unacceptable Uses**

The following uses of the network are considered unacceptable:

#### **1. Personal Safety**

- You will not send personal contact information about yourself or other people. Personal contact information includes your address, telephone, school address etc.
- You will not agree to meet with someone you have met on-line without your parent's approval. Your parent should accompany you to this meeting. (The school has restricted access to chat sites).
- You will promptly disclose to your teacher any message you receive (via email, broadcast or other) that makes you feel uncomfortable.

#### **2. Illegal Activities**

- You will not attempt to gain unauthorized access to the network or any other computer system through the network or go beyond your authorised access. This includes attempting to log in using another person's password, accessing their files attributing file rights to others. These actions are not acceptable, even if only for the purpose of "browsing".
- You will not download any programs from the Internet.
- You will not send broadcast network messages.
- You will not make deliberate attempts to disrupt the computer system or destroy data by spreading computer viruses or by any other means. These actions are not acceptable.

#### **3. System Security**

- Under no conditions should you provide your Network or GroupWise password to another person. You are responsible for the actions carried out under your login.
- You will immediately notify a teacher if you have identified a possible security problem. Do not go looking for security problems, because this may be construed as an unacceptable attempt to gain access.
- You will avoid inadvertent spread of viruses by following suitable virus protection procedures if you download files.

#### **4. Inappropriate Language**

- Restrictions against inappropriate language apply to public messages, private messages, and material posted on Web pages.
- You will not use obscene, profane, lewd, vulgar, rude, inflammatory, threatening or disrespectful language.
- You will not send information that could cause damage or danger of disruption.
- You will not engage in personal attacks, including prejudicial or discriminatory attacks of a sexual or other nature.
- You will not harass another person. Harassment is persistently acting in a manner that distresses or annoys another person. If you are told by a person to stop sending them messages, then you must stop.
- You will not knowingly or recklessly post false or defamatory information about a person or organization.

#### **5. Respect for Privacy**

- You will not resend a message that was sent to you privately without the permission of the person who sent you the message.
- You will not send private information about another person.

#### **6. Respecting Resource Limits**

- You will not download large files unless absolutely necessary and you will need permission of the IT Coordinator. If necessary, you will download the file at a time when the system is not being heavily used and immediately remove the file from the system computer to your personal computer.
- You will not send chain letters or engage in "spamming". Spamming is sending an annoying or unnecessary message to a large number of people.
- Management of your H drive and mailbox within the limits of allocated network space.

#### **7. Plagiarism and Copyright Infringement**

- You will not plagiarise works that you find on the Internet. Plagiarism is taking ideas or writings of others and presenting them as if they were yours.
- You will respect the rights of copyright owners. Copyright infringement occurs when you inappropriately reproduce a work that is protected by copyright. If a work contains language that specifies appropriate use of that work, you should follow the expressed requirements. If you are unsure whether or not you can use that work, you should request permission from the copyright owner.

#### **8. Inappropriate Access to Material**

- You will not use the network to access material that is profane or obscene (pornography), that advocates illegal acts, or that advocates violence or discrimination towards other people (hate literature). The school has limited access to these sites.
- If you mistakenly access inappropriate information, you should immediately tell your teacher. This will protect you against a claim that you have intentionally violated this Policy.
- Your parents should instruct you if there is additional material that they think it would be inappropriate for you to access. The school fully expects that you will follow your parent's instructions in this matter.
- You will not take part in any type of electronic purchasing or ordering of any kind.

#### **9. Use of Data Storage Devices**

- You may bring work-related data on Flash/USB drives to the school so long as no executable files (programs) are also contained on these devices.
- You may not bring to the school any software designed to reduce network security, hide their activities, gain unauthorised access to resources or damage network services.
- You must not copy any content from any storage device to your network H: drive unless it is strictly required for school assessed course work. This particularly includes music, video and pictures that are not work-related.

## 10. Your Rights

### Search and Seizure

- You should expect only limited privacy in the contents of your personal files on the network. The situation is similar to the rights you have in the privacy of your locker.
- Routine maintenance and monitoring of the network will lead to discovery that you have violated this Policy.
- An individual search will be conducted if there is reasonable suspicion that you have violated this Policy or the law. The investigation will be reasonable and related to the suspected violation.

### Due Process

In the event there is a claim that you have violated this Policy in your use of the Network, you will be provided with an opportunity to present an explanation of your actions. The school may find it necessary to place restrictions on your use of the network.

## 11. Personal Liability

When you are using the network, it may feel like you can more easily break a rule and not get caught. This is not true – because whenever you do something on a network you leave little “electronic footprints”, so the odds of getting caught are fairly high. Even if you don’t get caught, there is always one person who will know whether you have done wrong – and that person is you.



### **Declaration:**

***I have read, fully understood and accept the Student Use of the Network Policy for the duration of my time at Goulburn Valley Grammar School.***

Student Name:..... Year.....Date:.....

Network Login Name/Number:.....

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Parent/Guardian Signature

Please sign and return to your IT Teacher.