



# Kambora Public School

Respect • Responsibility • Personal Best

## Computer Education Code Of Conduct

### *Acceptable Internet and Email Usage Policy*

The following outlines the school's Computer Code of Conduct.

We ask that you spend some time with your child and read through this with them, making sure they understand the contract in language that they will comprehend. It is important that they understand the responsible use of technology and their role in maintaining our important shared resources.

All students are asked to co-sign this contract with you in order to access the school's computers and other technology.

This document defines the policy for school students of the NSW Department of Education and Training for the appropriate and acceptable use of internet and online communication services provided by the Department.

### **Policy statement**

- Use of the Internet and email services provided by the NSW Department of Education and Training is intended for research and learning and communication between students and staff.
- Access to Internet and email at school will assist students to develop the information and communication skills necessary to use the Internet effectively and appropriately.
- Responsible use of the services by students, with guidance from teaching staff, will provide a secure and safe learning environment.
- Students using Internet and email services have the responsibility to report inappropriate behaviour and material to their supervisors.
- Students who use the *Internet and Email Services application* provided by the NSW Department of Education and Training must abide by the Department's conditions of acceptable usage (see below) and should be made aware of the acceptable usage policy each time they log on.
- Students should be aware that a breach of this policy may result in disciplinary action.

### **Student Responsibilities**

Students will:

- not disable settings for virus protection, spam and filtering.
- ensure that communication through Internet and Email Services is related to learning.
- keep their passwords confidential, and change them when prompted, or when known by another user.
- use passwords that are not obvious or easily guessed.
- not allow other people to use their personal e-learning account.
- log off at the end of each session to ensure that nobody else can use their e-learning account.
- promptly tell their teacher if they suspect they have received a computer virus or spam (i.e. unsolicited email) or if they receive a message that is inappropriate or makes them feel uncomfortable.
- promptly tell their teacher if another user seeks personal information, asks to be telephoned, offers gifts by email or wants to meet them.
- never knowingly initiate or forward emails or other messages containing:-
  - a message that was sent to them in confidence.
  - a computer virus or attachment that is capable of damaging recipients' computers.
  - chain letters and hoax emails.
  - spam, e.g. unsolicited advertising material.
- never send or publish:-
  - unacceptable or unlawful material or remarks, including offensive, abusive or discriminatory comments.

- threatening, bullying or harassing material about another person or make excessive or unreasonable demands upon another person.
- sexually explicit or sexually suggestive material or correspondence.
- false or defamatory information about a person or organisation.
- never download software, graphics or music that is not permitted by their teacher.
- be aware that all use of Internet and Email Services can be traced to the e-learning accounts of specific users.
- never plagiarise (copy) information from another source and will observe appropriate copyright clearance, including acknowledging the author or source of any information used.
- ensure that permission is gained before electronically publishing users' works or drawings. Always acknowledge the creator or author of any material published.
- ensure any material published on the Internet or Intranet has the approval of the principal or their delegate and has appropriate copyright clearance.
- never damage or disable computers, computer systems or networks of the NSW Department of Education and Training.
- never publish or disclose the email address of a staff member or student without that person's explicit permission.
- not reveal personal information including names, addresses, photographs, credit card details and telephone numbers of themselves or others.

Students will be aware that:

- they are held responsible for their actions while using Internet and Email at school.
- they are held responsible for any breaches caused by them allowing any other person to use their e-learning account to access Internet and Email Services.
- the misuse of Internet and Email Services may result in disciplinary action which includes, but is not limited to, the withdrawal of access to services.
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Students will report:

- any Internet site accessed that is considered inappropriate.
- any suspected breach of acceptable internet and email usage by other users at school.

Student's Name: \_\_\_\_\_ Signature: \_\_\_\_\_

Parent/Carer's Name: \_\_\_\_\_ Signature: \_\_\_\_\_

Date: \_\_\_\_\_



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Abridged version

### **It is my responsibility to:-**

- keep my password confidential
- not let other people use my email
- log off at the end of each session
- never damage or disable any computer
- not disable settings for virus protection, spam and filtering.
- tell the teacher if I think I have received a computer virus or spam
- tell the teacher if I get a message that makes me feel uncomfortable
- never send bullying emails to anyone
- never download software, graphics or music that is not permitted by my teacher.

I understand that if I misuse of the internet or email disciplinary action that includes, but is not limited to, the withdrawal of access to services will be taken.

Student's Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_