

# COMPUTER CODE OF CONDUCT

Cleveland District State High School has an extensive network of computer equipment including student laptops, school owned laptops, desktop computers, data projectors, interactive white boards, printers, scanners and video conferencing equipment.

Students have certain rights and responsibilities in relation to the use and care of this equipment. A high standard of behaviour and cooperation is expected at all times. Students must understand that the computer network is a shared resource that contains information belonging not only to them but also to other students, teachers and clerical staff. Much of the data on the system is vital for the operation of the school and students must not do anything that would place the data at risk.

At all times students will act in line with the requirements of the School's Responsible Behaviour Plan for Students as outlined in Acceptable Use of the Department's Information, Communication and Technology (ICT) Network and Systems

([http://ppr.det.qld.gov.au/corp/ict/management/Pages/Acceptable-Use-of-Departments-Information-Communication-and-Technology-\(ICT\)-Network-and-Systems.aspx](http://ppr.det.qld.gov.au/corp/ict/management/Pages/Acceptable-Use-of-Departments-Information-Communication-and-Technology-(ICT)-Network-and-Systems.aspx)).

You must not allow anyone else to use the Laptop for their own purposes, including family members and friends. You must not tell anyone else your account name and password. You can only have and use the Laptop at the School and at home. Upon request, the School may give written approval for the Laptop to be used in other places.

## **What is acceptable/appropriate use/behaviour by a student?**

It is acceptable for students to use school computers and network infrastructure for:

- assigned class work and assignments set by teachers;
- developing appropriate literacy, communication and information skills;
- authoring text, artwork, audio and visual material for publication on the Intranet or Internet for educational purposes as supervised and approved by the school;
- conducting general research for school activities and projects;
- communicating with other students, teachers, parents or experts in relation to school work;
- accessing online references such as dictionaries, encyclopaedias, etc;
- researching and learning through the Department's e-learning environment.

## **What is unacceptable/inappropriate use/behaviour by a student?**

It is unacceptable for students to:

- use the IT resources in an unlawful manner;
- download, distribute or publish offensive messages or pictures;
- insult, harass or attack others or use obscene or abusive language;
- wasting printing and internet resources;
- damage computers, printers or the network equipment;
- commit plagiarism or violate copyright laws;
- use unsupervised internet chat;
- use online email services (e.g. hotmail), send chain letters or spam e-mail (junk mail)
- knowingly download viruses or any other programs capable of breaching the Department's networks security.

## Appropriate Use of Mobile Telephones and other Electronic Equipment by Students

This policy reflects the importance the school places on students displaying courtesy, consideration and respect for others whenever they are using personal technology devices. Cleveland District State High school has established the following Acceptable Use Policy for mobile phones and electronic equipment that provides teachers, students and parents guidelines and instructions for the appropriate use of mobile phones and electronic equipment during school hours.

Cleveland District State High School accepts that parents give their children mobile phones to protect them from everyday risks involving personal security and safety. There is also increasing concern about children travelling alone on public transport or commuting long distances to school. It is acknowledged that providing a child with a mobile phone gives parents reassurance that they can contact their child if they need to speak to them urgently. Parents are reminded that in cases of emergency, the school office remains a vital and appropriate point of contact and can ensure your child is reached quickly and assisted in any appropriate way.

It is at the individual teacher's discretion how and when a student owned electronic device would be used within their classroom. A student not following the teacher's directions about appropriate use within their classroom may be required to hand the device to the teacher for later collection from the office by a parent

### Acceptable Uses

- Mobile phones should be switched off and kept out of sight during classes, where these devices are not being used in a teacher directed activity to enhance learning.
- While on school premises, students should use soundless features such as text messaging, answering services, call diversion and vibration alert to receive important calls.

### Unacceptable Uses

- Unless express permission is granted, mobile phones/electronic equipment should not be used to make calls, send SMS messages, surf the internet, take photos or use any other application during school lessons and other educational activities, such as assemblies. Students should only use their mobile phones/electronic device before or after school or during recess and lunch breaks.
- Using mobile phones/electronic equipment to bully and threaten other students is unacceptable and will not be tolerated. In some cases it can constitute criminal behaviour.
- It is forbidden for students to “gang up” on another student and use their mobile phones/electronic equipment to take videos and pictures of acts to denigrate and humiliate that student and then send the pictures to other students or upload it to a website for public viewing. This also includes using mobile phones/electronic equipment to photograph or film any student without their consent. It is a criminal offence to use a mobile phone to menace, harass or offend another person and almost all calls, text messages and emails can be traced.
- No images or videos of students or teaching staff may be taken without permission or uploaded to any social networking or media sharing site without the written permission from the school Principal.

### Student

I understand:

- the responsibility and behaviour requirements (as outlined by the school) that come with accessing the school's ICT network facilities;
- I must report and discontinue access to harmful information if presented via the internet or e-mail;
- it is unacceptable to use a mobile device to take photo or video of students without the permission of the student and/or a teacher.

I am aware that:

- access to ICT facilities provides valuable learning experiences for students and supports the school's teaching and learning programs and should be used appropriately by students as outlined in the Code of School Behaviour;
- the Principal may determine that student privately owned devices may not be used at the school;
- students who use a school's ICT facilities in a manner which is not appropriate may be subject to disciplinary action by the school, including restricting network access;
- teachers will always exercise their duty of care, but avoiding or reducing access to harmful information also requires responsible use by the student.

Student's name \_\_\_\_\_

Home Group \_\_\_\_\_

Student's signature \_\_\_\_\_

Date \_\_\_\_\_

### Parent/carer

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 or 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 also accept that teachers have access to the contents of any portable storage devices that a student connects to the network.

I understand that the upload of photos or video of students or teachers in this school to any video sharing or social media site without the written permission of the Principal may be subject to disciplinary action by the school.

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 carer's name \_\_\_\_\_

Parent or carer's signature \_\_\_\_\_ Date \_\_\_\_\_