



MORLEY SHS ICT ACCEPTABLE USE POLICY

The school's ICT resources exist to provide access to curriculum-related information. In using these resources students are agreeing to use them responsibly and appropriately.

Students using the ICT and online services of the Department of Education AGREE to the following terms:

- I will bring my laptop to school fully charged and with up-to-date software, including antivirus software.
- I will only connect officially approved devices to the school network.
- I will always keep an up-to-date backup of my work that is also saved somewhere other than my laptop, such as an appropriate storage device that must be scanned regularly for viruses.
- I will use my assigned username to log on to the network, not share passwords and not let others access my account. I understand that I am responsible for all activity in my online services account. I will tell my teacher if I think someone has interfered with or is using my online services account.
- I will access only my own school account
- I will follow the instructions of the teachers and only use online services to support learning and educational research.
- I will be courteous and use appropriate language in all Internet communications and interactions including actively seeking permission beforehand to record audio/video of students or staff
- I will abide by copyright law, ensuring that I will not copy and/or distribute another person's work or images without correctly acknowledging them. I will not use or distribute material from another source unless authorised to do so by the copyright owners.
- I will actively avoid revealing personal information, including names, addresses, photographs, credit card details and telephone numbers of myself or others.
- I will actively avoid accessing, sending, or redistributing inappropriate materials using the school network such as,
 - violent, racist, sexist, pornographic, offensive, disturbing, or intimidating content;
 - content that encourages dangerous or illegal activity;
 - downloading files (games, music, programs etc);
 - sending or playing games, or inappropriate links or materials that may damage computers, data or networks;
 - chatting with friends via messaging apps or social media;
 - using the Department's online services for personal gain or other illegal activity and/or to bully, offend or intimidate others.
 - I will actively avoid accessing Internet sites that have been blocked by the school or the Department of Education, but I will tell a teacher about any information that is inappropriate or makes me feel uncomfortable.
- I will actively avoid causing damage that disables the computers, computer systems or computer networks of the school and prevents others from learning including altering any file or application on the computer. I will report any damage I notice to any ICT resources to my teacher.



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- I will always abide by the students online in public School's policy published by the Department of Education.
- I understand that the school and the Department of Education may monitor any information sent or received and can trace the activity to the accounts of the online service of specific users. I understand that I will be held responsible for my actions while using online services and for any breaches caused by allowing any other person to use my online account.
- I acknowledge and understand I may be held legally liable for offences committed using online services.
- I have read and agree to the correct use of the websites and applications as stated in the Third-party apps list available on the school website and in the enrolment package.
- When I have finished using a computer, I will log off correctly to ensure my user account is secure.

Student Personal Devices: Devices not purchased by the school and/or maintained by the school e.g., personal computer, smartphone, wireless devices etc are not supported by ICT staff.

ICT SUPPORT: To access ICT support for school approved laptops, students may visit the ICT Office from 8:00 am till 9:00 am, at recess and lunchtimes.

