ICT Users' Agreement

This document outlines the Information and Communication Technology (ICT) services offered to students by Halls Head College and the conditions of their use. The use of ICT at Halls Head College is a privilege and failure to adhere to this Users Agreement will result in the restriction of access to these facilities.

ICT Services

User Account

On enrolment students are allocated a unique username and password which grants them access to our network. Students can log in to any desktop or laptop computer in the school and access our school shared drive and their personal My Documents drive. Although the My Documents drive is protected from other students it can be accessed by staff members and should only be used to store data relevant to school work.

Email

Each student is provided with an email address which can be accessed at school or home. These email accounts are monitored by the Department of Education and should be primarily used for school based communication.

Email Address: username@student.education.wa.edu.au
Email Web Service: http://portal.det.wa.edu.au

World Wide Web

Students are granted limited access to the World Wide Web while logged on to our school network. Internet access is filtered by our school based proxy server and the Department of Education. Access to certain sites is blocked and our systems are designed to protect users from inappropriate or offensive material. All internet usage is monitored and recorded by the Department of Education.

Conditions of Use

Tampering with Hardware or Software

Students are not permitted to tamper with school computers or ICT equipment in any way.
This includes:

- Connecting hardware (other than storage devices such as thumb drives, external HDD etc.) unless authorised by a teacher.
- Removing or Moving hardware
- Installing software without authorisation - including downloading games
- Removing or altering software.
- Unauthorised access or alteration of data to any part of the network beyond authorised access.
- Interfering in any way with user's accounts and or equipment.

Users are required to report any technical or equipment faults immediately to the class teacher. Faults should be noted and passed onto the technician.

User Accounts

User Accounts are granted to students under the following conditions:

- Users must never share their account or password with other students.
- School based storage (My Documents) is only to be used for educational material.
- Users must log off at the end of their session.
- Users must not leave a computer logged in and unattended.

If students suspect that someone is using their account or knows their password they must report it immediately.

Downloads

Students are permitted to download files from the internet for educational purposes only. Students must not use college facilities to download non-educational files or pirated content.

Cyber Safety

Students can access a range of websites and ICT services that allow for sending, posting and publishing information. Students are prohibited from using these services to:

- Harass, bully, intimidate or menace another person.
- Communicate using obscene or offensive language.
- Reveal any personal information including names, addresses, and phone numbers of themselves or others.
- Distribute any unsolicited or offensive material.
- Defame a person or an organisation.
- Use personal devices inappropriately or unethically, including taking of and/or sharing images of others without their permission.
- Undermine or sabotage school protocols, principles or practices using technology.

Internet Access

Halls Head College blocks students from accessing some websites and services. Students are prohibited from circumventing these protections in order to access blocked material.

Inappropriate Material

Internet access provided by Halls Head College is for educational purposes only. Users must not use their account to access material that is unrelated to the curriculum. Users must not access any material / sites (Images, Videos or Text) that contain the following:

- Pornography.
- Content intentionally offensive to race, religion or culture.
- Offensive or inappropriate language.
- Information regarding the acquisition or use of illicit substances.
- Sexually explicit content.

Personal Devices

Please see the Personal Electronic Device Policy. Under the Education Department Policy, any use of Personal Electronic Devices must comply with all ICT Conditions of Use and not breach any school rules or protocols.

Consequences for Breach of User's Agreement

Appropriate consequences will be applied according to the breach. It may be: withdrawal of the device for short or longer term; banning use of or access to a device for a period of time; suspension of privileges; suspension and/or police intervention.

ICT Users'Agreement

Name of Student: _____

I have read and understood the Halls Head College ICT User's Agreement and agree that my child/I will abide by these terms in order to ensure their/my safety and that of others for the entire time he/she is a student here.

Yours sincerely _____   _____

[Signature of Parent/s; Guardians]   [Date]

_____   _____

[Signature of Student]   [Date]

NB Please return this page to your teacher and retain a copy of the User Agreement.