Acceptable Use Policy - Information and Communications Technology

The empowerment of students, through the use of ICT’s is the single most striking educational innovation that allows them to actively participate as members of a 21st century learning community. This, blended with innovation in knowledge management, an unparalleled infrastructure and 24-hour access to an online student-centred curriculum has allowed the School to realise our simple vision – to create an anywhere, anytime school where parents, teachers and students are part of an interconnected learning community.

In providing students with such opportunities, it is an expectation that the Pasadena High School computer network facilities, which include access to the Internet, are to be used in a responsible, ethical and legal manner and in accordance with both DECS and Pasadena High School Educational Aims and Policies.

The following Guidelines outline the correct use of the Pasadena High School Information and Communication Technology systems. Adherence is for the benefit of all users as well as for ensuring a safe, digital environment for learning.

The School
At Pasadena High School, staff take all reasonable measures to ensure that students use the computer network correctly. The School is committed to:

- Providing learning experiences that maximise the benefit of the network and the Internet to enrich and enhance classroom practices;
- Developing in students the relevant competencies to be effective and critical users of information and the relevant skills to use the Internet and other information communications technologies safely and responsibly;
- Minimise the potential for inappropriate use of the network through the installation of appropriate filtering and monitoring systems; and
- Teaching students the correct use of equipment and online etiquette including respecting the privacy of other students’ work, email procedures and the need to keep information private.

Parents and Guardians
The proper use of information communications technology is the joint responsibility of students, parents and school staff. Parents and guardians should, therefore, share with the School the responsibility for setting and conveying standards for acceptable use when using electronic media and information sources. We recognise the necessity of close co-operation between the home and school in this area in order to provide the best possible educational opportunities for students. It is vitally important that the values espoused by the home and the school are in harmony, and that parents support the school in maintaining acceptable standards of use.

Students
As users of the Pasadena High School Information and Communication Technology systems, students have important responsibilities when accessing the computer network and Internet. In using this technology students must:

1. Respect and protect the privacy of others. This includes:
   - Using only assigned accounts.
   - Not viewing, using or copying passwords, data, or networks to which they are not authorized.
   - Not distributing private information in any form (including through emails, photographs, mobile phones and the Internet) about others or themselves.
2. Respect and protect the integrity, availability, and security of all electronic resources. This includes:
   - Observing all network security practices.
   - Not providing access to the network to anyone outside the Pasadena High School community.
   - Not destroying or damaging data, networks, or other resources.
   - Not installing any software, without authorisation onto the network.
   - Not creating “peer to peer” networks or sharing their laptop’s resources across the School network.
   - Not using USB modems to connect to the internet.

3. Respect and protect the intellectual property of others. This includes:
   - Not plagiarizing, copying or presenting as one’s own, the work of others found on the global internet or local intranet.
   - Not infringing or violating copyright laws (including copying and transmitting documents, software, music, games and/or video files) without license or permission. Such games or music should be legally acquired. Students may be required to provide software licences or proof of music purchase.

4. Respect and practice the principles of the School Code of Conduct. This includes:
   - Communicating only in ways that are appropriate and respectful. Harassing, insulting, defaming or attacking others through any digital communication amounts to cyber-bullying and is not acceptable.
   - Not using vulgar or obscene language in any electronic communication.
   - Not sending emails that contain information which is abusive, impolite, offensive, defamatory, inaccurate or illegal.
   - Not sending spam, chain letters, or other mass unsolicited mailings.
   - Accessing only appropriate sites. Inappropriate sites include, but are not limited to:
     - Sites that are illegal;
     - Are pornographic or contain inappropriate or obscene sexual material;
     - Advocate hate/violence;
     - Contain discriminatory material; or
     - Offer inappropriate games or software.
   - Ensuring material on computers is age-appropriate as per the Government classification for movies and games.
   - Maintaining allocated server storage space that only houses materials required for learning.
   - No network gaming allowed on the School network.

All of these policies and protocols apply to USB (and other) devices including modems, mobile phones, iPods, mp3 players, drives and external hard drives brought into the school.

**Breaches and Consequences**

Dependent upon the nature of the breach,
- A first offence in relation to breaking any of the above protocols could lead to:
  - A formal warning, contact with parents, detention and other consequences;
  - OR
    - Suspension or exclusion. This may occur when games, images or videos depicting pornographic or otherwise offensive material is involved. This will be determined by the Principal.
- A second offence - the student risks suspension from school. (Internal or External - This will be determined by the Principal)

A third offence – the student risks suspension pending exclusion from the school.