

Narrabundah College Code of Practice for Students

Acceptable Use of Internet, Email, Computer Facilities and External Networks

Purpose

This Code of Practice has been developed for students at Narrabundah College and is consistent with the department's *IT Security Policy* and the *Acceptable Use of IT Resources Policy*. Principals are responsible for ensuring that students and their parents/guardians have read the Code of Practice and the Parent Information Sheet, and operate within the parameters of these documents. The Code of Practice is to be signed after these documents outlined above have been read.

MANDATORY

When using digital technologies I agree to -

Respect others and communicate with them in a supportive manner; never writing or participating in online bullying (for example, forwarding messages and supporting others in harmful, inappropriate or hurtful online behaviours).

Protect my privacy; not giving out personal details, including my full name, telephone number, address, passwords and images.

Protect the privacy of others; never posting or forwarding their personal details or images.

Incorporate the teacher in charge and the college ICT coordinator as an administrator for subject forums I am part of.

Use the school computers for schoolwork only and only as directed by my teacher.

Always act with extreme caution when communicating with unknown people using the school computers. (1)

Be courteous and use appropriate language when communicating to others. (4)

Ask my teacher for help if I find or receive information that I feel uncomfortable with or is inappropriate.

Not use the school computer facilities for illegal (2) or dishonest (3) purposes.

Not copy software programs on school computers, or copy material, graphics or music owned by others without their permission.

Not send, produce, show or search for things that might upset others (4).

Not intentionally create congestion or disrupt the school computer equipment (5).

Not tell other people my password or leave log out of my computer when leaving the room (6).

Not send photographs or publish the full names of others or myself to unknown people without permission.

Not send email to users outside of this school unless the teacher approves it.

Not use social or chat facilities, such as ICQ, on the school network unless supervised by school staff.

I **understand** that the school records where I have gone on the internet.

I **understand** that disciplinary action may be taken if I do not follow this Code of Practice, which may include loss of access to the internet, email or networks for a period of time determined by the Principal.

(Notes: Refer to Parent Information Sheet for further explanatory notes)

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Date Code implemented 2 September 2008, reviewed 2012

I have read and/or understood the ACT Department of Education & Training policy on the Acceptable Use of Internet, Email, Computer Facilities and External Networks and Code of Practice for Narrabundah College.