At Park Ridge SHS we believe that all students should have access to the school’s computer resources to further their education. We further believe that school computers should be used solely for teaching and learning purposes. We have found that students achieve better results when they are on task and our policy is written to support parents, students and teachers.

When using computers students are expected to:

* **Show care by:**
  - participating in learning activities as directed by the teacher
  - developing search and research skills that create appropriate and economic computer use
  - respecting computer equipment and furniture
  - logging off the computer at the end of each lesson
  - keeping food, drink and bags at the front of the room

* **Be considerate by:**
  - limiting downloads and not sending personal email
  - sharing equipment when required
  - not wasting resources, (e.g. unnecessary printing)
  - using appropriate language and images in files accessed at school
  - reporting computer problems to the teacher immediately
  - reporting access to inappropriate internet sites or email immediately to their teacher

* **Be responsible by:**
  - using computers for teaching and learning only
  - immediately reporting all problems or offensive content to teachers
  - not participating in electronic vandalism (e.g. uploading or creating viruses)
  - maintaining confidentiality in electronic communication (e.g. not publishing residential addresses, email addresses, phone numbers or any other sensitive information)
  - acting responsibly towards other students’ work and equipment
  - respecting copyright laws and citing information sources in a bibliography
  - sitting at the designated computer as per the seating plan developed by the teacher
  - not sharing their username and password with other students

When using computers students should NOT:

* tamper with or remove parts of a computer
* change computer settings
* visit inappropriate web sites
* send inappropriate email or attach offensive images or documents to email
Using computers at Park Ridge State High School

The following section clarifies what constitutes improper use of computers at school. However, improper use is not limited to the contents of this policy – it describes categories of unacceptable usage. The consequences for improper use of computers are listed below.

Inappropriate material

It is strictly forbidden for any student to send or receive inappropriate material via electronic communications. Inappropriate material includes pornography, obscene or threatening language, illegal or discriminatory material, chain mail, and any other use considered to be inappropriate by teachers, parents, or guardians. You must advise your teacher immediately if you accidentally access or receive any material considered to be inappropriate. The school keeps a record of all internet sites accessed and these sites are linked to student usernames.

**Students must not share their username and password with anyone else.** You will be held responsible for everything that is done on your account even if you gave the details to another person. Sharing passwords is an unacceptable practice.

Copyright and plagiarism

It is illegal to reproduce any work protected by copyright without the permission of the copyright owner.

Bringing games from home or downloading games from the Internet and loading them on the school’s network could break copyright laws. The law states, “*that only 10% of a given work*” may be copied or downloaded – a computer game is 100% of a given work. Students found doing this will be dealt with according to the consequences for misuse of computer resources.

Plagiarism is copying other work and presenting that work as your own. Seek teacher assistance if unsure about copyright or plagiarism issues, as infringements can carry heavy penalties. All material cited in a student’s work should be referenced in accordance with the school’s referencing system for assessment items.

Privacy and security

- At no time are students to access or use another student’s directory or files.
- Students must not tamper with, delete, modify, or access files not belonging to them.
- Students are not permitted to download software, access streaming media such as sounds, music, videos and games without teacher consent.
- Teachers, parents and officials have the right to access and inspect the contents of student files and emails at anytime. Random audits of student files will be carried out regularly. Students found to be violating this policy or any law will receive the appropriate consequences.
Consequences for non-compliance

These consequences are a guide for teachers in applying consequences for students breaching the Conditions of Computer Use as outlined in the School Organiser.

Consequences will be applied by a member of the technology staff with more serious consequences needing Head of Department or Administration approval.

<table>
<thead>
<tr>
<th>Breach of Computer Use Agreement</th>
<th>1st Offence</th>
<th>2nd Offence</th>
<th>3rd Offence</th>
</tr>
</thead>
<tbody>
<tr>
<td>Accessing games, music, pictures or videos unrelated to the teaching and learning process</td>
<td>1 withdrawal room detention + letter to parents</td>
<td>2 withdrawal room detentions + letter to parents</td>
<td>3 withdrawal room detentions + letter to parents + possible suspension</td>
</tr>
<tr>
<td>Storing games, music, pictures or videos unrelated to the teaching and learning process</td>
<td>1 withdrawal room detention + letter to parents</td>
<td>2 withdrawal room detentions + letter to parents</td>
<td>3 withdrawal room detentions + letter to parents + possible suspension</td>
</tr>
<tr>
<td>Using the Education Department’s email service for purposes not related to the teaching and learning process</td>
<td>1 withdrawal room detention + letter to parents</td>
<td>2 withdrawal room detentions + letter to parents</td>
<td>3 withdrawal room detentions + letter to parents + possible suspension</td>
</tr>
<tr>
<td>Using an external proxy server to access sites that are blocked from within the Education Queensland computer system</td>
<td>1 withdrawal room detention + letter to parents</td>
<td>2 withdrawal room detentions + letter to parents</td>
<td>3 withdrawal room detentions + letter to parents + possible suspension</td>
</tr>
<tr>
<td>Storing or accessing pornographic material on the school’s computer network</td>
<td>2 withdrawal room detentions + letter to parents</td>
<td>3 withdrawal room detentions + letter to parents + possible suspension</td>
<td>Suspension + re-entry interview</td>
</tr>
</tbody>
</table>

Note: If a student has 3 or more outstanding lunchtime withdrawal room detentions their computer access will be suspended until the withdrawal detentions are completed.
Park Ridge State High School

Computer Use Agreement

Name of Student: ________________________________ Form Class: ____________________

Student
I have read the student guidelines in the Computer Use Agreement and will abide by the conditions outlined. I further understand that there will be consequences (including suspension of computer privileges) if I commit any violation of these conditions.

Students Signature: ________________________________ Date: ____________________

Parent/Guardian
I understand that the computers at Park Ridge State High School are for educational purposes and that any violation of the student guidelines for computer use may lead to loss of privileges by my son/daughter. I also understand that theft or deliberate damage to equipment will result in my meeting the costs of replacement or repair.

Parent/Guardian’s Signature: ________________________________ Date: ____________________

Internet Access
I understand that while staff at Park Ridge State High School will supervise appropriate use of the Internet to prevent access to offensive material, it is ultimately the student’s responsibility to avoid sites that provide access to illegal, dangerous or offensive materials. I hereby give permission for my student to be given access to the Internet and other electronic communication networks in accord with the Park Ridge State High School Computer Use Agreement.

Parent/Guardian’s Signature: ________________________________ Date: ____________________