

I.C.T. Usage Policy Including Internet Usage Policy

The purpose of the Internet is to facilitate communications in support of research and education. To remain eligible as a user, any use must be consistent with the educational objectives of Leicester Community Academy's mission statement.

When students access the Internet they may encounter material that is controversial and which users, parents, teachers or administrators may consider inappropriate or offensive. It is the user's responsibility not to knowingly initiate access to any such material. If a student accidentally encounters such undesirable material they should immediately turn off the monitor or minimise the browser window and inform a staff member.

The school is able to review all sites accessed by each user when using a web browser. This includes details such as the time and date when the sites were accessed. The use of the Internet is a privilege, not a right. Inappropriate use, including any violation of these conditions and rules, may result in the suspension or cancellation of the privilege and other disciplinary measures. It is to be available equally to all students. Leicester Community Academy is responsible for a variety of costs associated with its usage, including volume charges, so students and staff should be responsible about the way they use it.

Security Issues

The contents of a user's workspace are the personal responsibility of the account holder. Account holders will be held responsible for the contents of their account, or any actions caused by people logged onto the network on their accounts using their passwords.

Users must notify the Information and Communications Technology Manager or a Computer Technician if they become aware of any security breach or potential breach. They must not demonstrate the problem to other users.

Users must not attempt to logon to either Leicester Community Academy Network or the Internet as the system administrator/supervisor.

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Users understand that their computer may be remotely viewed or controlled at any time by a System Administrator without the knowledge of the user.

Hardware / Equipment

Users must not commit any acts of vandalism, tamper with hardware in any way or treat equipment in an unduly rough manner.

Unless specifically directed to do so by a staff member at the time, students should not disconnect or connect any cabling joining any of the computers or the LAN together. Neither should they adjust any controls on any computer, monitor or printer so that its performance is altered in any way, remove any components from a piece of hardware, unplug any power leads or turn any power switches ON or OFF unless directed to do so by a staff member.

Any missing components, physical damage, hardware faults or software failure should be reported to the class teacher at the commencement of the lesson.

Software / Configuration

Users must not tamper with the software configurations of workstations or any of the file servers. This means that no student should add or remove any software applications or modify the system setup. Students or their families may be liable for the cost of any repairs and reconfiguring made necessary because of tampering by a student. Acts of vandalism, as mentioned previously, also include, but are not limited to, any malicious attempt to harm, modify, and destroy data of another CSC user, the CSC LAN, or the Internet. This includes the intentional spreading or uploading or creating of computer viruses.

Applications software and other files stored on magnetic media such as ZIP or floppy disks, or on high capacity storage media such as CD ROM and DVD may not be loaded and run on any school computer without prior approval from the System Administrator. Neither should any applications or files be downloaded from the Internet and installed. This precludes the use of Internet Relay Chat client software, compression/decompression programs, audio file players and other utilities/plugin-ins not already installed on workstations.

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No applications software should be copied from a network server or a workstation or any media (i.e., ZIP disk, floppy disk or CD ROM) owned by the school unless express permission to do so is given by the System Administrator.

Privacy, Harassment & the Rights of Others

Transmission or access of material in violation of State or Commonwealth regulation is prohibited. This includes, but is not limited to, copyrighted material, and threatening or obscene material. The use of profanity, gender or racial slurs, pornography, or any form of malicious language, is prohibited on the network. All users should be polite and use appropriate language at all times. All information accessible via the Internet should be assumed to be the copyright of its authors, and thus needs to be cited or referenced just as it is done for resources available in the Library.

Users may not commit any acts of harassment. Harassment is defined as the persistent annoyance of another user, or interference with another user's work. Harassment includes, but is not limited to, the sending of unwanted email.

Appropriate Usage

Students shall not waste or take supplies such as paper, printer cartridges and diskettes that are provided by Leicester Community Academy.

Users should not play unauthorised games or use the computer resources for non-academic activities.

All users agree to talk quietly and work in ways that will not disturb other users.

Computers are only to be used in class at any time for the purposes as specifically directed by classroom teachers.

The downloading of non-educational material including games, sound files and graphic files is banned unless a student is specifically directed to do so by a staff member, and then only in relation to the education of the student.

No food or drink should be taken into and consumed in any of the rooms where computer facilities are located. This includes lollies or chewing gum.

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Chat sites are **NOT** to be accessed, unless specifically directed by a staff member to do so. Email is **NOT** to be used unless a specific direction to do so is given by a staff member. The Internet should only be used for designated research and valid educational purposes.

Students should **NOT** be in Computer Laboratories unless under the direct supervision of a staff member. This applies equally to all the students.

Consequences of Improper Use

This discipline may include, but is not limited to, suspension of all or part of user privileges, or cancellation of all or part of user privileges. In addition, disciplinary action appropriate to the violation may be applied by Leicester Community Academy.

Students should be left in no doubt that should they misuse or abuse their privileges then they may lose that privilege, even if Internet access are essential to the completion of a particular course they are undertaking at the time.

The following offences will attract particularly severe penalties:

- Installing an application on workstation or server without permission.
- Hacking into LAN to access, view or modify material.
- Deliberately accessing inappropriate material on the Internet.
- Storing non-educational material in own workspace.
- Making non-educational or other inappropriate use of LAN or Internet.
- Downloading programs or other files without permission.
- Harassment of other Internet users via email or chat.
- Using Internet when not meant to be doing so.
- Playing games or other unapproved activities other than those made available via a workstation or the LAN.
- Interfering with another student's workstation.

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- Using messaging systems without specific permission on LAN.

Reviewed: December 2017

Next Review: December 2018