



WARILLA HIGH SCHOOL

PRINCIPAL: Mr J Hambly BA Dip Ed M Ed MACEA JP
DEPUTY PRINCIPAL: Ms M Brook BA Dip Ed JP
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INFORMATION COMMUNICATION AND TECHNOLOGY ACCEPTABLE USAGE POLICY

Warilla High School provides access to the Internet and Communications and Technology based equipment.

The school maintains certain policies and procedures with regard to the use and security of its computer systems and other technology based equipment that meet the NSW DEC guidelines. All users of these facilities are expected to be familiar with policies and the consequences of violation of this agreement. To have access to the school's ICT resources, students must agree to abide by the school's Acceptable Usage Policy (AUP), which is available from the Library and on the Intranet.

- 1) Only software purchased or approved by the school, and installed by the school, can be used on school equipment.
- 2) Copyright of materials from electronic resources and software copyright is to be observed at all times. It is illegal to copy or distribute school software. Software from other sources is not to be copied or installed on the school equipment.
- 3) Students must follow the rules for the use and care of the computer equipment at all times. Vandalism will incur immediate cessation of access to all WHS ICT services.
- 4) No food or drink is allowed near any of the school computers.
- 5) Students utilising the ICT facilities may do so only under the supervision of school staff. Any students not following staff instructions may have further access restricted or denied.
- 6) Privacy and network security is to be observed at all times. Students must not under any circumstances access areas of the network or software that are not designated for their use, or personal files belonging to others.
- 7) The sharing of passwords is a security risk and students must not give their password to other students or log on with another user's name under any circumstances. Students must alert teachers if they suspect someone has interfered with their user account.
- 8) Printing of any material is not permitted unless approval is given by a school staff member. All other material will incur a charge.
- 9) The user of ICT facilities, especially the Internet, is for educational and research purposes only:
 - a) Students must not use inappropriate language or harass others when utilising ICT's.
 - b) Privacy and ownership of others' work and materials from web sites must be respected at all times. Students must acknowledge the sources of their information and avoid plagiarism.
 - c) No student is to download any material unless under the direct supervision of a teacher.
 - d) Use of email and chat rooms without specific permission from a staff member is strictly forbidden.
 - e) Students will not reveal personal information (including names, addresses, credit card details and telephone numbers) about themselves and others.
- 10) School system administrators and the NSW Department of Education and Communities will monitor present and past network activities. If students are found to be utilising the School facilities inappropriately, access will be restricted or denied.
- 11) Any violation of the Acceptable Usage Policy will be dealt with through the WHS Discipline Policy.
- 12) This policy is subject to change at any time. Updated policy will be available on the WHS web site.
- 13) No access to ICT facilities will be given to students until the consent form is signed by both a parent/guardian and the student and returned to the school.

I understand and agree to abide by the Warilla High School AUP as stated above.

Student's Name: _____ **Parent/Guardian's Name:** _____

Student's Signature: _____ **Parent/Guardian's Signature:** _____

Student's Year: _____ **Date:** _____