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PRINCIPAL

Deidrei Bedwell

Lucas Heights Community School Internet / Computer Usage policy 2009

Context:

LHCS has a modern computer network which has both an intranet and high speed internet facility. The network consists of computers [PC's and laptops], scanners, interactive whiteboards and local printers. Some rooms have stand alone computers. Staff and students access this facility to enhance learning and for administrative purposes.

Data that comes via the Internet is filtered and monitored at various levels by DET officers. Teachers provide supervision in the use of network and computers connected to the Internet during class time but students also have less intensive supervision at other times. Students as such need to use the computer network and Internet responsibly at all times.

Lucas Heights Community School has an intranet facility where all students are allocated their own folders to save data to the school's files server. Students access both the Internet, intranet and printing facilities by logging on with their username and unique password. All users are responsible for the files saved in their folders and the security of their password. The school intranet is not accessible by the public. Both students and staff have restrictions applied to the number of pages per file that they can print via network printers. Where possible users should print to the school's networked photocopy facility via email to the front office.

Students must use the school network facility in a responsible manner. The facility is for educational purposes only. Both DET and school system administrators may at anytime view files accessed from the World Wide Web, material contained in emails or files held in individual folders, files printed or websites browsed. This material must not be socially or culturally offensive.

Inappropriate Internet material:

- Students will not download any materials that would be offensive or inappropriate in a school setting.
- Students who are aware that a network computer is displaying offensive material in some way should report it to their class teacher immediately.

Copyright

- All material download and used by students must be acknowledged or referenced with at least the name of the website and the date the material was downloaded.

Downloading Information & Utilisation of Services

- Students are not to knowingly access or attempt to access inappropriate websites.
- Students are not to download or play games, screensavers, utilities or software unless a staff member has given explicit instructions to undertake such procedures.
- Students must not sign up or agree to the provision of any Internet based services using the school computer network. E.g. eBay, MSN etc.

Care of School Computer Based Assets

- At no time are students permitted to interfere with hardware or software configurations of any computer within the school.
- All hardware and software is to be treated in an appropriate manner while being used.
- Students should not attach any peripheral device or insert any storage device into a computer port that may contain viruses.

Publishing

- No student is to be identified by full name and photograph or contact details using the school computer network.
- Students will be familiar with and use 'Netiquette.'

Should students abuse any of the privileges of the school computer network their account will be revoked and they will be barred for a period of time to be determined by the Principal. Parents will be advised of such matters and in some cases the Principal may consider suspension if the breach is serious enough. (See DET Suspension Policy)

References:

<https://www.det.nsw.edu.au/policies/>