



THE ELA MURRAY INTERNATIONAL SCHOOL

COMPUTER ACCEPTABLE USE POLICY

Written: July 2006
For Review: As required

Rationale

At The ElA Murray International School, the use of computers as an educational tool, particularly the Internet, is an integral part of our learning programs. To assist our students to become lifelong learners, they must become skilled in the ability to access, evaluate and use information from a wide range of sources.

Students need to become confident in using technology to help them solve problems alone or collaboratively, to be creative and innovative and able to communicate locally, nationally and globally.

Student Responsibilities

Use of both computers and the Internet at school is a privilege, not a right. You need to use it properly and take responsibility for your own actions. If you choose to use computers incorrectly, access inappropriate sites on the Internet or misuse e-mail, then you will lose that privilege.

Rules for general use of computers:

- On the network, I will use only my own (or my class) login and password, which I will keep secret.
- I will not use anyone else's (or another class) password.
- I will not look at or delete other people's files.
- I will not download files (executables, zipped files or any file not related to class work) from the Internet to any school computer without permission from a teacher.
- I will not change the setting on any school computer.
- I will treat all computers and associated hardware with respect and not intentionally cause damage.

Internet:

- I will check that the information used from the Internet is accurate
- I will take notes from other people's work as a basis for creating my own, rather than copying.
- I will record the web address of internet sites I am using to help create my own ideas.
- I will let my teacher know if I come across any site that I am unsure or uncomfortable about.
- I will let my teacher know if I attempt to access any blocked sites.
- I will not access chat rooms unless directed to do so by my teacher for learning purposes.
- I will use the Internet for educational purposes, not for personal purposes.
- I know that the school may check my computer files and may monitor the Internet sites I visit.

E-mail:

- I will only use the e-mail account that has been provided for me by the school and this must only be used in school for educational purposes.
- I will always be polite and courteous in email messages.
- I will always respect the rights and feelings of other computer users.
- I will not give personal details such as my surname, address, telephone number or photo in any communication.
- If I receive a rude or upsetting message I will tell my teacher immediately.
- I will not open e-mail attachments from people I don't know as they may contain viruses.
- I will manage my mailbox and ensure it stays within the set size limit. I understand that once my mailbox reaches its limit I will be unable to receive future e-mails.

Printing:

- I will use the school printers only to print pieces which are teacher directed activities.
- I will check with the ICT staff or my teacher before printing any document.

Portable Flash Memory Devices:

- I will only bring Flash Memory devices (Flash Drives, MP3 players, phones) when it is a requirement of my class work.
- I will only have work related files on my Flash Memory device. There will be no games or music on my device unless required in the classroom.
- I accept responsibility for caring for my Flash Memory device when it is at school.
- I will only use my Flash Memory device when instructed by the teachers.

Consequences of not using computing resources in a responsible way:

- Students who are unable to abide by the responsibilities set out for the acceptable use of ICT hardware and resources can be banned from using the school network for a period of time. Depending on the number and nature of the offence students can be banned from the network for anywhere between one day and one term.
- Parents will be informed immediately of situation where students have accessed inappropriate web sites or sent inappropriate or offensive e-mails.
- Normal school disciplinary actions will also be taken for inappropriate student behaviour

TEMIS ONLINE GUIDELINES



In working with the internet TEMIS students need to ensure that they follow these important guidelines. They are designed to make sure that you enjoy these spaces. Students who do not abide by these terms and conditions may lose their opportunity to take part in these projects.

- **Only** ever use your first name or a nickname when you are writing online - even in your own blog and the TEMIS podcast.
- **Never** use any other student's last name.
- **Never** post any personal information -such as your home phone number or home address on any blog or podcast.
- **Never** share any of you usernames or passwords with anyone and never log in as another student.
- **Always** tell your parents or teacher right away if you come across anything that makes you feel uncomfortable.
- **Remember** the "grandma rule" that anything you put on the internet could be read by your grandmother so only write things you could say to the nicest of grannies.
- **Be** a good online citizen and never write or post anything that could hurt anyone else.
- **Always** check with an adult if someone asks for your phone number or to meet you.
- **Never** make arrangements to meet anyone over the internet without telling your parents.
- **Make** sure you publish only your own work. Don't under any circumstances use other people's work and call it your own.
- **Make** sure that you read over your writing before you post it to check the spelling and that it reads okay.
- **Conduct** yourself in a manner reflective of a representative of this school. Students are expected to treat these areas as classroom spaces. Speech that is inappropriate for class is not appropriate online.