



ESPERANCE SENIOR HIGH SCHOOL

A PROUD INDEPENDENT PUBLIC SCHOOL

ICT Code of Conduct

This ICT Code of Conduct applies to the use of any ICT equipment at Esperance Senior High School.

ESHS Network

- ICT resources are provided for educational purposes. Student network use is monitored. Internet use is monitored and recorded. Staff have access to student's user areas and Department of Education email accounts.
- Each account owner is **responsible** for all activity under that account. Please maintain your user area in an organised way.
- When using the network, it is important to realise that your actions could impact on other network users. For this reason, the following are **NOT** allowed:

ESHS Network

1. Using another person's username and password. (**NEVER tell anyone your password**).
2. Logging on for another person who has had their account disabled or does not have Internet access.
3. Accessing Internet sites that are not appropriate. This includes sites involving pornography and/or violence. Students should not access any site that is banned. ALL social networking sites e.g. Facebook are banned.
4. Using Chat lines or any form of messaging without the permission of your teacher.
5. Downloading files from the Internet, unless you have permission from a teacher.
6. Trying to access the files or accounts of other users.
7. Storing inappropriate files on the server. This includes, but is not limited to, music files, pornographic pictures, gaming software and any other software.
8. Installing software or altering any computer settings.
9. Any form of hacking.
10. Playing games without the permission of your teacher. Some computer labs are allocated for computer games at lunchtimes. Students are not allowed to play violent games.
11. Accessing any streamed content, including music and video clips. YouTube is provided for educational use only.
12. Any actions that harass or bully other users. This includes sending inappropriate pictures and/or messages and any actions that interfere with a user's ability to work.
13. Violating copyright laws. The legal rights of software producers, network providers, and copyright and licence agreements, must be honored.
14. External drives (including pen-drives) must be scanned for viruses. (Label your pen-drive, only use it to transfer files)
15. Dual enrolments (e.g. for VET students): breaches and consequences are transferable between ESHS and TAFE.

Mobile Phones

Please see the school's separate Mobile Phone Policy

Misuse of the network will result in disciplinary action being taken, including temporary loss of access to the Internet/Network and Computer resources. It could also include permanent loss of access or criminal charges.

ICT Acceptable Usage Agreement

Please read this document carefully before completing and signing section 8.2 Policy Agreements, on your child's enrolment form.

Students and teachers at Esperance Senior High School have access to online services provided by the Department of Education (DOE). Online services provide students with Internet and email access. This access is governed by the school's ICT Code of Conduct, which is constantly reinforced and available on the school's website. The school makes every effort to monitor Internet use. It is possible however, for students to deliberately, or inadvertently, misuse the Internet. This could be through accessing inappropriate sites or inappropriate use of email.

The Department cannot filter Internet content accessed by your child from home or other locations away from school. The Department recommends the use of appropriate Internet filtering software.

Misuse of the network will result in disciplinary action being taken, including temporary loss of access to the Internet/Network and Computer resources. It could also include permanent loss of access or criminal charges.

Please contact the Computing Department if you require any further information.

STUDENT AGREEMENT

By completing and signing section 8.2 - Policy Agreements on your child's enrolment form, you give permission for your child to have access to DOE online services and both you and the student enrolling agree to the following statements:

- I agree to be a responsible Internet user and to abide by the ICT Code of Conduct.
- I will use appropriate language in all internet communications.
- I will not try to access internet sites that have been blocked by the school or the Department of Education.
- I will tell my teacher if I see anything that makes me feel uncomfortable.
- I will tell my teacher if I think someone has interfered with or is using my network account.
- I will not give out my name, phone number, address, name of the school, photographs or other details about myself without checking with the teacher first.
- I will not damage or disable the computers, computer systems or computer networks of the school, the Department of Education or any other organisation.

I understand that:

- I will be held responsible for my actions while using online services and for any breaches caused by allowing any other person to use my online services account;
- The misuse of online services may result in disciplinary action, determined by the principal in accordance with the Department's Behaviour Management in Schools policy; and
- I may be held liable for offences committed using online services.