IT POLICY

Network Security

Monitoring of network
- To maintain network security, Orroroo Area School has a monitoring system that monitors and records what users are doing. This is used to ensure that all students are abiding by the rules set out in this policy. If users are in breach of the rules a message may be sent to them informing them of this breach.
- Users will be locked out of their computer if what they are doing is a major offence.
- Screenshots and event logs of user actions will occur.

User identification
- Users all have their own logins and passwords. These logins and passwords must not be shared with others.
- All users will be accountable for any actions undertaken by their personal login.
- If you have any suspicions that someone has abused the rules whilst using your login, please notify teacher – otherwise above will apply.

Acceptance of conditions and rules
- Students and Parents must sign the general consent form given at the start of the year, or at the time of enrolling, accepting the conditions and rules set out in this policy regarding use of the computers and internet. **If these forms are not signed and returned by Week 3 students will not be able to access either the network or the internet.**
- Staff must sign the DECS Acceptable Use Agreement
- The library has a separate form that also needs signing allowing students access to the community internet. Use of Public Library computers is only for out of school hours.

Computer Use

Portable Hardware
- Any portable storage device that is used on the school network may be confiscated and subjected to scrutiny.
- It is the Computer Users obligation to ensure that no virus is transported from home to the school. Consequences are liable for staff and students who knowingly infect the admin, curriculum or public library’s networks with any form of virus or malicious program.

Student Computer room use
- Only nominated Yr 12, Year 11 and Year 10 students may use the rooms unsupervised.
- Staff only to collect keys to Computing Room for R-10 classes. Year 10, 11 and 12 students may collect the key from the front office.
- The computer rooms and study suite are available at lunch and recess for Year 10, 11 and Year 12 students.
- Computer rooms to be used only for schoolwork. No music, internet, private emailing or games
- No food or drink allowed in the computer rooms.
- If you use the room in Lesson 7 ensure all windows are secure and heating/cooling is switched off.

**Student Computer/Laptop Use**
- At the completion of your lesson, it is the user’s responsibility to **log-off** the computer.
- Colour printer to be used only for final copies, not drafts. Drafts should be printed on the mono laser printers first.
- Do not alter basic desktop set-up.
- **Save** work into your **home** folder. Only save to the share folder if your work needs to be seen by other students. It is highly recommended that any school work on a USB drive be also copied to the users home drive.
- If you experience **problems, please tell your teacher** so they can be recorded on the Computer Problem Reporting Sheet. OR write the problem down and bring it to the front office.
- **Do not load any software on the computers.** Consequences apply to students caught.
- **Do not download or transfer any files** that are not directly related to a specific task as directed by your class teacher.
- **Do not play computer games** unless specified by teacher.
- **Approved computer games** can be played in the library during lunchbreak after seeking approval on on-duty person. Approved games are: in the games folder, Edalive games, Mathletics or Spellodrome
- **No music or movies** to be played on the computer unless under the direct supervision of the class teacher.
- **Music, Movies, etc not to be transferred or downloaded** from any media or internet unless directed by your class teacher for a specific task.
- **Do not damage the equipment**, in the case of wilful damage the student/parent will cover the cost of repairing or replacing the item. In the case of accidental damage the student/parent will cover the first $200 of repairs or replacement.

**Internet**

Students have access to the internet using the DECD Learnlink system. This system is maintained externally from schools and as such any problems with speed and difficulty in accessing sites cannot be fixed locally.

**Curriculum E-Mail and Internet Access**
- All students have individual e-mail and website searching abilities, this is accessed by using an individual logon and password. Primary students use this at the discretion of their class teachers.
- Students also have access to lesson and class specific website searching, this is at the discretion of individual teachers. A logon and password are supplied at the start of the lesson by the teacher and then changed once the lesson is over.

**Student School Internet Use Guidelines**

**Student Responsibilities**
- All usage is to be for educational purposes.
- Use of the Internet at Orroroo Area School is a privilege, not a right.
- If you do not use it properly you will lose this privilege, as determined by the school.
- You must take responsibility for your own actions.

**Conditions of use**

*You need to be aware that:*
- Only the sites related to curriculum areas, specified by the teacher, are to be used,
- It is necessary to check that the information used from the Internet is accurate and appropriate,
- You need to protect your password, so that others do not use it. If a users account is being used with or without the owners knowledge, then both accounts will be locked out.
- You are never to give out any of personal information (like name, telephone number, address, credit card details) or information about your friends when on-line,
- Your use of the internet is monitored,
- You will be able to use email, providing correct language is used,
- On-Line chat can only be used under teacher supervision.
- Downloading of programs or music is prohibited

**Costing**

**Internet Cost**
- Costs at the moment are 4c/Mb of download,
- Rec students have an initial term by term allocation of 20 mb .80c, Yr 1-3 have 50mb $2, Yr 4-6 have 150mb $6, Yr 7-9 have 210mb $8.40 and Yr 10-12’s 390mb $15.60
- Students can buy more time from the Front Office on a $1 by $1 basis (student pays $1, school pays $1).
- It is recommended that students do not use the school’s internet for streaming or downloading large files. If it is required for school work, please consult the IT Department first.

**IT Equipment**

**Borrowing** Digital cameras, video cameras, laptops, voice recorders are able to be loaned out from the library

**Digital Cameras, video cameras, and voice recorders**
- There will be a booking sheet that the Library staff fills out.
- Students and staff will fill out the booking form for after school use of items. Including all equipment that is needed.
- If the number of requests exceeds the quantity a hierarchy system will apply:
  - Staff
  - Year 9’s
  - Year 8’s

- Bookings for after school are to be in by the end of lunch (to give Library staff time to prioritise bookings).
- If the number of bookings for identical items (eg laptops) exceeds the quantity, only one item per family can be borrowed.
- Data to be downloaded by Library staff.

**Laptops**

**Rationale:**
We believe that students from Yr 4 upwards and staff should be able to use the Laptop Computer, either at home or at school, for the benefit of their learning.

**Procedures for use during the day:**
1. Teachers will send students to library to borrow a laptop for the lesson.

**Procedures for overnight use:**
1. Before borrowing, students and parents must sign the Laptop Computer Loan Agreement form, (this is on the General Consent Form signed at the start of the year).
2. Students must abide by the Rules as listed on Penalties for IT Policy Infringement.
3. The Laptop will be checked by library staff on its return, before being borrowed again.
4. If students do not abide by the Rules, they will not be able to use the Laptop for an appropriate period of time deemed relevant by staff. (See below)
5. Students on buses have priority for laptop use – Town students are able to use Library computers after school.

**Outcomes:**
Students and staff are utilising the Laptop Computer to enhance their learning.

**Rules**
1. Take care of the computer. In the case of wilful damage the student/parent will cover the cost of repairing or replacing the item. In the case of accidental damage the student/parent will cover the first $200 of repairs or replacement.
2. Do not install any other games/programmes onto it. All work to be on personal discs. If you need certain software on the laptop, please inform staff BEFORE taking the laptop home.
3. Ensure all components are in the case when it is returned (ie cards, mouse etc)
4. Overnight loan only - must be returned by 9 am the following day, otherwise parent/guardian will be called to return it, and students will not be permitted to borrow AV equipment for 1 week – first offence.
5. Bookings through the Library (please have this done by lunchtime). Computer is to be collected during Home Group from computer room, and then taken to library to be checked out.
6. Yr 9’s may have first priority for schoolwork, then Yr 8’s , etc.
7. If damage occurs to the laptop, it must be reported IMMEDIATELY to the IT department. The school will organise repairs as necessary. Under no circumstance should the user attempt repairs.
8. For 1:1 laptops, it is mandated that all copies of school work are stored on the school server, as well as USB device. A digital document is safer in 3 places than 1.
9. If the IT department requires the 1:1 laptop for repairs/upgrade, student will assume that no data will be saved on the laptop and take appropriate measures to ensure work is not lost.

Returning
- Overnight items to be returned to Library by 9 am during Home Group.
- Returning will be prompt eg if borrowed for one lesson back before next lesson.
- There will be penalties for late returning
  - Blacklist – list of those who haven’t returned equipment on time
  - Progressive penalties as per Penalties for IT Policy Infringement

Personal Electronic Devices.

As the student educational time is limited, the school would prefer that personal electronic devices are not used at the school, unless under teacher guidance. This extends, but not limited to, mobile phones, music players, personal data devices (ie iPods, Tablets, etc). The teacher has the right to confiscate devices, device is sent to the front office and student can collect it at the end of the school day. Multiple infringements may result in further action.

Penalties for IT Policy Infringement

- First Offence   One Week - no access
- Second Offence Two Weeks - no access
- Third Offence   One School Term - no access
- Fourth Offence Two School Terms - no access

Having no access to the schools or library’s computer cannot be construed as an excuse for not handing in school work. The Library has many reference materials and pen and paper is still acceptable for handing in assignments. Use of a typewriter is also acceptable, depending on assignment. Student may have limited access to computer if the student’s course is entirely on-line or can only be completed on-line, under heavy supervision.