



POLICY: Student – Acceptable Use of Technology

1. TECHNOLOGY RESOURCES

Usage of Information & Communication Technology resources is a privilege not a right. Computer equipment, software and data resources at Central Coast Grammar School are provided for educational use by the Central Coast Grammar School Community. It is an expectation that technology is used in a responsible, educational manner and its use does not bring disrepute to the school and its community. All Staff reserve the right to restrict the use of technology resources if students are deemed to be making inappropriate use of the technology. Students are responsible in ensuring they adhere to all aspects of this Acceptable Use Policy with relation to the use of ICT Resources at CCGS. These resources include, but are not limited to: servers and network systems, printers, desktops, thin clients, tablets, iPads, notebooks, other computing devices, ebook readers, internet and email services.

2. DO

- follow instructions given by staff
- refrain from intentionally wasting limited resources
- report any equipment fault or suspected virus activity to ICT Helpdesk promptly
- store files and other data on your notebook, or in your personal server based home folder “U drive”, or the server based student S drive location ONLY
- make regular backups of your saved data
- login correctly and logout when finished
- keep your login and email account details confidential

3. DO NOT

- search for, retrieve, display, print or transfer inappropriate or unacceptable material (pornography, violence, illegal activities, etc.)
- use the School’s ICT resources for personal, financial, political or commercial gain
- use an account owned by another user or share your account details with any other person
- attempt unauthorised access to network resources or entities without permission
- install illegal or age inappropriate software on school computer systems, including notebooks. This includes downloads from the Internet
- store executable files in student areas on the network unless directly related to curriculum activities
- tamper either physically or electronically with either hardware or software settings
- attempt malicious or other hacking behaviour toward ICT resources

- plagiarise from electronic media such as the Internet or CD-ROM. Any material used must be noted and suitably acknowledged
- play non-curriculum based computer games while at school
- have food and drink near computer equipment
- use file sharing software eg Kazza, Imesh, Limewire, uTorrent or any other peer to peer (P2P) or torrent technology
- use filter bypass or VPN tunnel software eg UltraSurf, Hotspot Shield, Tor, Tunnel Bear, Cipher
- Hotspot or tether to a smartphone or teleco data device (this bypasses our filtering and disrupts our wireless network)

Students who use any methods that bypass normal school network access are in breach of the AUP whatever material they access

4. NOTEBOOKS

Students are not permitted to use their notebook computer in the playground out of class time. If an assignment or other item of work must be completed then the student is encouraged to attend the library and complete the work in that location. This is to prevent injury or damage, and encourage physical activity.

Students are not permitted to use their notebook computer while in a moving vehicle. This is to prevent injury or damage.

All notebook users must:

- Allow the system to be checked regularly for compliance, if requested by a staff member.
- Keep your computer equipment secure. All Notebooks must be locked in a secure area. Central Coast Grammar School takes no responsibility for the security of personal computer equipment
- Keep notebooks in the protective case / bag provided, and carry in the CCGS backpack
- Maintain good posture and ergonomics, avoid looking at the screen for extended periods of time, take breaks and stretch.
- Notebooks must be kept in working order. It is the student's responsibility to have any problems logged with the ICT Helpdesk within 2 days of the problem occurring.
- Charge their notebook battery every night and bring the notebook to school every day.

5. BYOD

Only computer equipment that complies with the listed ICT Department criteria (See <http://portal.ccgns.nsw.edu.au/Students/BYOD.aspx>) may be used on the CCGS Network. In brief all systems must:

- Run Windows 7 SP1, Windows 8.1 or Windows 10, Mac OSX, "El Capitan" or later, Linux Distributions Current at 01/01/2017.
- Apply the latest service packs and patches as relevant to the operating system, to ensure that security vulnerabilities are addressed in a timely fashion.
- Have current up-to-date anti-virus software. If the anti-virus software detects virus activity then carefully follow the instructions of the software. If unsure, quarantine your computer and disks, then immediately consult with the ICT staff.
- 802.11ac on 5GHz Wi-Fi minimum / 802.11ac Wave 2 on 5GHz recommended
- Allow a compliance check by a member of the ICT department staff.

6. INTERNET SERVICES

Provision of Internet services at Central Coast Grammar School is a privilege and not a right. It has been established purely for educational purposes. All Internet usage to/from Central Coast Grammar School is logged and from time to time, this audit capacity will be used to ensure appropriate usage is being made. Individuals who violate the rules outlined within this agreement may lose the privilege of Internet access and may be subject to disciplinary action.

Unacceptable usage of the internet services provided by the school includes, but is not limited to:

- Use of email, Messenger or other collaboration tools during class time without permission of the teacher
- Searching for, retrieving, displaying, printing or transferring inappropriate or unacceptable material (pornography, violence, illegal activities, etc.)
- Engaging in any illegal activity, including violation of copyright or other contracts
- Use of the Internet for personal, financial, political or commercial gain
- Attempting to make unauthorised access to resources or entities. It is a violation of the law to access any network files, documents, applications, etc. without express permission of the owner
- Divulging personal details such as name, address, phone number over the Internet
- Playing non-curriculum based computer games at any time and/or visit chat rooms or sites that are of a non-educational nature
- Use of vulgar, offensive or inappropriate language
- Harassing or personally attack another person
- Cyber-bullying: part of bullying policy
Electronic communication, including that via the notebook, presents an avenue for bullies to harass other students. The School sees this is no different to any other form of bullying and it will not be tolerated

7. RECORDING DEVICES

The unauthorised use of digital audio and video recording devices, for example, MP3 players, mobile phones and digital cameras, is not permitted at school at any time.

Any digital footage obtained from a legitimate activity must not, under any circumstances, be published in electronic form to locations such as the Internet (MySpace, YouTube etc.) or disk without the written permission of the School and those appearing in the footage.

Disclaimer

Central Coast Grammar School has Internet content filtering but does not have control of information on the Internet. Certain sites accessible via the Internet may not be blocked by the content filter and could contain material that is illegal, defamatory, inaccurate or potentially offensive to some people. The Internet user is responsible for NOT perusing material that could be considered offensive. Central Coast Grammar School makes no warranties with respect to internal computer access and/or Internet access, and assumes no responsibilities for:

- any costs, liability or damages (direct or indirect) arising from computer access and or internet access via Central Coast Grammar School
- any effects of internal network and/or Internet service interruptions or alterations, even if these disruptions arise from circumstances under the control of Central Coast Grammar School.
- the privacy of electronic mail. While Central Coast Grammar School supports the privacy of Electronic mail, users must assume privacy cannot be guaranteed. Central Coast Grammar School reserves the right to vary the specific conditions and services being offered