

Peterborough High School

Computer Network Acceptable Use Agreement 2017

Please ensure this agreement has been read before signing the return slip. Students who do not abide by this agreement will lose the privilege of access to the school's network and Internet Structure. If you do not understand any part of this agreement, seek clarification from the school's Year Level Coordinator before signing.

Information:

As part of school enrolment, all students are allocated:

- Logins and passwords to access network resources and Internet/email
- Storage space on the curriculum server
- An email account
- Access to the Internet
- Controlled credit limits to downloads from the Internet and email screening
- An amount of Printing and Internet Credit

Students will set their own password (under guidance) and need to understand the importance of its confidentiality. Passwords are passages to network resources and the Internet. **THESE MUST NOT BE GIVEN TO ANYONE ELSE!**

IT IS IMPERATIVE THAT PASSWORDS REMAIN SECURE

Workstations/Notebooks:

Students are expected to:

- login using **their own ID and password**
- save only curriculum related work
- maintain their server space by deleting old or unnecessary files and keeping files in appropriate folders
- use school resources appropriately and leave areas neat and tidy
- report any equipment and software problems.
- Save ALL work on the school server NOT JUST a USB thumb-drive! It is almost impossible to retrieve files from a damaged USB drive.
- If work is completed at home, a copy should be saved to the hard-drive of the home computer BEFORE bringing files back to school on a USB drive.

Students are not to:

- save material not directly related to curriculum work
- load programs or games onto servers or workstations
- save mp3, mpeg, exe, zip, swf files or excessive images (jpeg) unless negotiated with the server administrator (these are systematically deleted)
- tamper with system or desktop settings, switches, hubs or cables.
- activate or use programs that infiltrate computer systems or security
- disable virus scan software
- send messages associated with cyber-bullying

USB Drives/Viruses

Student's USB sticks can be a source of viruses. You should only use these if you need to transfer school related work to/from home for homework. They are not to be used to bring games into the school site for use on individual workstations or network drives. Please ensure virus protection on home computers is kept up to date to avoid this problem

Internet/Email

Use of the Internet has become an integral part of teaching and learning programs. The Internet is available from all school computers and can only be used for the completion of curriculum work.

All internet sites accessed can be monitored and displayed on request to the school manager. Internet sites that have been deemed unsuitable are filtered out and are not accessible. Inappropriate Email is also filtered and forwarded to the school manager.

Students are expected to:

(on all computers on site including Public Internet Computers)

- use the Internet/Email for **educational purposes only**
- only access material that is appropriate for school use
- maintain adequate credit in their accounts (Internet and Printing)
- sign and return this form before access to the network/internet is granted

For protection of students and of school hardware against viruses,

Students are not to:

- give out personal information through the internet/email
- access chat forums
- send or forward chain mail
- send or forward offensive mail
- download personal programs/files
- open unknown attachments such as exe, pif, zip files etc

Costs/Usage Limits:

Internet/Email

Every student is allocated a monthly internet quota. If students exceed this they will find their internet access disabled. They will then need to consult an ICT staff member. Reports of internet usage can be viewed by ICT staff. If it is found that internet has been used entirely for educational purposes, the quota may be increased for that particular month.

Printing

Students are issued a printing allowance. Printing charges are managed through software systems. Once credit is exhausted, students will need to meet with ICT staff to review printer usage. Depending on the findings of the report read by ICT staff, the quota may be increased or the student may be required to pay extra for printing. Senior students and those studying via Open Access often receive additional printing allowance after consultation between ICT Staff and subject teachers.

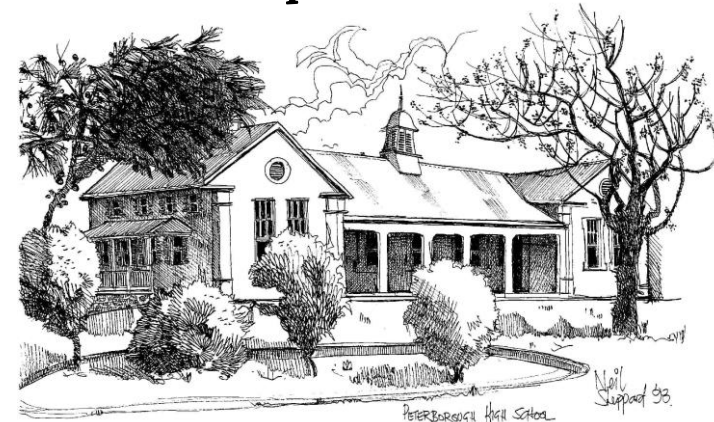
Consequences:

Breaches of the conditions for acceptable use will result in access to the network, internet and/or email being denied. The length of time will vary according to the nature of the breach. Serious breaches may result in a period, the equivalent of at least 1 term and possibly up to 1 year.



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Updated December 2016