



# WARNERS BAY HIGH SCHOOL

## "Quality Education for All"



### Acceptable Use of Technology Procedures

#### Rationale

The provision of opportunities for learning and the care and safety of students at Warners Bay High School are priorities of the school. We support the use of technology to assist communication and access to information. The following guidelines for the appropriate use of technology aim to provide a safe learning environment for all students.

#### Use of the Internet

The school's Internet facilities exist to provide access to curriculum-related information and learning opportunities.

Students must:

- only use the Internet to look for material that is related to the school curriculum. (Publications dealing with pornography or extreme violence or illegal activities are not permitted. The Internet cannot be used for commercial activities, product advertising, political lobbying or illegal activities of any kind.)
- follow copyright law by not copying and/or distributing another's work, and by correctly acknowledging the work of others.
- protect personal information, such as address, telephone number, parent's work address and telephone number, or name and location of the school.

#### Use of email

The school's email access allows communication and the transmission of work between students, between students and teachers and between students and home. Students must:

- be respectful, honest, accurate and always use appropriate written expression, such as would be acceptable in a written communication with the Principal.
- protect the network. (Students must not send or receive any email containing executable files of any kind (\*.exe, \*.ini, \*.bat, \*.zip, \*.com etc).

#### Use of School Computers

The Local Area Network consists of approximately 380 computers linked to a series of file servers and the Internet. It is a public system, where private and confidential information must not be stored. Students must:

- use the computer network for school-related work only. (No files of any executable kind eg \*.exe, \*.bat, \*.com, \*.zip etc which are not directly related to class work will be stored in a student's Home Directory or on the computer hard drive.)
- seek authorisation from the Computer Co-ordinator before installing or organising any program to operate either on an individual computer or across the network. (Files on the local hard drive, ("C" drive) must not be modified, deleted, created or renamed.)
- log into the school's network and Internet using their own user code and password. (Students will maintain the security of their storage area on the system, and access to the DoE Portal, by not sharing their password with any other student.)
- accept responsibility for all files stored on their Home Directory.

#### Use of Mobile Phones

For more information, refer to the *WBHS Acceptable Use of Mobile Phone Policy*.

#### Use of Personally Owned Devices (BYOD)

For more Information, refer to the *WBHS BYOD Procedures Policy*.

#### Inappropriate Use of Technology

Students' use of electronic equipment must not disrupt their learning or the learning of others, and must not threaten, or pose a potential threat, to the safety and wellbeing of any member of the school community. Students are not allowed to interfere with the workings of the school network or the Department of Education portal.

Section 85ZE of the Commonwealth Crimes Act states that a person shall not knowingly or recklessly:

- (a) use a telecommunication service supplied by a carrier to menace or harass another person. **or**
- (b) use a telecommunication service supplied by a carrier in such a way as would be regarded by reasonable persons as being, in all circumstances, offensive.

Students will be aware that:

- they are held responsible for their actions while using internet and online communication services.
- they are held responsible for any breaches caused by them allowing any other person to use their e-learning account to access internet and online communication services.
- the misuse of internet and online communication services may result in disciplinary action which includes, but is not limited to, the withdrawal of access to services.

Misconduct using technology will be treated very seriously. If students choose to disregard school regulations and use technology inappropriately then the school's discipline procedures will be applied. Repeated or serious misconduct may result in suspension or expulsion. At the discretion of the Principal, in serious cases where threats have been made or unauthorised images have been transmitted or published and/or vandalism to the network has occurred, the Police will be contacted.

Students are required to abide by all related DoE and WBHS policies. In situations not specifically addressed in this policy, the Principal will make the final determination regarding any action to be taken.

Supporting Policies:

- DoE [Online Communication Services: Acceptable Usage for School Students Policy](#)
- DoE [Student Bring Your Own Device Policy](#)
- DoE [Values in NSW Public Schools](#)
- DET Legal Issues Bulletin 35: Misuse of Technology in Schools
- WBHS BYOD Policy and Procedures
- WBHS Mobile Phone Policy
- WBHS Discipline Policy

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