



INFORMATION AND COMMUNICATIONS TECHNOLOGY POLICY

Rational:

Information and Communication Technology (ICT) provides significant educational value, but can pose a risk to personal safety and exposure to inappropriate and offensive material. In accordance with values education, which is incorporated into the Western Australian curriculum, the practice of using ICT must reflect the valuing of relationships and people's personal rights and the laws of Australia.

Procedures:

Completion of our enrolment form also includes your permission for your child to access the school's internet in accordance with this policy.

All files stored on the school network or personal storage device connected to the school network by students may be viewed by teachers and administrators at any time.

All files stored in a student's home directory on the school network will be deleted from the network at the end of their enrolment at Balcatta Senior High School.

Students are given an internet download and print quota. Students must endeavour to not exceed this quota and preserve the quota where possible.

Acceptable Use of ICT Includes:

1. using the school computers, the internet, email and printing facilities for school related educational purposes only.
2. reporting damaged or missing equipment to the teacher as soon as possible.
3. if another user's account details are discovered, not passing these on to other people, but inform the person concerned so they can change their password.

Unacceptable Use of ICT Includes:

1. divulging a personal password to others.
2. revealing personal details, including those of other students from the school, on the internet.
3. accessing social media sites, including instant messaging (such as Facebook/Messenger, Instagram, etc) without the permission of the teacher.
4. downloading and saving without permission from a teacher:
 - program files (eg EXE, COM)
 - compressed files (eg ZIP, ARJ)
 - games
 - movie files (eg AVI, MOV)
 - music files (eg MP3, MP4)
5. searching for, accessing, downloading or spreading sites or material containing offensive content such as racism, pornography, violence or obscene language.
6. committing computer crime, hacking or spreading any type of computer virus.
7. damaging any computer either physically or electronically.
8. altering software or hardware or installing any software including games, without permission from the teacher.
9. accessing, damaging or destroying another student's or staff member's files.
10. taking measures to discover another user's account details or use another user's login to access the computer or internet.
11. using the school's electronic resources to send advertised material, junk mail, nuisance material or material which may harass.
12. connecting any private communication device to the school network including but not limited to: PSP, DS, USB modem or mobile phone.

Students Must Abide by Australian Law including:

1. copyright laws protecting all material accessed on the computer, be it text, images, music or movies.
2. privacy laws protecting the privacy and rights of others.

Consequences:

Breaching this policy will lead to disciplinary action and loss of internet and/or computer access. Illegal incidents will be referred to the appropriate community agency.