



Macarthur Girls High School

APPENDIX 2

ONLINE COMMUNICATION POLICY: ACCEPTABLE USAGE FOR SCHOOL STUDENTS

Rationale

The internet provides an opportunity to enhance students' learning experiences by providing access to vast amounts of information across the globe. Online communication services link students to provide a collaborative learning environment and is intended to assist with learning outcomes. Today's students are exposed to online communication tools and the internet in their community. They have the right to expect secure access to these services as part of their learning experiences with the school.

Use of the internet and online communication services provided by the school is intended for research and learning and communication between students and staff. Access to internet and online communication tools at school will assist students to develop the information and communication skills necessary to use the internet effectively and appropriately.

Responsible use of the services by students, with guidance from teaching staff, will provide a secure and safe learning environment.

Students using internet and online communication services have the responsibility to report inappropriate behaviour and material to their teachers and supervisors.

Students who use the internet and online communication services provided by the school must abide by the NSW Department of Education conditions of acceptable usage. They should be aware that they agree to the terms of the acceptable usage policy each time they log on.

Students are aware of the consequences of the misuse of online communication when breaching school policy and the law.

Aims

To reinforce the school PRIDE values, with particular emphasis on developing EXCELLENCE, PARTICIPATION and RESPECT. This includes using online communication services/tools to strive for excellence while actively participating in learning opportunities provided by their teachers, and by demonstrating success and respect for others during all online communication.

Implementation

The use of online communication tools at Macarthur GHS should not automatically be of concern. It is only if an online communication tool is used inappropriately that action may be necessary. All student mobile phones will be on **silent** within the school grounds.

Acceptable Uses

Access and Security

It is expected that students will:

- not disable settings for virus protection, spam and filtering that have been applied as a departmental standard.
- ensure that all communication through internet and online communication services is related to learning.
- keep passwords confidential, and change them when prompted, or when known by another user.
- use passwords that are not obvious or easily guessed.
- never allow others to use their personal e-learning account.

- log off at the end of each session to ensure that nobody else can use their e-learning account.
- promptly tell their supervising teacher if they suspect they have received a computer virus or spam (i.e. unsolicited email) or if they receive a message that is inappropriate or makes them feel uncomfortable.
- seek advice if another user seeks excessive personal information, asks to be telephoned, offers gifts by email or wants to meet a student.
- never knowingly initiate or forward emails or other messages containing:
 - a message that was sent to them in confidence.
 - a computer virus or attachment that is capable of damaging recipients' computers.
 - chain letters and hoax emails.
 - spam, e.g. unsolicited advertising material.
 - never send or publish:
 - unacceptable or unlawful material or remarks, including offensive, abusive or discriminatory comments.
 - threatening, bullying or harassing comments about another person or making excessive or unreasonable demands upon another person.
 - sexually explicit or sexually suggestive material or correspondence.
 - false or defamatory information about a person or organisation.
- ensure that personal use is kept to a minimum and internet and online communication services are used for genuine curriculum and educational activities. Use of unauthorised programs and intentionally downloading unauthorised software, graphics or music that is not associated with learning, is not permitted.
- never damage or disable computers, computer systems or networks of the school or NSW Department of Education and Training.
- ensure that services are not used for unauthorised commercial activities, political lobbying, online gambling or any unlawful purpose.
- be aware that all use of internet and online communication services can be audited and traced to the e-learning accounts of specific users.

Privacy and Confidentiality

It is expected that students will:

- never publish or disclose the email address of a staff member or student without that person's explicit permission.
- not reveal personal information including names, addresses, photographs, credit card details and telephone numbers of themselves or others.
- ensure privacy and confidentiality is maintained by not disclosing or using any information in a way that is contrary to any individual's interests.

Intellectual Property and Copyright

It is expected that students will:

- never plagiarise information and will observe appropriate copyright clearance, including acknowledging the author or source of any information used.
- ensure that permission is gained before electronically publishing users' works or drawings. Always acknowledge the creator or author of any material published.
- ensure any material published on the internet or intranet has the approval of the principal or their delegate and has appropriate copyright clearance.

Consequences

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 school internet services and Police can be notified of any criminal offences.