POLICY FOR STUDENT USE OF CURRICULUM COMPUTERS

Passwords
- ➢ You must use your own User Name and Password every time you log on.
- ➢ Passwords must not be shared with other students.
- ➢ You should regularly change your password, to decrease the likelihood of someone else learning it.
- ➢ If you forget your password, it can be changed by Mrs Scott, A3, during lunch breaks. You must not leave class for password changes.

Access to Computer Rooms
- ➢ Access to computer rooms (including J8) is restricted to lesson times, under the supervision of a teacher.
- ➢ J8 may be used for completion of assignment work only before school or during lunch breaks – it may not be used for entertainment. J8 can be used for approved educational games e.g. Maths Circus

General Conditions
- ➢ Students must remain seated throughout the lesson.
- ➢ Bags are to be left at the front of the room.
- ➢ No food or drink is to be consumed in computer rooms.
- ➢ Floppy disks, CDs and USB flash drives may only be used with the approval of your teacher.
- ➢ Students must operate all equipment in a safe manner, so as not to endanger themselves or others.
- ➢ Any malicious damage to equipment will be treated as serious misconduct and reported to the Head of Department of Information Technology.

Storage
- ➢ All student work is to be stored in your H drive.
- ➢ Some students will also have access to M drive, where their course of study necessitates this.
- ➢ Only work relating to subjects you are enrolled in should be stored in your H (or if appropriate, M) drive.
- ➢ If your teacher requests you to show them the contents of your removable storage or network drives, you must comply.
- ➢ If your teacher requests you to delete contents from your removable storage or network drives, you must comply.
- ➢ You must not share inappropriate material stored on network drives or removable drives.
- ➢ You must not store music on the network drives or listen to music files in class, unless this is a requirement of your course.

Internet Searches and Downloads
- ➢ All student use of the Internet and Email must comply with Education Queensland's Internet and Email Policy.
- ➢ Webmail is the only Email provider to be used at school, and must be used for official business only.
- ➢ All Internet searches must be related to your subject requirements.

Misconduct

➢ All serious cases of misconduct are to be reported to the Head of Department, Information Technology. Unacceptable use of the Curriculum Network will result in temporary loss of access. Serious misconduct may result in parent contact and extended loss of access and/or suspension.

Internet and Email Policy

Electronic messages and electronic files are subject to record keeping, archiving, freedom of information and legal process.

Acceptable use of Education Queensland's Internet Facilities Requires Students to:

➢ Use the Internet and Email access for officially approved purposes only i.e. departmental business and limited personal use.
➢ Comply with all EQ policies, legislation and regulations applicable to the use of the Intranet, Internet and Email.
➢ Ensure their Internet and email usage is able to withstand public scrutiny and/ or disclosure.
➢ Keep their User IDs and Passwords secure and not reveal them to others or allow others to use them.

Unacceptable Student use of Education Queensland's Internet Facilities:

➢ Use of the Internet or Email in a way that could defame, harass, abuse or offend other Internet and Email users, individuals or organisations.
➢ Create, knowingly access, download, distribute, store or display any form of offensive, defamatory, discriminatory, malicious or pornographic material.
➢ Disrupt or interfere with the use of Internet or Email services.
➢ Attempt any unauthorised access of the Internet or email services. Unauthorised access includes, for example, the distribution of messages anonymously, use of other students' User IDs or using a false identity.
➢ Knowingly obtain unauthorised access to information.

➢ Damage, delete, insert or otherwise alter such information carelessly or with malicious intent.

Misconduct
➢ All cases of misconduct are to be reported to the Head of Department, Information Technology.
➢ Unacceptable use of EQ's Internet Facilities will result in temporary loss of Internet access.
➢ Serious violations of departmental policy may result in parent contact and extended loss of Internet Access and/or suspension.