



# Kenmore South State School

## iLearn Acceptable Use Policy 2019

This document defines the Acceptable Use Policy for students involved in the Kenmore South State School iLearn Program. Its main purpose is to encourage the acceptable and responsible use of the facilities available to the students through the provision of clear usage guidelines. Students authorised to use the school's computer systems also have Internet and Electronic Mail access.

The iLearn program is designed to help students keep up with the demands of the 21st century. Helping students become responsible digital citizens will enhance not only what we do in the classroom, but also give students skills and experiences that will prepare them for their future studies and career.

### **Kenmore South State School deems the following to be responsible use and behaviour by a student:**

It is expected that students will use school computers and network infrastructure for:

- assigned class work and assignments set by teachers;
- developing appropriate literacy, communication and information skills;
- authoring text, artwork, audio and visual material for publication on the Intranet or Internet for educational purposes as supervised and approved by the school;
- conducting general research for school activities and projects;
- communicating or collaborating with other students, teachers, parents or experts in relation to school work;
- accessing online references such as dictionaries, encyclopaedias, etc.
- researching and learning through the Department's e-learning environment.

### **Kenmore South State School deems the following to be unacceptable use and behaviour by a student:**

It is unacceptable for students to:

- use the IT resources in an unlawful manner
- download, distribute or publish offensive messages or pictures;
- cyberbully, insult, harass or attack others or use obscene or abusive language;
- deliberately waste printing and Internet resources;
- damage any electronic devices, printers or the network equipment;
- commit plagiarism or violate copyright laws; (e.g. use of illegally downloaded games and music, and illegal sharing of games and music)
- use unsupervised internet chat or messaging
- send chain letters or Spam e-mail (junk mail)
- access external or 3/4/5G networks on school premises (disable this feature prior to coming to school)
- knowingly download viruses or any other programs capable of breaching the Department's networks security.
- handle and use another student's device without teacher authorisation

In addition to this Kenmore South State School states that:

- Students and their parents/guardians are responsible for the security, maintenance and integrity of their individual devices and their network accounts. Students and their parents/guardians are required to register their device/s with Kenmore South State School prior to connecting to the school network and use their MIS details (eg: jsmit23) to protect their account. Under no circumstances should passwords be divulged to any other user on the system. If users have any

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reason to suspect that their account security may have been compromised or tampered with, it should be reported immediately to their teacher.

- Accidental damage to a device is the owner of the device's responsibility. Students and their parents/guardians will be held responsible for the wilful and deliberate misuse or inappropriate behaviour resulting in damage to another student's device. In the event of a dispute regarding the cause of damage to a device, the Principal will be the arbitrator.
- Information dispatched from the school network is a reflection on how the global community perceives the school. All students using the systems are encouraged to show that they are positive ambassadors for Kenmore South State School. No obscene, inflammatory, racist, discriminatory or derogatory language should be used in electronic mail or any other form of network communication.
- Students using the system must not at any time attempt to access other computer systems, accounts or unauthorised network drives or files or to access other people's devices without their permission and without them present.
- Students must not record, photograph or film any students or school personnel without the express permission of the supervising teacher. Identifying images, audio content and personal information must not leave the school (this information may be saved on the school server only).
- Students must get teacher permission before copying files from another user. Copying files belonging to another user without express permission may constitute plagiarism and/or theft.
- Students will not copy software, information, graphics, or other data files that may violate copyright laws without warning and be subject to prosecution from agencies to enforce such copyrights.
- The school will educate students regarding cyber bullying, privacy considerations, safe Internet and email practices and health and safety regarding the physical use of electronic devices. Students have a responsibility to behave in line with these safe practices.
- iPads and tablets must have a protective case at all times. All other devices require a protective case when not in use. All devices must also be encased in a sleeve when not in use. All devices must be clearly identified (e.g. engrave for security/labelled) with the student name.
- The device meets the minimum requirements as set out in the iLearn Program for 2019 Requirements List.
- A passcode is required to be placed on all devices.
- The required Apps List is loaded on the device prior to the device being used.
- Devices must have 3G/4/5G disabled in the school environment if the device has that capability.
- On arrival at school, school bags must be placed in the bag racks outside classrooms and devices taken into classrooms when they are opened. No bags are to be left unattended once the bell has rung at the end of the school day.

- Teachers and parents (in student presence) may perform checks to monitor that there is no illegal/unsuitable software applications and content and to check the websites which are visited. There will be consequences for inappropriate use including, but not limited to, loss of privilege of using the device for a period of time.
- Students are to provide access to devices for the purpose of monitoring and mirroring of student work in class to ensure appropriate use.

**The following is to be READ and COMPLETED by the PARENT/LEGAL GUARDIAN:**

- I have read, understood and accept the iLearn Acceptable Use Policy and the KSSS iLearn Information Booklet (available on the school website).
- I agree to abide by the above rules.
- I am aware that any breaches of the iLearn Acceptable Use Policy may result in my/my child's immediate removal from the system for a specified period as per the school's Student Responsible Behaviour Plan and in relation to the severity of the offence.

**Student Name:** ..... **Year Level:** .....  
**(PLEASE PRINT)**

**Device Type:** .....

**Parent's/Guardian's Name:** .....  
**(PLEASE PRINT)**

**Parent's/Guardian's Signature:** ..... **Date:** / /