



**Kent College ICT Dept**  
**Curriculum & Laptop**  
**Computer Acceptable Use Policy**  
**2010/11**

Kent College recognises that new technologies have radically altered the educational environment. Computer networks have been installed in each of our buildings in order to provide electronic information sources and networked services to all students and staff. These resources will enable classrooms to expand the walls of learning with access to on-line library card catalogues, newspaper and magazine articles from around the world, CD-ROMs of encyclopaedias and world atlases, and the world-wide-web. All of these educational tools will be available from each classroom and on school issued laptop computers.

The use of technology at Kent is a privilege extended to individuals who wish to enhance their learning experiences. Users will broaden their global horizons and discover a vast scope of information and experience. Interaction with the tools of high technology learning will furnish the student with many job-readiness and learning skills required by our evolving business and educational community. Those working within the proper guidelines as outlined in this policy will receive the maximum benefits of the computer network. In order to facilitate personal academic growth in technology, each user may make use of all authorised hardware and software found on school grounds (with proper supervision). Each user may also, with parental permission, use available and authorised Email and Internet Access in order to retrieve information from a variety of educational resources.

**Responsibilities:**

The user exercising his/her right to use any hardware or software as an educational resource shall also accept the responsibility for the preservation and care of that hardware and/or software. Only those users who have received training shall be authorised to use any of the hardware or software this will occur during the induction phase.

- It is the user's responsibility to:
- ·Make sure no hardware or software is destroyed, modified or abused in any way.
- ·Keep programs of a viral nature off the school's equipment.
- ·Obtain permission prior to removing, relocating, or modifying any hardware or software.
- ·Ensure that food or drink is not allowed near any computer or any other electronic equipment.
- ·Report any unauthorized use of the user's account directly to a teacher or computer coordinator.
- ·Have the teacher or ICT coordinator check a personal diskette or memory stick for viruses each time the diskette comes into contact with a school computer. Student diskette use and memory stick use is strongly discouraged.
- Look after the school provided laptop computer, carrying it in a protective case and storing it securely in a school provided lockable space when not in use

The following is a list of prohibited activities but it is not exhaustive and students are encouraged to consult pastoral or technical staff if they are unsure of what is expected

Students:

- Shall not use any other account but the account assigned to them.
- Shall not create subdirectories or hide files within their assigned directory.
- Shall not attempt to bypass accounting or security mechanisms, or to investigate files, programs, or directories outside the directory assigned to them. They will not attempt to exit from the network shell to the network or workstations windows or the operating system.
- Shall not attempt to sabotage the network in any way, i.e. Corrupting files, transferring viruses, damaging the file system, deleting files other than their own, etc.
- Shall not vandalise the computer equipment, i.e. Laptop computer, CPU, monitor, keyboard, mouse, printer, scanner, etc.
- Shall not use, copy, or disseminate text, graphic or program files of an inappropriate, racist, obscene, or pornographic nature. Nor materials that relate to bullying, intimidation or ridicule of another.
- Where laptop computers are used at home the same expectations of behaviour apply and all access will be logged. Parents are responsible for the safety of students using laptop computers at home and the rules applying to home use are those of the family concerned in addition to those specified in this document.

The school and/or its personnel retain the right to view and maintain all aspects of the computer system including individual student storage of files. Files containing inappropriate, racist, obscene, or pornographic material or file names may be deleted and/or copied for evidence without warning by the system operator or teacher.

### **Penalties:**

The guidelines outlined in this policy are not all inclusive; other violations not specified but similar will be dealt with accordingly. Any violations to this policy will have appropriate measures brought to the violator. Any student who violates any of this policy will have intervention strategies and/or discipline actions taken by the computer coordinator, teacher, or school administration.

Minimal action for violations to this policy:

- Administrative/teacher reprimand and/or student/parent conference.
- Additional actions as deemed appropriate
- Administrator/parent contact
- Referrals and/or conferences involving various support staff
- Behavioural contracts
- Restitution/Restoration of equipment
- Denial of participation in class and/or school activities
- Banning from the computer facilities

### **Policy: Student Access to E-Mail and the Internet:**

Kent College recognises that as telecommunications and other new technologies shift the ways that information may be accessed, communicated and transferred by members of society, those changes may also alter instruction and student learning. The Board and faculty generally supports access by students to rich information resources along with the development by staff of appropriate skills to analyse and evaluate such resources. In today's world, access to and manipulation of information is a critical skill.

Telecommunications, electronic information sources and networked services significantly alter the information landscape for schools by opening classrooms to a broader array of resources. In the past,

instructional and library media materials could usually be screened, prior to use, by committees of educators and community members intent on subjecting all such materials to reasonable selection criteria.

Telecommunications, because they may lead to any publicly available fileservers in the world, will open classrooms to electronic information resources that have not been screened by educators for use by students. A filtering system will be utilised by the school that will block access to most of the inappropriate material (i.e. pornographic sites, hate-group sites etc) on the Internet and record access or attempted access to it. While quite comprehensive, there is no guarantee that a student will not come in contact with objectionable sites.

The school makes considerable and reasonable efforts to safeguard students whilst using the school ICT systems. If students feel unsafe or have grounds for concern themselves then they should report these concerns to a member of the pastoral staff or ICT manager.

Electronic information research skills are now fundamental to preparation of citizens and future employees during the Information Age. The Board and faculty expects that staff will blend thoughtful use of such information throughout the curriculum and that the staff will provide guidance and instruction to students in the appropriate use of such resources.

Independent student use of telecommunications and electronic information resources will be permitted upon submission of permission and agreement forms by parents of minor students (under 18 years of age) and by students themselves.

Access to telecommunications will enable students to explore thousands of libraries, databases, and bulletin boards while exchanging messages with people throughout the world. Kent College believes that the advantages to students from Internet access and the opportunities for collaboration exceed the disadvantages.

Ultimately parents and guardians of minors are responsible for setting and conveying the standards that their children should follow when using media and information sources. To that end, Kent College supports and respects each family's right to decide whether or not to apply for independent access.

As much as possible, access to school and extra mural information resources will be designed in ways that point students to resources that have been reviewed and evaluated prior to use. While students may be able to move beyond those resources to others that have not been evaluated by staff, they shall be provided with guidelines and lists of resources particularly suited to the learning objectives. Students may pursue electronic research independent of staff supervision only if they have been granted parental permission and have submitted all required forms. Permission is not transferable and may not be shared.

### **Internet Rules:**

Students are responsible for good behaviour on school computer networks just as they are in a classroom or a school corridor. Since communications on the network are often public in nature, general school rules for behaviour and communications also apply. The network is provided for students to conduct research and communicate with others. Independent access to network services is provided to students who agree to act in a considerate and responsible manner. Parent permission is required for independent access.

Access is a privilege, not a right, and therefore entails responsibility. Users of the school computer networks are responsible for their behaviour and communications over those networks.

Network storage areas are school property and as such are subject to manipulation and review by school officials to maintain system integrity and insure that users are using the system responsibly. Users should not expect that files stored on school servers would always be private however information relating to personal communications will be kept in confidence.

There are two ways that a student may gain access to E-Mail and the Internet:

1. Teachers will use the networks for implementation of their curriculum and guide students toward resources. Students will have access to the Internet through their personal school provided laptop computer within school working hours.
2. If a student gets permission from his/her parent/guardian, the school will grant permission for him/her to use the network in an unmonitored fashion (Secondary Level Only). Parents/ guardians bear the responsibility of communicating what network resources their children will use, much in the same way as they monitor their children's use of television, telephones, movies, radio and other sources of material. This is especially so when using a school issued laptop computer at home.

Advice about securing home systems can be obtained from the school.

**The following are not permitted:**

- Sending or displaying offensive messages or pictures; pornography, etc.
- Using obscene language.
- Harassing, insulting or attacking others.
- Damaging computers, computer systems or computer networks.
- Violating copyright laws.
- Using another's password.
- Trespassing in another's folders, work, or files.
- Intentionally wasting limited resources.
- Employing the network for commercial purposes.
- Requesting unnecessary and lengthy material that ties up system resources.
- Allowing non Kent College students or adults to use their laptop computer.

**Disciplinary actions may include:**

- Loss of access.
- Additional disciplinary action determined at the SMT level pursuant to existing practice regarding inappropriate language or behaviour.
- Law enforcement agency involvement.
- Suspension, exclusion or expulsion from the school.

Student declaration:

I ..... understand and agree to the above and also agree to apply these rules to use of my school issued laptop computer at home.

Parent/Guardian declaration

I ..... understand and agree to the above and also agree to apply these rules to use of my son/daughter/ward (s) school issued laptop computer at home

Signed:.....(Student) Date: .....

Signed:.....(Parent/Education Guardian) Date: .....