



CAIRNS STATE HIGH SCHOOL

Information Technology

Acceptable Use Policy

Cairns State High School offers Internet access for student use. This document contains the Acceptable Use Policy for your use of Cairns State High School Computers. Cairns State High School aims to develop students as competent, responsible, independent users of information technology.

A. Educational Purpose

- CSHS Network has been established as a limited access service for an educational purpose.
- You may not use CSHS Network for commercial purposes. This means you may not offer, provide, or purchase products or services through the school network. This includes such sites as EBAY.
- You must also follow all federal/state laws in your use of information technology.

B. Student Internet Access

- All students will have access to Internet World Wide Web information resources through the school computer rooms, learning laboratories or the Library.
- You and your parent must sign the Acceptable Use Policy to be granted individual e-mail access to the Internet. Your parent can withdraw their approval at any time
- The school will provide you with Internet access to a predetermined level. If you exceed the amount, you will be blocked from using the Internet until the end of the month.
- Cairns State High School reserves the right to withdraw information technology access at any time.

C. Unacceptable Uses

1. Personal Safety

- a. You will not post personal contact information about yourself or other people. Personal contact information includes your address, telephone, school address, work address, etc.
- b. You will not agree to meet with someone you have met online.
- c. You will promptly disclose to your teacher or other school employee any message you receive that is inappropriate or makes you feel uncomfortable.

2. Illegal Activities

- a. You will not attempt to gain unauthorised access to CSHS Network or to any other computer system through the school network or go beyond your authorised access. This includes attempting to log in through another person's account or access another person's files. These actions are illegal, even if only for the purposes of "browsing".
- b. You will not make deliberate attempts to disrupt the computer system or destroy data by spreading computer viruses or by any other means. These actions are illegal.
- c. You will not use the school network to engage in any other illegal act, such as credit card fraud.

3. System Security

- a. You are responsible for your individual account and should take all reasonable precautions to prevent others from being able to use your account. Under no conditions should you provide your password to another person.
- b. You will immediately notify a teacher or the system administrator if you have identified a possible security problem. Do not go looking for security problems because this may be construed as an attempt to gain illegal access.
- c. You will follow the school virus protection procedures.

4. Inappropriate Language

- a. Restrictions on inappropriate language apply to **all** computer use.
- b. You will not use obscene, profane, lewd, vulgar, rude, inflammatory, threatening, hurtful or disrespectful language.
- c. You will not post information that could cause damage or a danger of disruption.
- d. You will not engage in personal attacks, including prejudicial or discriminatory attacks, such as 'cyber bullying'.
- e. You will not harass another person. Harassment is persistently acting in a manner that distresses or annoys another person. If you are told by a person to stop sending them messages, you must stop.
- f. You will not knowingly or recklessly post false or defamatory information about a person or organization.

5. Respect for Privacy

- a. You will not forward a message that was sent to you privately without permission of the person who sent you the message.
- b. You will not post private information about another person.
- c. You will not post or upload images of another person

6. Respecting Resource Limits.

- a. You will use the system only for educational and career development activities and limited, high-quality, self-discovery activities.
- b. You will not post chain letters or engage in "spamming". Spamming is sending an annoying or unnecessary message to a large number of people.
- c. You will check your e-mail frequently and delete unwanted messages promptly.
- d. You will not subscribe to discussion group mail-lists.
- e. You will not participate in "Chat Rooms".
- f. You will not download, store or play computer games.

7. Plagiarism and Copyright Infringement

- a. You will not plagiarise works that you find on the Internet. Plagiarism is taking the ideas or writings of others and presenting them as if they were yours.
- b. You will obey all copyright laws. Copyright infringement occurs when you inappropriately reproduce a work that is protected by copyright. If a work contains language that specifies appropriate use of that work, you should follow the expressed requirements. If you are unsure whether or not you can use a work, you should request permission from the copyright owner. Copyright law can be very confusing. If you have questions ask a teacher. Assume all work other than yours is copyrighted.

8. Inappropriate Access to Material

- a. You will not use the school computers to access material that is profane or obscene (pornography), that advocates illegal acts, or that advocates violence or discrimination towards other people (hate literature).
- b. If you mistakenly access inappropriate information, you should immediately tell your teacher and provide the address of the offensive site. This will protect you against a claim that you have intentionally violated this policy.
- c. Your parents should instruct you if there is additional material that they think it would be inappropriate for you to access. The school fully expects that you will follow your parents' instructions in this matter.

D. Your Rights

1. Free Speech

The CSHS Network is considered a limited forum, similar to a school newspaper and therefore the school may restrict your speech for valid educational reasons. The school will not restrict your speech on the basis of a disagreement with the opinions you are expressing.

2. Search and Seizure.

- a. You should expect only limited privacy in the contents of your personal files on the school system.
- b. Routine maintenance and monitoring as required by Education Department regulations may lead to discovery that you have violated this policy or federal/state laws.
- c. An individual search will be conducted if there is reasonable suspicion that you have violated this policy or federal/state laws.
- d. Your parents have the right at any time to request to see the contents of your school and e-mail files.
- e. Offending data will be removed.

3. Due Process

- a. **The school will cooperate fully with local, state, or federal officials in any investigation related to any illegal activities conducted through Cairns State High School computers.**
- b. In the event there is a claim that you have violated this policy or Network User Guide in your use of the CSHS computer system, you and your parents will be provided with a written notice of the suspected violation.

E. Limitation of Liability

The school makes no guarantee that the functions or the services provided by or through the school system will be error-free or without defect. The school will not be responsible for any damage you may suffer, including but not limited to, loss of data or interruptions of service. The school is not responsible for the accuracy or quality of the information obtained through or stored on the system. The school will not be responsible for financial obligations arising through the unauthorised use of the system.

F. Personal Responsibility

When you use the Cairns State High School computer network, you are responsible for everything that you do or allow to be done in your name or on your behalf. If you give your User ID or password or allow them to be known, you are accountable for their use. Your responsibility extends to federal / state laws.

SPECIAL NOTES

If a parent does not want a student to have a school email account the parent must attach a separate piece of paper with this request to the Application for Enrolment form.

As a condition of enrolment, on the enrolment agreement you will be signing to say you have read and agree to abide by this policy.