

6. Security

- a) Security on any computer system is a high priority, especially when the system involves many users. All users are required to protect their password to ensure system security and their own privilege and ability to have continued use of the system.
- b) If you feel you can identify a security problem on the Internet, you must notify the MIS Administrator so it can be dealt with appropriately. Please refrain from demonstrating the problem to others.
- c) Each user's account, user ID and password is private and confidential and should only be used by the intended person.
- d) In the event that a user ID and password is misplaced the MIS Administrator should be notified immediately so that the old password can be de-activated and a new one issued.
- e) Attempts made by users to log on using a different account name without the MIS Administrator's permission may result in the cancellation of that user's privileges.
- f) Any user identified as a security risk or having a history of problems with other computer systems may be denied access to the Internet or other systems on campus.

7. Vandalism and Harassment

- a) Vandalism and harassment will result in cancellation of user privileges.
- b) Vandalism is defined as any malicious attempt to harm, modify or destroy data, information service or network. This includes knowingly uploading or creating computer viruses.
- c) Harassment is defined as the persistent annoyance of another user, or the interference with another user's work. Harassment includes,



Please ensure that the following Procedures for Computer Use are followed:

- Access Time—Students may only access computers in school times and when permission by and supervision of a teacher has been given
- Restriction—The person in charge of computing has full access to the system. Staff have appropriate user level access. Students have restricted LAN access.
- Logon Procedures—Students with accounts should enter the user ID and restricted password to use the LAN.
- Virus Protection—Under no circumstance should disks from outside the school be used unless they have been thoroughly checked for viruses by the computer administrators.
- Paper Use—Students will be provided with 40 A4 pages per semester for the use of printing. Students who exceed this limit will be invoiced accordingly.

The Encountering of Controversial Materials

- Users may encounter material which is deemed to be controversial and which members of the school community may consider to be inappropriate or offensive. It is, however, impossible to filter or screen the content of all data accessible on a global network such as the Internet.
- It is the user's responsibility not to initiate access to, or distribute by copying, storing or printing, such inappropriate material.
- All users of the system should be encouraged to complete the 'Consequence of Improper Use' form provided.
- All users of the system are encouraged to notify the MIS Administrator when sites containing inappropriate materials are encountered.



Warwick West
State School

The Internet: Acceptable Use Policy



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School Based Resources

Introduction

Warwick West SS is serious in its intentions to provide students with an information rich environment. It is our policy to provide computer facilities for the school community to access and use information sources available on a range of electronic networks. This includes: LAN, Bulletin Boards, email and the World Wide Web.

Access to and use of these resources is conditional to any other school rule and the appropriateness of the materials made available.

A list of Conditions and Rules for Use are provided. Please refer to these prior to accessing information from a school source.

A brief description of those information services available are listed below.

Services Provided

Local Area Network (LAN) provides our students with a wide range of digital and information resources including: application software, research CD ROMs and games.

E-mail is the transmission of mail electronically. This facility enables users to communicate across networks and the Internet.

Bulletin Boards are text based information sources.

The Internet is a large network connecting many thousands of computers around the world.

Conditions and Rules of Use

1. Acceptable Use

- a) Access to Electronic Communication Networks is to facilitate communications in support of research and education, by providing access to unique resources and an opportunity for collaborative work. To remain eligible as a user, accessing WWSS computer facilities must be in support of and consistent with the educational objectives of the school.
- b) Transmission of any material in violation of this School's Policy or State and Federal Regulation is prohibited. Materials of this nature include, but are not limited to, copyrighted material and threatening or obscene material.
- c) Use for commercial activities is not accepted.
- d) Under **NO CIRCUMSTANCES** may school computers and Internet access be used for the purpose of unsupervised chat. This includes online/Internet chat forums. The use of chat is reserved for appropriate classroom activities where a teacher is supervising.

2. Privilege

- a) The use of any electronic information service is a privilege not a right. Inappropriate use, including any violation of these conditions and rules, will result in cancellation of the privilege.

3. Monitoring

- a) This school reserves the right to review any materials on user accounts and to monitor file server space in order to make determinations on whether specific uses of the network are inappropriate. In reviewing and monitoring connectivity, the school will respect the privacy of user accounts.

4. Network Etiquette

- a) All users are expected to abide by the generally accepted rules of network etiquette. These include:
 - Being polite. Do not get abusive in your messages to others.
 - Using appropriate language. Do not swear, use vulgarities or any other inappropriate language.
 - Do not engage in activities which may be prohibited by school rules or by the law.
 - Do not reveal your personal address or phone number or that of other students.
 - Note that email is not guaranteed to be private. The person in charge of computing has access to all mail. Messages relating to or in support of illegal activities may be reported to the appropriate authorities and may result in the loss of user privileges.
 - Do not use the school's LAN in such a way that you would disrupt the use of the network by other users.
 - All communication and information services should be assumed to be private property.

5. No Warranties

- a) The school makes no warranties of any kind, whether expressed or implied, for the network service it is providing. The school will not be responsible for any damages a user suffers. This includes loss of data resulting in delays, non-deliveries or service interruptions caused by the school or by the user's errors or omissions.
- b) Use of any information obtained via the Internet is at the user's own risk.
- c) The Internet address of any inappropriate sites should be reported to the MIS Administrator immediately.