James Nash State High School

I.C.T. Procedure

Computers at James Nash State High School enhance learning by providing facilities that enable creativity, critical thinking, collaboration and reflection and may be used for activities including, but not limited to, research, the compilation of assignments and the learning of a variety of Information and Communication Technology skills.

JNSHS computing devices include desktop workstations in labs or pods and mobile devices available in flexinets.

The following guidelines apply to school owned and BYO computing and ICT devices.

GENERAL USE ADVICE

- Students are to keep their computer access password secure/private, as they will be held accountable for usage under their access account.
- Students are provided with an amount of space on the main server (H:) onto which they may save only assignments and class work. Important work should **ALWAYS BE BACKED UP.** These home directories will be cleared at the end of each year. Computer, storage media (eg USB) or printer failure is generally not an acceptable excuse for assignment extension approval.

SCHOOL COMPUTERS

In order to reliably maintain the school computers and school network systems it is necessary that students follow some basic rules.

- Students are not to copy or download programs (including games) onto the school computers nor are they to run programs from any digital media (e.g. USB, external hard drive).
- Computer games are not allowed at any time (other than the licensed educational games installed or expressly sanctioned by the school).
- The only programs to be used by students are those provided or endorsed by the school.
- Students must not attempt to alter the configuration of the computers in any way.
- Students may only use lab or pod school computers while a teacher supervisor is physically present; laptops/tablets may be used in approved study areas during study sessions.

INTERNET ACCESS

In order to have an effective education that is relevant to the 21st Century, students attending James Nash State High School are granted access to an extensive information technology infrastructure. Students will be involved in using the school's computer network as part of their studies and will have access to the internet and their own Education Queensland email account.

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The internet has been provided to facilitate information access for school tasks; itts use is a privilege and not a right. Students may use the internet only if they are engaged in educational activities that fit within the objectives and goals of James Nash State High School. The internet contains many sites that are rich in educational value, but it also contains material that is offensive and inappropriate to our students' needs.

The internet access provider contracted by Education Queensland carries out filtering of sites and e-mails considered inappropriate. Unfortunately, due to the dynamic nature of the internet this does not guarantee that all offensive sites are blocked. The internet must be considered a public place. Accordingly, students are expected to conduct themselves in a self-disciplined appropriate manner while online. This involves students avoiding the temptation of searching for and saving or printing inappropriate material.

INTERNET USE

- Students may only use the internet for educational purposes.
- On-line chatting is not permitted except for pedagogical reasons, with teacher permission.
- Students must not actively seek anything that may be illegal, dangerous or offensive to parents,
  teachers or other students.
- If a student accidentally comes across something that is illegal, dangerous or offensive, they must:
  * **immediately** clear any offensive picture or information from their screen.
  * **quietly** inform their teacher (who should make a note of the site address from the "History list").
- Students must not use the internet/e-mail to annoy or offend anyone else.
- All email is filtered. Email containing inappropriate language or content will be investigated under the Responsible Student Behaviour Plan.
- Students must not download files from the internet without the permission of their teacher.
- Students must not disclose their login password or email password to any other student.

If the teacher/school decides that a student has broken these rules, appropriate disciplinary action, including classroom management, will be taken. This may include loss of internet / email or Network access for a period of time.

PRINTING
In order to encourage responsible use of paper in the school, students are given a print credit at the beginning of each year (junior school $20, middle school $25, senior school $30). Deductions are made as follows:

Laser Printing 6c per copy   *Colour Laser Printing 20c per copy*

If the initial credit is used, additional credit may be purchased from the administration office in $2 amounts, if necessary. Extra credit for special projects may be obtained by negotiation with the HOD Information Technology.

ACCESS TO SCHOOL COMPUTERS

Access to computers outside normal class time is as follows:

- Library computers are available for use at morning tea and lunch each day.

- The CO5 computer room is supervised for student use each morning tea.

- Faculty computer lab access and use is managed by faculty HODs. Negotiated use arrangements can be made directly through the relevant HOD.

BEHAVIOUR MANAGEMENT RESPONSES REGARDING INFORMATION TECHNOLOGY POLICY BREACHES

The following is a list of IT related responses to breaches of the school Computer Usage Guidelines.

GENERAL RESPONSES

Guideline and rule breaches related to ICT usage may also result in general Responsible Student Behaviour Plan responses such as Classroom management, Detentions, Parent contact, Agreements/Contracts - community service, detention, Suspension, Cancellation, Exclusion and Restitution.

MINOR NETWORK BREACH

Two week ban from email, internet and/or Computer Network access. No formal appeal process lies against this punishment level.

MAJOR NETWORK BREACH

One month ban from email, internet and/or Computer Network access plus advice to parent/guardian. No formal appeal process lies against this punishment level.

SEVERE NETWORK BREACH

Out of class time ban from Computer Network access **and/or** long term or permanent cancellation of email, internet or Computer Network.

At severe breach level, students will be asked to show cause as to why long term or permanent cancellation of IT access should not proceed. The principal will consider appeals against long-term sanctions.

In all cases, principles of social justice and fair dealing will apply. Responses will be determined according to:
  (i)   the number of prior offences
  (ii)   the severity of the misconduct
          the impact on other members of our school community