



INFORMATION COMMUNICATION AND TECHNOLOGY ACCEPTABLE USAGE POLICY

"The School's policies which are made from time to time are made pursuant to the requirements set out in section 47 of the Education Act and of the Board of Studies for registration for the school."

Sherwood Hills Christian School provides access to the Internet using communications and Technology based equipment. Sherwood Hills Christian School maintains certain policies and procedures with regard to the use and security of its computer systems and other technology based equipment. All users of these facilities are expected to be familiar with policies and the consequences of violation of this agreement. To have access to the school's ICT resources, students must agree to abide by the school's Acceptable Use Policy, which will be readily available in each computer lab and Library.

Students may use these facilities for class work, research, preparation of assignments and communication in a class setting. Care must be taken to ensure the resources are protected from harm and that no users are exposed to materials considered offensive or illegal.

1. Only software purchased or approved by the school, and installed by the school, can be used on school equipment.
2. Copyright of materials from electronic resources and software copyright is to be observed at all times. It is illegal to copy or distribute school software. Illegal software from other sources is not to be copied to or installed on the school equipment.
3. Students must follow the rules for the use and care of the computer equipment at all times. Vandalism will incur immediate cessation of access to all SHCS ICT Services.
4. No food or drink is allowed near any of the school computers.
5. Students utilising the ICT facilities may do so only under the supervision of school staff. Any students not following staff instructions may have further access restricted or denied.
6. Privacy and network security is to be observed. Students must not under any circumstances access areas of the network or software which are not designated for their use, or personal files belonging to others.
7. Printing of any material is not permitted unless approval is given by a school staff member. Printing of materials of a personal nature or unrelated with school activities must be specifically approved by a school staff member and will incur a charge.
8. The use of ICT facilities, especially the Internet, is for educational and research purposes only:
 - a) Use of email without specific permission from a staff member is strictly forbidden.
 - b) Students are not to use any open "chat" rooms such as IRC, MSN, ICQ or programs of that nature.
 - c) Limited use of ICT services for recreation is allowed in the Computer Room only during breaks, under the supervision of teaching staff.
 - d) Deliberate attempts to look for or download and use material that is illegal or which would be thought offensive is not permitted. If students should unknowingly navigate to a web site that contains material that may be considered offensive, they must clear the screen immediately and notify a teacher.
 - e) No student is to download any material unless under the direct supervision of a teacher.



- f) Students must not use inappropriate language or harass others when utilising ICT facilities.
- g) Privacy and ownership of others' work and materials from web sites must be respected at all times.
- h) Students must acknowledge the sources of their information and avoid plagiarism.
- i) Students will not reveal personal information (including names, addresses, credit card details and telephone numbers) about themselves and others.

9. Any violation of the Acceptable Use Policy will be dealt with through the SHCS Discipline Policy

10. This policy is subject to change at any time.

11. No access to ICT facilities will be given to students until the consent form is signed by both a parent and the student and returned to the school.

The most important prerequisite for using the Internet is that a student takes full responsibility for his or her own actions. Whilst the school has installed a professional filtering program; students must still act in a manner that is in keeping with the school's Acceptable Usage Policy.

The Headmaster is responsible for the updating of this policy document.

Sherwood Hills Christian School ICT Consent Form

For students to have access to the school's ICT resources, parents and students must agree to abide by the school's Acceptable Use Policy (outlined above) and readily available in each computer lab, and the library.

I understand and agree to the Sherwood Hills Christian School Information Communication Technology (ICT) policy as stated above. I have discussed this with my son/daughter/ward.

Student Name _____

Student Signature _____

Class _____ Date _____

Parent/Carer Name _____

Parent/Carer Signature _____

Date _____