

# Woolgoolga High School



## **Network use procedure & network user contract including BYOD**

*Please read this document carefully before signing the contract and agreement*

### **Acceptable use procedure**

Network access is available to students, teachers and members of the community. We are pleased to provide this access and believe it offers vast, diverse and unique resources to the school community.

The school network will also give users access to the NSW Department of Education's Internet Portal. It provides students and staff with access to the Microsoft and Google sites of learning tools, email, communication, information and news.

On a global network it is impossible to control all materials and a persistent user may discover controversial information. The School believes that the benefits of Internet access to educators and students, in the form of information resources and opportunities for education and collaboration, far exceed any disadvantages.

The continued availability of the Internet in the school relies upon the proper conduct of the users. Guidelines are provided here so that students and their parents or guardians are aware of the responsibilities that accompany the privilege of using the School's network.

### **Guidelines for use of the network**

1. The use of school computers must be consistent with the educational objectives of Woolgoolga High School. Accessing or transmitting materials that are obscene or sexually explicit is prohibited. Hate mail, harassment, discriminatory remarks and other antisocial behaviour are unacceptable.
2. Transmission of any material in violation of any Australian or state regulation is prohibited. This includes, but is not limited to, copyrighted material and threatening or obscene material.



3. Users shall abide by the rules of network etiquette. These include using appropriate language, respecting the privacy of other users, and not disrupting the use of the network by other users.
4. For their own safety, users should not reveal any personal details such as home addresses or phone numbers.
5. All communications and information accessible via the network should be assumed to be private property and subject to copyright protection. Use of these sources needs to be credited appropriately as with the use of any copyrighted material. In some cases, authors' permission may need to be obtained before materials may be used.
6. Unless directed by a teacher, Woolgoolga High School Students will not participate in any Internet Relay Chat or On-line chat forums.
7. Attempts to gain unauthorised access to system programs or computer equipment are prohibited. All activities are monitored and any violations will be dealt with severely.
8. Any malicious attempt to harm, modify, or destroy data of another user is prohibited.
9. If a student gives another student their password, both students will have their network privileges suspended.
10. Emails should be read and deleted regularly by the user to save space. Attachment sizes are limited by the Department of Education & Training.
11. School Staff members have the authority to determine what constitutes inappropriate use of the Network. Their decision is final.

### **Internet activities that are not permitted by the acceptable use procedure**

1. Searching, viewing or retrieving materials that are not related to school work, community service, employment or further education (thus, searching or viewing sexually explicit, profane, or illegal materials is not permitted).
2. Copying, saving or redistributing copyrighted material such as games, music files, pictures and videos. Users should assume that all material is copyrighted unless explicitly stated.
3. Subscription to any on-line services or ordering of any goods or services online.
4. Sharing of the student's home address, phone number or other information.
5. Playing games or using other external interactive sites unless specifically assigned by a teacher.
6. Using the network in such a way that you disrupt the use of the network by other users (e.g. downloading large movie or music files or playing internet games).
7. Any activity that violates a school rule or a state or federal law.

**Users who have any questions or doubts about whether a specific activity is permissible should consult a teacher or the network administrator.**



# The fine print

## 1. Acceptable use

The purpose of Woolgoolga High School's network or its internet access, is to support education by providing access to unique resources and the opportunity for collaborative work. The use of your account must be in support of education and academic research and consistent with the educational objectives of the School. Use of other organization's networks or computing resources must comply with the rules appropriate for that network. Publication, ownership or transmission of any material in violation of any regulation is prohibited. This includes, but is not limited to: Copyrighted material, threatening or obscene material, or material protected by trade secret. All communications and information accessible via the network should be assumed to be private property.

Use of WHS network for product advertisement or political lobbying is not allowed. Illegal activities are strictly prohibited. All communication must use appropriate language and be polite. Do not swear, use profanity, vulgarities, or harass other users. Playing games or using interactive chats and MUDs and MOOs is not acceptable use of the network. Users are responsible for staying abreast of changes in the system by reading the announcements on WHS's home page.

## 2. Privileges

The use of the school network is a privilege, not a right, and inappropriate use can result in a cancellation of all or some of those privileges. Based upon the acceptable use guidelines outlined above, the system administrators will deem what is inappropriate use of the network and take appropriate action. The Principal or system administrators may suspend or close an account at any time as required. In serious cases the user's parents will be notified in writing of the action taken. The Executive and Staff of WHS may also request the system administrator to deny, revoke, or suspend specific user accounts. Students whose accounts are denied, suspended or revoked do have the following rights:

- (a) To request an explanation for the actions.
- (b) To submit a written appeal to the Principal and as a follow up to this letter to have a meeting with the Principal and any other involved or interested staff. Students who are under 18 must have a parent or guardian present at the meeting.

## 3. Publication of materials

Publication of any material, including e-mail, news and web pages, must contain the author's e-mail address. At this time, users of system are permitted to create their own World Wide Web pages. This privilege is designed to enable students to learn the technology and express and present their academic work. Student web pages will not be linked to school home pages and students are responsible for the content of their pages. The following rules apply to web page publication.

1. All student sites must contain the following disclaimer: 'This web page was created by and represents the views and opinions of the author(s). It does not represent the views of nor is it endorsed in any way by Woolgoolga High School or any of its employees'.
2. No home addresses, phone numbers or other personal information of any student may appear.
3. No copyrighted materials may be used including photographs, cartoons and logos.
4. All contents of the web pages must be in accordance with the other terms set out in this document.
5. Electronic publications are expected to meet conventional academic standards of proper spelling, grammar and accuracy of information.



#### 4. Security

Security on any computer system is a high priority, especially when the system involves many users. If you can identify a security problem on the system, it is your responsibility to notify the system administrator. **Do not demonstrate the problem to other users.** Users may not, under any circumstances, use another individual's account. Do not give your password to any other individual. Attempts to log in to the system as any other user may result in suspension or cancellation of user privileges. Attempts to login to the network as a system administrator will result in cancellation of user privileges. Any user identified as a security risk or having a history of problems with other computer systems may be denied access to the network.

#### 5. Vandalism

Vandalism may result in cancellation of privileges. Vandalism is defined as any attempt to obtain, harm or destroy data of another user, the network, or any of the above listed agencies or other networks that are connected to the Internet backbone. This also includes, but is not limited to, the uploading or creation of computer viruses **and the physical damage of network equipment.**

#### 6. Reliability

While care is taken to ensure that the school's network is safe and reliable, Woolgoolga High School makes no warranties of any kind, whether expressed or implied, for the service it is providing. Woolgoolga High School will not be responsible for any damages you suffer. This includes loss of data resulting from delays, non-deliveries, miss-deliveries, or service interruptions. Use of any information obtained via the network is at your own risk. While every endeavour is made to present accurate and up-to-date information, Woolgoolga High School Network specifically denies any responsibility for the accuracy or quality of information obtained through its services.

#### 7. Support

**HARDWARE** – Woolgoolga High School will endeavour to guide students with their BYOD purchase; however, student's caregivers are responsible for their final purchasing decision. Woolgoolga High School's Technical Support Officer (TSO) will assist students by recommending solutions for any laptop issues being experienced with their personal device; however, the Woolgoolga High School TSO will not repair any student's personal device.

**SOFTWARE** – Woolgoolga High School's TSO will assist students with the loading of required software supplied by the Department of Education for school.



## Woolgoolga High School 'Bring Your Own Device' Program

Bring Your Own Device or BYOD is a strategy which allows students to use their approved electronic devices within the school environment for learning activities. This strategy is optional but recommended.

It is strongly suggested that you make it clear to your retailer that if the device does not meet the requirements for your student at Woolgoolga High School you will be returning the device for a full refund. **It is essential that the device can connect to the 5GHz Woolgoolga High School network.**

Most currently available hardware is suitable for student use on the school network. **Students involved in IT may need a higher specification machine that is able to run higher demand software such as video editing suites.**

A **minimum battery life of 6 hours** is necessary as charging at school may not be possible.

**Suitable loss and damage insurance and anti-virus software are recommended.**

### Approved BYOD devices

Laptops (windows 10, chromebook, MAC)

### Non-approved BYOD devices

Mobile phones, ipads, tablets, including wired and wireless earphones/headphones and smartwatches.

Before students are connected to the school network, the acceptable use Procedure must be signed by both the student and Parent /Caregiver. The school will not be responsible for the security of the device. Lockers will be available for a cost per year (\$20 small, \$25 medium \$30 large).

## Network user and student bring your own device (BYOD) contract

WHS allows students to bring their own devices to school and may provide access to the department's Wi-Fi network.

- Students are responsible for the care and maintenance of their devices including data protection and battery charging.
- WHS will not accept any liability for the theft, damage or loss of any student's device. Students who bring their own devices onto school sites do so at their own risk. I acknowledge that the school cannot be held responsible for any damage to or theft of my device.
- WHS will provide limited technical support for devices (e.g. Connection to the wireless network).
- I agree that my use of the department's internet will be primarily for learning.
- I agree to only ever use my own portal/internet log-in details and never share or allow others to use them. I agree to change passwords when prompted, or if they become known by another user, and to use passwords that are not easily guessed. I agree to log off at the end of each session to ensure that nobody else can use my account.



- I agree to not hack or bypass any hardware and software security implemented by the Department or my school, or disable settings for virus protection, spam and filtering that have been applied as a departmental standard.
- I agree to report inappropriate behaviour and material to my teacher, and promptly report if I suspect I have received a computer virus or spam, or if I receive a message that is inappropriate or makes me feel uncomfortable.
- I agree to stay safe by not giving out my personal information to strangers, and to seek advice if another user seeks excessive personal information, asks to be telephoned, offers gifts by email or wants to meet me. I acknowledge that I need to be careful about putting my personal or sensitive information in emails or on websites.
- I agree to never publish or disclose the email address of a staff member or student without that person's explicit permission, or to reveal personal information (including names, addresses, photographs, credit card details and telephone numbers) of myself or others. I agree to never disclose or use any information in a way that is not in any individual's interests.
- I agree to never plagiarise information and that I will observe appropriate copyright clearance, to ensure that permission is gained before electronically publishing users' works or drawings, to always acknowledge the creator/author or source of any information or material published or used, and to ensure any material published on the internet or intranet has the approval of the principal or their delegate.
- I agree to never knowingly initiate or forward emails or other messages containing a message that was sent to me in confidence, has a computer virus or attachment that is capable of damaging recipients' computers, chain letters, hoax emails and spam.
- I agree to not use BYOD or the school's internet and online services to knowingly search for, link to, access, publish or send anything that is unacceptable or unlawful (including sexually explicit or sexually suggestive material or correspondence) or remarks (including offensive, abusive or discriminatory comments, false or defamatory information about a person or organisation), or to threaten, bully or harass another person or make excessive or unreasonable demands upon another person.
- I agree to ensure services are not used for unauthorised commercial activities, political lobbying, online gambling or any unlawful purpose, and that personal use is kept to a minimum and internet and online communication is generally used for genuine curriculum and educational activities. I acknowledge that the use of unauthorised programs and intentionally downloading unauthorised software, graphics or music that is not associated with learning is not permitted.
- I understand that my activity on the internet is recorded and these records may be used in investigations, court proceedings or for other legal reasons, and that all use of internet and online communication services can be audited and traced to my account.
- I agree that use of my device during school activities is at the direction of the teacher.
- I acknowledge that I will be held responsible for my actions while using internet and online communication services, and that I will be held responsible for any breaches caused by me allowing any other person to use my account to access internet and online communication services.
- Where the school has reasonable grounds to suspect that a device contains data which breaches the BYOD Agreement, they may confiscate the device for the purpose of confirming the existence of the material. Depending on the nature of the material involved, further action may be taken including referral to the police. School disciplinary action may also be appropriate.



## Network user and BYOD contract

(This section to be completed by the student)

I understand and will abide by the Network Agreement and BYOD Contract. I further understand that any violation of these guidelines may result in my Network privileges being restricted or revoked and also may result in school disciplinary action. If the violation constitutes a criminal offence, appropriate legal action may be taken. I also agree to report any misuse of the system to the system administrator.

\_\_\_\_\_  
Student's name (please print)

\_\_\_\_\_  
Year

\_\_\_\_\_  
Student's signature

\_\_\_\_\_  
Date

\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_  
Date of birth

\_\_\_\_\_  
Present DET User Name

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## Parent or guardian agreement

(This section to be completed by the Parent/Guardian)

As the parent or guardian of this student, I have read the Network Agreement and BYOD Contract. I understand that this access is designed for educational purposes. I recognise that some controversial materials exist on the Internet. I will not hold Woolgoolga High School responsible for materials acquired on the network.

\_\_\_\_\_  
Parent or guardian's name (please print)

\_\_\_\_\_  
Parent or guardian's signature

\_\_\_\_\_  
Date

In the future the school intends to use email to inform parents and guardians of special occasions or important information. If you wish to avail yourself of this opportunity, please include an email address by which you may be contacted.

\_\_\_\_\_  
E-mail address

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