



## Acceptable use of the Network

### Rationale

Students will be able to access our network resources from the networked computers. Students will be able to access the Internet via our networked computers and their own devices. Students will use the network resources and Internet for educational purposes in all subjects. Our Internet connection is provided by the NSW Department of Education and is filtered for offensive material, however, on a vast network such as the Internet there always exists the possibility that students may obtain material not blocked by the NSW Department of Education filter.

Students must understand that the use of the network resources and Internet at school is a privilege, not a right, and that acceptable online behaviour and observance of Internet etiquette are necessary for continued access when students are using the Internet at school they are representing the school in cyberspace and they are expected to use the Internet in a way which brings credit upon the school and themselves. If students do not abide by the Conditions of Use set out in this policy, it will be treated as per the school's Welfare Policy.

### Conditions of Use

1. Students have a right to privacy in their electronic communication and work. Each student has a user name and password and a secure storage space on the network for their files. There may be times when the system administrator will need to access students' files during system maintenance.
2. Students may use the Library computers at lunchtime and at the Homework Centre (Library) on Monday, Tuesday and Thursday after school 3:15 - 4:45 pm.
3. Students have the right to safety. If you feel threatened or harassed by someone on the Internet or receive an unpleasant email you must inform a staff member immediately.
4. Students have the right to intellectual freedom. Students must realise, however, that if they publish personal views or opinions they must accept responsibility for them.
5. Students are expected to use the network resources and Internet in a responsible manner at all times. Do not give your user name and password to any other person as you will be held responsible for files created or sites accessed using your user name. Do not use another person's user name and password to access the Internet. The NSW Department of Education filtered Internet connection blocks certain websites from school students. Students found using another person's user name and password to access blocked sites will be treated as per the school's Welfare Policy. The Department of Education monitors and records all activity on the Internet and these records may be used in investigations, court proceedings or for other legal purposes.

6. Students must connect their BYOD to the NSW Department of Education wireless network to access the Internet, using their own user name and password. Students will be provided with the details to connect to the NSW Department of Education network. Students must not connect to any other wireless, wired or cellular network. Students must not bridge the Department of Education network to access another network.
7. Never publish or disclose the email address of a staff member or student without that person's explicit permission.
8. Use the network resources and Internet for educational purposes and not for any personal or commercial business or illegal activity.
9. Observe all copyright laws and avoid plagiarism and acknowledge all sources of information in your work. Do not download, cut and paste information and claim it as your own work. Use the Liverpool Girls' High School Citation and Referencing Guide to correctly cite and reference your sources. Remember that not all information on the Internet is correct or well researched. Check the validity of your sources.
10. Use appropriate language when using the network resources and Internet. Never send or publish unacceptable or unlawful material or remarks, including offensive, abusive, or discriminatory comments; threatening, bullying or harassing another person or making excessive or unreasonable demands upon another person; sexually explicit or sexually suggestive material or correspondence and false or defamatory information about a person or organisation.
11. Students must take responsibility for their own actions and words when using the network and Internet, so you are not permitted to use pseudonyms or impersonate someone else.
12. Be aware of your own personal safety and at no time reveal any personal details such as your address or your phone number to anyone on the Internet.
13. The school's network is your network. Report any problems with the behaviour of other students; the equipment; software or websites accessed to a teacher as soon as possible so that appropriate action can be taken.

**Each time a student accesses the Internet at school the NSW Department of Education Acceptable Usage Policy appears on the screen and the student must click 'I accept' (see below) before the Internet opens.**

### **Acceptable Use of the Department's Portal Services**

- Your use of email and the NSW Department of Education online system may be monitored.
- You are not permitted to use the services to knowingly search for, link to, access or send anything that is offensive, obscene, pornographic, threatening, intimidating, abusive or defamatory.
- By agreeing, you accept to follow school and NSW Department of Education policies for online behaviour.
- Privacy: NSW Department of Education monitors the use of emails and online services to ensure compliance with online policy.