



CLARKSON COMMUNITY HIGH SCHOOL

ICT Usage Policy &
Information for Parents & Students

Dear Parents and Students

Our school provides access to Department of Education online services. These enhance the contemporary learning opportunities available to students and the range of teaching tools available to staff to deliver the Western Australian Curriculum.

As a student of Clarkson Community High School, you have the privilege of free access to learning technology resources, including the Internet. You also have an individual E-mail account for the purpose of educational communications. Computer access is a privilege and is supplied for educational purposes only. This privilege will be withdrawn if used inappropriately.

The following guidelines relate to your responsibilities when accessing school-based computer facilities.

1 RESPONSIBILITIES

1.1 The Role of Students

Students must use the school computer network responsibly. Communications on the information networks are often public and general school rules for student behaviour, conduct and standards will apply. Students should also treat school computers with respect at all times to avoid damaging equipment.

1.2 The Role of Parents or Guardians

Parents or guardians are required to take responsibility for conveying the importance of the policy guidelines in this document and other school policies to their children.

1.3 The Role of Teaching Staff

School teaching staff will monitor appropriate care and use of ICT when accessing curriculum information. They will also provide guidance and instruction to students in the appropriate use of such resources.

This includes staff facilitating student access to information on the computers in support of and to enrich the curriculum, while considering the varied instructional needs, learning styles, abilities and developmental levels of students.

1.4 The Role of the School

The school commits to upholding the Usage Policy Guidelines and providing physical and financial resources to enable safe, educationally relevant access to ICT and relevant curriculum facilities for staff and students.

The school also has a responsibility to ratify that information published on the Internet by students or the school, under the school's name, meets legal requirements and community standards in relation to copyright and safety.

2 DATA MANAGEMENT

Saving or back up of data is the student's responsibility. The school provides a small amount of network storage and 100GB of cloud storage via Microsoft OneDrive/Office 365 suite. It is highly recommended that students make full use of the OneDrive facility as the storage capacity is much greater and it is also available from home.

3 ACCEPTABLE USE POLICIES

Any Acceptable Use Policy is a written agreement that formally sets out the rules of use of software, networks, printers and the Internet. All staff and students are accessing the Department of Education System and are bound by Department of Education rules of use.

Students are to:

- Ensure that copyright is 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.
- Refrain from installing unauthorised software onto the computers. Only software installed on a workstation by the school is considered licensed and appropriate for use by students.
- Prevent the introduction of any virus or program that reduces system security or effectiveness. Deliberately distributing a virus or other malware is a Federal offense.
- Only use their own credentials to log onto the network and ensure they do not share login details with others. Students must keep their password secret and use secure passwords to prevent unauthorised access. Sharing login details with others to circumvent restrictions may result in account suspension.
- Refrain from storing the following types of files:
 - Sound, image and video files, unless they are required by a subject
 - Obscene or insulting material
 - Obscene filenames
 - Games of any type
 - Password-protected files
 - Copyrighted material of any sort, including illegal copies of movies, audio and games.
- Limit printing to educational purposes only as directed by a teacher.
- Refrain from using generative artificial intelligence (AI) applications and services such as ChatGPT in assessments. (see the school's Assessment Policy for more details)

3.1 Internet usage

Internet access has been provided to assist students' education. Students must use it only with permission, and not in any unauthorised way.

Students must:

- Follow school guidelines and procedures when preparing materials for publication on the web
- Not use material from other web sites unless they have permission from the person who created the material. If unsure, they should check with their teacher
- Not access any inappropriate content or website. If students encounter any such site, they must immediately notify a teacher. They should not show the site to other students.
- Not send inappropriate messages or be involved in cyber bullying via any medium of electronic communication. Committing this serious offense will certainly result in loss of network privileges, with the possibility of further action being taken depending on the severity of the case.
- Refrain from using school computers for off-task activities, such as games, videos and other non-educational sites.
- Students who repeatedly ignore these guidelines may be added to the Restricted Internet Group, which allows access to educational sites only.

3.2 Privacy and Cyber Safety

At any time, parents, teachers and officials have the right to inspect the contents of students' workspaces. Students should be aware that most activity on the school computer network is logged and these log files are checked. If an investigation should lead to the discovery that this Policy or the law has been violated, action can and will be taken

Digital Footprint

While social networking, there are some risks you should keep in mind when using these tools. With social media the lines between what is public or private, personal or professional can become blurred. Whatever is placed online is permanent and available to those who wish to look for it, so by its very nature – nothing is private or temporary online.

Students should be aware that everything they do online leaves a digital footprint. Students are encouraged to use good judgement on their personal social media sites and should not post anything that they would not want parents, staff, or future employers to see. Once something is published online, it is permanent and your control of that information is lost. It can sometimes be shared and spread in ways you never intended. As a member of the school community, our School Values should be at the forefront of all you do.

School Social Media Pages

We welcome your open and positive conversations as part of the Clarkson CHS community. Please remember that our social media pages are a reflection of the students that attend Clarkson CHS, and our aim is to maintain a positive image for them. All members of the school community should be treated with dignity and respect. The use of hostile or obscene language, or negative comments about students, families or staff at the School will not be tolerated. The School will delete posts that contain discriminatory or defamatory posts that relate to ethnicity, religion, gender, disability, sexual orientation or belief; or that encourage illegal activity. The person posting against guidelines also risks being blocked from posting in the future.

