



Glenmore State High School Computer Network (Intranet) and Internet Access Student Account Agreement

I have read the School Acceptable Use Policy. I agree to follow the rules contained in this Policy. I understand that if I violate the rules my account can be terminated and I may face other disciplinary and/or legal consequences.

Student Name: _____ **Date:** _____

Student Signature: _____

Parent/Guardian Permission Form

I have read the School Acceptable Use Policy.

I hereby release the school, its personnel, and any institutions with which it is affiliated, from any and all claims and damages of any nature arising from my child's use of, or inability to use, the school system, including, but not limited to claims that may arise from the unauthorised use of the system to purchase products or services. I will instruct my child regarding any restrictions against accessing material that are in addition to the restrictions set forth in the School Acceptable Use Policy. I will emphasise to my child the importance of following the rules for personal safety and the integrity of the school computer network.

I understand that my child will be held accountable for all activities including, but not limited to, the content of materials sent by email or uploaded by any other means using their account privileges. I also understand that my child must abide by the rules for acceptable conduct on the school network and Internet and etiquette guidelines, and that use of the system will be for educational purposes only. I understand that my child can permanently be denied access to the computer network at Glenmore State High through inappropriate use as laid out in this document.

I agree not to hold Glenmore State High School, or its employees, nor any of the institutions or networks providing access to the Internet, responsible for the performance of the system or the content of any material accessed through it.

I give permission to issue an account for my child and certify that the information contained in this form is correct. I understand that I can withdraw my approval at any time.

I acknowledge that amendments may be made to this policy by the school and that advice will be published in the school newsletter.

Parent/Guardian Name: _____ **Date:** _____

Parent/Guardian Signature: _____

Home Address: _____

Home Phone: _____

Parent/Guardian Mobile Phone: _____

Parent/Guardian Home Email: _____

Parent/Guardian Work Email : _____

This year we are making a concerted effort to reduce our paper usage and communicate more efficiently with our school community. One way we intend to achieve this is by use of email, where possible, for such things as newsletters, excursion information and upcoming events etc. Please circle the email address you would prefer the school to use for electronic communications: **Home / Work**

Glenmore State High School Intranet/Internet Services (GHSNet) Acceptable Use Policy

The Glenmore State High School Intranet/Internet network, part of Education Queensland's overall network, is designed for students and educators. The network can be accessed at school and provides access to a wide variety of documents, software programs and the Internet. Education Queensland's internet services are designed to guide its users in navigating through the vast resources and also to minimise the possibility of students accessing materials that are inappropriate for minors. However, the school cannot guarantee that such materials will not be accessed.

Any student suspected of / engaging in inappropriate activities will have their account terminated for a length of time deemed appropriate by the Network Administrator and a Deputy Principal or the Principal.

It may be impossible for a student to continue studying a subject that has computer usage if they engage in illegal activities. This includes a first offence!

Educational Purpose

1. GHSNet has been established for a limited educational purpose. The term "educational purpose" includes classroom learning activities and career development activities.
2. GHSNet has not been established as a public access service or a public forum. Glenmore State High School has the right to place reasonable restrictions on the material you access or post through the system. You are also expected to follow the rules set forth in this Acceptable Use Policy and the law in your use of GHSNet.
3. You may not use GHSNet for commercial purposes. This means you may not offer, provide or purchase products or services through GHSNet.

Student Internet Access

1. You will have the opportunity, when required, to access the Internet and email for educational and career development activities as directed.
2. You will be issued an Internet download quota at the start of every month (1GB – Yr 7, 8, 9 / 2GB –Yr 10, 11, 12). Once this limit has been reached, you will no longer have access to the Internet. You may request a review of your quota and may have your quota extended if it is found that it was used for legitimate, school-rated purposes. See Mrs Hamilton in B Block staffroom during break times to request a quota review.
3. You will not download large files such as MP3s, videos etc unless permission has been sought from your teacher and then only if absolutely necessary or if your teacher has instructed you to do so.
4. You will not post chain letters/emails or engage in "spamming". Spamming is sending an annoying or unnecessary message to a large number of people. Email usage will be monitored and is provided by EQ for educational purposes only. You will not engage in email misuse or any cyber-bullying activities.
5. You will not post personal contact information about yourself or other people. Personal contact information includes your address, home telephone, mobile phone, school address, work address, etc.
6. You will not email or post private information about another person.

7. You will not repost an email or message that was sent to you privately without permission of the person who sent you the message.
8. You will promptly alert your teacher or other school employee any message you receive that is inappropriate or makes you feel uncomfortable.

Inappropriate Language

1. Restrictions against Inappropriate Language apply to emails, public messages, private messages, and material posted on Web pages.
2. You will not use obscene, profane, lewd, vulgar, rude, inflammatory, threatening, or disrespectful language.
3. You will not post information that could cause damage or a danger of disruption.
4. You will not engage in personal attacks, including prejudicial or discriminatory attacks against any student or staff member in any way – ie - intranet or internet communications, emails, forums, chat rooms, social networking or general websites such as Facebook or by any other means.
5. You will not harass another person. Harassment is persistently acting in a manner that distresses or annoys another person. If you are told by a person to stop sending them emails or messages, you must stop.
6. You will not recklessly post or send false or defamatory information about a person or organisation.

System Security

1. Education Queensland (EQ) provides each student with their own username to enable access to both EQ and Glenmore SHS's intranet/internet services and for monitoring and security purposes. It is vital that you respect the importance and legal responsibility of having your own account. You are responsible for your individual account and should take all reasonable precautions to prevent others from being able to use your account. **Under no conditions should you:**
 - **use or attempt to use another persons account OR**
 - **provide your password to another person OR**
 - **log on to a computer using your account details so that another person can use your account OR**
 - **allow another student access to your computer or account contents.**

If you suspect that someone has accessed your account you must notify your teacher immediately. If you suspect that someone knows your password you must get your teacher to reset your password immediately.

2. You will immediately notify a teacher, Deputy Principal or Principal if you have identified or have knowledge of a possible network security problem. However, do not go looking for security problems, because this may be construed as an illegal attempt to gain access.
3. **Lock your computer when you are not sitting in front of it during a class.**
4. **Log-off your computer at the end of a class or when leaving the computer room and not returning.**
5. It is recommended that you save your work on both your H drive and a USB. This will ensure there is a copy of your class work/assignments should you lose your USB or the USB is damaged.
6. The storage space available on you H drive is limited. Please ensure that only school-related materials are saved on the system.

Illegal Activities

1. You will not attempt to gain unauthorised access to GHSNet or to any other computer system through GHSNet or **go beyond your authorised access. This includes attempting to log in through another person's account or access another person's files. You may not access the C drive of any computer or any of the servers.** These actions are illegal under all circumstances. Any student suspected of these activities will have their account terminated for a length of time deemed appropriate by the Network Administrator and a Deputy Principal or the Principal.
2. You will not make deliberate attempts to disrupt the computer system or destroy data by spreading computer viruses or by any other means. These actions are illegal.
3. You will not use GHSNet to engage in any other illegal act, engaging in criminal activity, threatening the safety of a person, etc.
4. USB's and other storage devices may be checked, if required, by any staff member. Only school related materials or files should be on these devices.
5. Software (this includes all files or scripts with .exe or .bat or .vbs extensions), music, video clips, pictures and games must not be downloaded from the Internet, brought in on a USB / Memory storage device, or be saved in your account without your teacher's explicit permission and direct supervision.

Inappropriate Access to Material

1. You will not use GHSNet to access material that is profane or obscene (pornography), that advocates illegal acts, or that advocates violence or discrimination towards other people (hate literature). A special exception may be made for hate literature if the purpose of your access is to conduct research and both your teacher and parent have approved.
2. If you mistakenly access inappropriate information, images or websites, you should immediately tell your teacher, a staff member, a Deputy Principal or Principal. This may protect you against a claim that you have intentionally violated this Policy.
3. Your parent/guardian should instruct you if there is additional material that they think would be inappropriate for you to access. The School fully expects that you will follow your parent/guardian's instructions in this matter.

Plagiarism and Copyright Infringement

1. You will not plagiarise works that you find on the Internet. Plagiarism is taking the ideas or writings of others and presenting them as if they were your own.
2. You will respect the rights of copyright owners. Copyright infringement occurs when you inappropriately reproduce a work that is protected by a copyright. If a work contains language that specifies appropriate use of that work, you should follow the expressed requirements. If you are unsure whether or not you can use a work, you should request permission from the copyright owner. Copyright law can be very confusing. If you have questions ask a teacher.

Search and Seizure

1. You should not expect privacy in the contents of your account and any personal files accessed using or saved on the school system. The school will run monitoring programs on a regular basis. USB / Memory storage devices may also be checked / scanned, so students should ensure that these do not contain any files or programs that breach the GHSNet Acceptable Use Policy.

2. Routine maintenance and monitoring of GHSNet may lead to discovery that you have violated this Acceptable Use Policy or Federal/State Laws.
3. An individual search will be conducted if there is reasonable suspicion that you have violated this Acceptable Use Policy or Federal/State Laws. The investigation will be reasonable and related to the suspected violation.
4. Parents/Guardians will be informed if inappropriate material is found in your account or a violation of this policy has occurred. Students who breach this agreement may have their access revoked permanently.

Due Process

1. The School will co-operate fully with local, state, or federal officials in any investigation related to any illegal activities conducted through GHSNet.
2. In the event there is a claim that you have violated this Acceptable Use Policy in your use of the GHSNet, you may be required to write a report on the occurrence for a Year Level Coordinator, Deputy Principal or Principal. Normal school discipline consequences also apply.
3. If you intentionally cause damage to the school network or ICT equipment you may be required to cover the cost of repairs or replacement of the equipment.

Personal Electronic Devices

1. GSHS does not take responsibility for personal electronic devices (such as iPods, iPads, tablets, mobile phones and laptop computers/netbooks) brought to school. Theft or damage of these devices may not be investigated and are at all times your responsibility.
2. You need to be aware that if you bring personal electronic devices to school, you will be unable to access the school network (H drive, curriculum drive etc), software or printers from these devices. This will severely restrict your teacher's ability to monitor and provide feedback on your work. EQ advises schools that students should not connect personal electronic devices to its corporate ICT network. It is therefore recommended that these devices not be used during class time.
3. Any files or programs on personal electronic devices used at school need to be appropriate and legal.
4. It is recommended that any theft or breakage to personal electronic devices be reported to the Queensland Police Service (QPS) so that they can investigate the incident. Incidents of this nature can be reported to the School-based Police Officer when available.