

## Computer and Internet Use Procedure

The Internet and Learning Resource Centre (LRC, all computers within the School's network) are made available to staff, students and community members under the following conditions and guidelines.

School members wishing to use the Internet/LRC must

- sign a declaration that they understand this procedure and undertake to abide by it.
- declare their agreement or disagreement to this Procedure.

The following text will appear on the logon screen for users to confirm they understand this procedure and its implications.-

### Conditions of Use

Korowal School reserves the right to monitor all data stored on or accessed via its network. If users do not log off when finished using a computer or share their password with others, they will be held responsible for any usage in their name.

Any attempt to enter the network or system (or parts thereof) without permission will result in civil and criminal liabilities.

To download and store copyrighted files without permission is not permitted and may result in prosecution.

Click OK to agree to these conditions and the details outlined in the Computer and Internet Usage Procedure of Korowal School, which is available on our website and on the intranet.

### Staff

All staff are allowed access to the Internet, Intranet, and work stations, provided:

- Use will provide information for students or for teachers such that they may have a better understanding of subject matter, resources and teaching strategies.
- Use will provide up-skilling of staff through research and information retrieval.
- E-mail is used on school business or to request information.
- Use will encourage staff to develop competence in Internet usage.

### Students

Students may use the Internet, Intranet and work stations, provided:

- Parents are informed that Internet usage is part of the School's praxis.
- Internet usage includes email, either on the school intranet or externally, to send work or to communicate regarding School related tasks.
- Students demonstrate proficiency in Internet use to staff.

### Parental and Public Use

Parents and members of the public may use the Internet and school computers if requested and authorised by the Executive.

Charges for setting up profiles, teacher supervision, etc. are likely to apply.

## Access

- Staff access is unlimited.
- Primary classes may use computers under close guidance of the class teacher and additional help by the Librarian and/or IT Co-ordinator.
- Junior high school students may use the LRC during all school hours, except recess and lunchtime. They may use the LRC only under direct teacher/librarian supervision and for school work.
- Senior high school students may use the LRC during all school hours, provided their use does not conflict with running classes. This privilege is based on a high level of trust and must be met by the same level of responsibility.
- Outside (e.g. from home) access to files on the school server is possible (using the assigned username and password) via our Intranet gateway at <http://portal.nsw.edu.au>. This includes e-mail, file access, Kmoodle access, library access, calendar access and additional facilities like blogs and messaging systems.
- Parents may log on to our intranet site, <http://portal.korowal.nsw.edu.au>, from their own internet connection, using their child's username and password.

## Code of Conduct

- The computers and the Internet and Intranet are provided for educational purposes only. Private usage (incl. games/video/music/data) is expressly forbidden.
- E-mail is intended for students to make contact with others in the interest of education. Social email use is not allowed.
- Students are given E-mail accounts. Webmail providers (hotmail, gmail...) will be blocked.
- E-mail mail outs to more than one receiver should be done as BCC, rather than CC to protect the privacy of the recipients.

## Use of Service

- Negative language or imagery, including obscenities and profanities or antisocial or offensive content, may not be accessed or created.
- Private information, including telephone number and address, is not to be distributed. Students should always use the School's address, if necessary.
- The network may not be used for personal gain or illegal activities.
- Deliberate attempts to gain access to sites or information containing material that is racist, pornographic, religiously offensive, violent, illegal or negative in character will lead to suspension of usage rights.
- Deliberate attempts to spread viruses through the network will lead to monetary restitution by the instigator(s).
- Downloading for purposes other than educational or without teacher permission will lead to suspension of network rights.
- Issued username and password must not be given to others.
- Copyright, privacy and international law must be followed.

## Accounts

Placing of orders for goods and services is forbidden.

It is illegal to download or store copyrighted material and the School can not tolerate any such material on its network. File sharing is illegal and will result in legal proceedings.

## Liability

Korowal School is not, and cannot be held, responsible for the loss of material, accidental corruption or any other action that might affect transmission or loss of data.

Users of the computer network are responsible for the content of their user profile and its password security. This includes issues of copyright, legality, and appropriateness.

Korowal School does regular off-campus backups but users are reminded to save and backup essential data (e.g. HSC projects), themselves.

These guidelines are written for the safety and productivity of all users.

## Surveillance

Notice is hereby given that surveillance will be carried out on computer usage. It is necessary to track network traffic for reasons of trouble shooting, network optimisation, network security, and appropriateness of use.

- Surveillance will include tracking of computer usage, including internet, intranet, e-mail, and stored files.
- Monitoring may be carried out at any time of the day or night, by checking our servers and server traffic.
- Personnel in charge of surveillance are the IT technician and the IT co-ordinator. They have to report any infringements to the Executive. All teachers can remotely monitor student workstations.
- Surveillance will start term 1, 2007 and will be ongoing.
- Surveillance will be continuous in the form of logs that are created by the software, and user activity may be looked at in real time at any moment.

## Abuse of the Conditions and Guidelines

For students, the teacher concerned will deal with infringements. This could lead to suspension of Internet privileges, and/or suspension of LRC use. Students using the network for inappropriate purposes, like gaming or downloading entertaining videos or music, are usually suspended from computer use for 3 weeks.

Serious abuse will be subject to action by the Executive. Korowal's discipline policy will be put into effect. Students who repeatedly offend against this policy will be suspended from Internet and/or LRC use indefinitely.

Above penalties may interfere with a student's learning and marks, which is solely the responsibility of the student. In such a case, the school will not be in a position to provide alternatives.

Staff transgressions will be dealt with by the Executive.

## Laptop Borrowing Process

The aim of this procedure is to ensure maximum availability and the safe keeping of the laptops, and to do this without putting too much strain on library resources.

### Class set borrowing:

There will be a clipboard attached to each trolley.

Teachers will make sure that their students sign in and out and inform their teachers of any damage.

Teachers will inform the librarian if any damage is found.

### Single laptop borrowing:

Individuals may borrow laptops, if available, and when the librarian is not teaching.

Individual students will also sign off on the booking sheet, but also go through the library scanners. Laptops are not to be taken out without scanning by the librarian.

This includes passing it on to another student, informally, as only the official borrower is accountable.

Borrowing time is restricted to a lesson at a time.

### Student owned laptops

Students may bring their laptops to school to help them with their school work and to support them in their learning.

The school considers personal laptops to be learning tools. They are not to be used for game playing or entertainment.

Student laptop use is subject to all other school procedures and values, like the ones on Personal Entertainment Devices and Computer and Internet Use.

The school is not responsible for any software or hardware issues, loss or damage, as these are personally owned devices.

The school takes responsibility for the school network connection and the security of the files on the network.

Student laptops may be connected to the network -

- Macbooks can have a school-user account installed and will be able to access the school network just like the school laptop computers do.
- Other laptops can have internet access enabled and will be able to access school files through the outside log-in (K Moodle/ Intranet).

The school will connect laptops to Internet and/or Intranet without charge.

The following letter is to be given to all parents of students enrolling from year 3 upwards:

## Computer Technology and the Internet

Computer technology and the Internet have not only changed our culture, leisure, and work, but have also had a profound impact on learning.

The role of the school and the teacher, especially in high school, is changing from communicating information and skills to empowering the students themselves to find and process information. The process of finding and creating information from data, arriving at a meaningful outcome, and evaluating this outcome, is becoming increasingly central in learning for the future. We therefore endeavour to educate our students to be able to take advantage of this freedom and wealth of information in a responsible and fruitful way.

At Korowal School, students have computer access in all subjects in the high school, and are also given the guidance necessary to learn and work with digital media successfully.

Our operating systems are Novell's SUSE Linux Enterprise Desktop, which comes with all the applications needed like an office suite, sound, graphics, video editing, publishing, etc. and Apple Mac OSX on server and Apple laptops.

Every user has an email account and a calendar and can remotely access school files and email ([mail.korowal.nsw.edu.au](mailto:mail.korowal.nsw.edu.au)) from home.

Our Learning Resource Centre has 27 desktop computers and 36 notebooks on two trolleys (not to mention 14,000 books), all connected to the Internet.

Music, Art, Drama, have networked computers in their subject rooms.

Students from years 3 – 6 occasionally use computers, mainly for word processing and research.

We believe that there is no place for computers in our classrooms at an earlier age, as the abstraction inherent in working with computers does not support the strong foundation-building which we try to achieve at this stage. The introduction of the use of computers in Primary School is timed to coincide with the need to manage increasing quantities of information as students move into high school.

In a human centered school, technology needs to be integrated as a human activity. Information technology should be accessible and user friendly, so that people can become empowered and confident users. It is important that subject curricula reflect this approach, so students can become independent masters of this technology, rather than passive victims. In our teaching and curriculum design we maintain an age-appropriate balance between process and content, so that students can critically evaluate the extraordinary quantities of information available via computers. The future holds changes beyond our current imagination, and only students with the confidence arising from meaningful application of IT will be able to take a proactive part in the future of broadband, multi media and virtual reality, and have the ability to adjust to a constantly changing world.

We are also aware of the tendency to impose control and to monopolise information technology by the giants of the industry. In awareness of the hidden curriculum, we endeavour to use software and hardware that is Open Source, democratic and inclusive

to allow our school community to take an active part in the sharing and development of such products. Collaboration is one of the keys to human centred learning and it should be encouraged by the choice and application of IT.

There is also a moral dimension to using IT. Computers are increasingly powerful tools in the hands of individuals, and they can be used constructively or destructively. As a school, we have developed a culture of trust and sharing. Our students appreciate computers and the Internet as tools that help them to work together more productively and creatively and to produce quality work.

For students who might be experiencing difficulties in learning or in staying focused, computers provide an individualised work space and software tools to support their efforts.

At Korowal School, we aim to prepare our students to be able to use IT confidently, competently, ethically and creatively, without fear or restriction.

During the past years, we have established a code of conduct, which is based on trust and the acceptance of freedoms and responsibilities. This code has evolved with the increasing use of IT in the school and we regularly communicate to our students which responsibilities are involved with the use of this technology.

Please,

- Read this procedure for the use of the computers and the Internet
- Sign the agreement with your child
- Return the agreement to the School Office.

Your child's network access will be enabled after receiving the signed agreement.

Please don't hesitate to contact me, should you have any questions about aspects of our policy.

With kind regards,

Joachim Herrmann  
IT Co-ordinator, for the Executive

PLEASE RETURN THIS AGREEMENT TO KOROWAL FOR YOUR  
PROFILE TO BE ENABLED:

I have read and understood the Computer and Internet Policy published in the June 2008 Policies and Procedures Document and I promise to adhere to its intention. I understand that disregarding this policy may result in suspension or expulsion from the computer network, and that this may interfere with my educational needs.

Name of student: \_\_\_\_\_ Class: \_\_\_\_\_

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

Name of parent: \_\_\_\_\_

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

Please return this page to the School Office as soon as possible. This is necessary to have your user profile/network access enabled.