Information Technology Acceptable Use Policy

Computer Facilities

Computer equipment, software and data resources at Kincoppal-Rose Bay are provided for educational use by the KRB Community. It is an expectation that computer-based equipment is used in a responsible, educational manner. IT usage at Kincoppal-Rose Bay is logged and, from time to time, resources such as Internet files, e-mails and other miscellaneous files will be audited to ensure appropriate usage. The staff reserves the rights to apply graded sanctions, to deny access or terminate use if students are deemed to be making inappropriate use of the technology. In addition to this policy, please refer to the following documents:

- [KRB Printing Policy](#): detailed information specific to printing at KRB and available from KRB Start.
- [KRB Internet allocation policy](#): detailed information specific to Internet usage at KRB- available from KRB Start
- [KRB Learning Advantage Acceptable Use Policy](#): See KRB Learning Advantage Handbook.

The following points outline the requirements of Information Technology usage at Kincoppal-Rose Bay.

**It is your responsibility to follow these guidelines in all aspects of computer-based work**

**DO**

- Follow instructions given by staff.
- Login correctly and logout when finished.
- Keep your login confidential.
- Use secure passwords ie more than 8 characters with at least one numeral and at least one non-alphabetic character
- Refrain from intentionally wasting limited resources.
- Be conscious that others need to use the same resources that you are using.
- Report any equipment fault or suspected virus activity to the nearest staff member.
- Always check files, including files downloaded from the Internet for malware and viruses.
- Make regular backups of your saved data.
- Use the IT resources for legitimate educational activities such as research and communication.
- Only connect to the KRB wireless network whilst at school.
- Always check for and adhere to licensing and copyright agreements.
- Keep personal information secure as nothing is private on the Internet.
- Insert your name on the bottom of any email messages that you post.
- Remember that information (text, video, audio, images) uploaded to the Internet by you can be altered and manipulated.
DO NOT

- Use an account owned by another user.
- Share your account details or password with any other person.
- Have food and drink near computer equipment.
- Attempt to make unauthorised access to resources or entities. It is a violation of the law to access any network files, documents, applications, etc. without the express permission of the owner.
- Divulge personal information such as name, address, phone number, images, audio or video that identify you or you in a school context over the Internet.
- Post communications about others without the author’s consent and/or post anonymous messages.
- Use technology to harass or personally attack another person.
- Send an e-mail to multiple recipients or to KRB groups without the prior permission of the relevant Year or Stage Co-ordinator
- Use vulgar, offensive or inappropriate language when communicating electronically.
- Play computer games at any time and/or visit chat rooms or sites that are of a non-educational nature.
- Access sites that contain inappropriate and/or offensive material.
- Upload inappropriate content to the Internet.
- Upload any content involving the Kincoppal-Rose Bay School community without the prior permission of the Director of Students.
- Download and/or store executable (program) files via the network and/or Internet.
- Install any software on the school computer systems, including downloads from the Internet.
- Connect to any wireless network other than the KRB wireless network whilst at school.
- Engage in any illegal activity, including violation of copyright or other contracts. This includes copying any software or program files from the school computer system.
- Plagiarise from electronic media such as the Internet or CD-ROM. Any material used must be noted and suitably acknowledged.
- Tamper either physically or electronically with either hardware or software settings.
- Attempt any malicious behaviour toward IT resources.
- Use the School’s I.T resources for personal, financial, political or commercial gain

Personal Equipment (e.g. personal laptop computers, mobile phones, PDAs, iPods etc)

Personal laptops, and at specified times, other digital equipment are permitted at school. Students are responsible for their care. The School does not accept responsibility for loss or damage to students’ personal equipment. Students should adhere to the guiding principles for the use of all technology within the school.

Students may have their laptop configured to the School’s network. This allows them to save work to their school directory. The school’s IT Department manages this process and can give advice as to the most suitable laptop for parents to buy. If laptops are configured to the School’s network, the owner has to forfeit administration rights over the computer.
Recording Devices

The unauthorised use of recording devices either digital or analogue, for example, webcams, digital cameras, video cameras, computer input devices, media players/recorders and mobile phones is NOT permitted at any time.

Recording devices may be used ONLY in an educational context. Digital recordings, including sanctioned educational recordings, MUST NOT be published publically or posted on Internet sites such as, YouTube, Facebook, Vimeo, Blogs etc, without the written permission of the School and those appearing in the recording.

Reminders:

- Make regular backups of your data.
- Always follow the instructions given with the equipment.
- Keep your computer equipment secure. Kincoppal-Rose Bay takes no responsibility for the security of personal computer equipment.
- Keep your security software up-to-date. If your security software detects virus/malware activity then carefully follow the instructions of the security software. If unsure, quarantine your computer, USB keys and USB disks, then immediately consult with the IT staff.
- If linked to the KRB network, the owner must relinquish administrator rights to her/his computer and use the school anti-virus software.
- The Internet may only be accessed through KRB Computer equipment or computer equipment that complies with Kincoppal-Rose Bay facilities. Students may not access The Internet through another account or means.
- Only computers using Windows XP Professional can be utilise the full capabilities of KRB network. Other systems have options for limited connectivity.

By using the Kincoppal-Rose Bay internal computer facilities, both the student and a parent/guardian are aware of and agree to abide by the requirements outlined within this document.
Disclaimer

Kincoppal-Rose Bay School does not take responsibility for the loss of data across the network. It is the responsibility of the user to ensure that appropriate backups are performed.

Kincoppal-Rose Bay School does not have control of the electronic information accessible from student files, email messages or of information on the Internet. Certain IT files may contain material that is illegal, defamatory, inaccurate or potentially offensive to some people. It is the responsibility of the user NOT to pursue material that could be considered offensive. Kincoppal-Rose Bay makes no warranties with respect to internal computer access and/or Internet access, and assumes no responsibilities for:

- Any costs, liability or damages (direct or indirect) arising from computer access and or Internet access via Kincoppal-Rose Bay School
- Any effects of internal network and/or Internet service interruptions or alterations, even if these disruptions arise from circumstances under the control of Kincoppal-Rose Bay School.
- The privacy of electronic mail. While Kincoppal-Rose Bay School supports the privacy of Electronic mail, users must assume privacy cannot be guaranteed. Kincoppal-Rose Bay School reserves the right to vary the specific conditions and services being offered.

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<th>Student Declaration:</th>
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<tr>
<td>I have read and understood the above and agree to adhere to The Information Technology Acceptable Use Policy.</td>
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<td>Signed: ______________________________</td>
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<td>Date: ______________________________</td>
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<th>Parent Declaration:</th>
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<td>I have read and understood the above and agree to support The Information Technology Acceptable Use Policy.</td>
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<td>Signed: ______________________________</td>
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<tr>
<th>Pastoral tutor/classroom teacher :</th>
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<td>Student and Parent declarations have been signed</td>
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<td>Signed: ______________________________</td>
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Please note: This policy is available online at www.krb.nsw.edu.au. Select the Admissions menu and click on School Policies.

Also available from this link: E-mail Policy

Related Student Policies:
- Internet Allocation Policy- see KRB Start at http://home.krb.nsw.edu.au
- Printing Policy- see KRB Start at http://home.krb.nsw.edu.au
- KRB Learning Advantage Acceptable Use Policy- See KRB Learning Advantage Handbook.