



# BLUE MOUNTAINS GRAMMAR SCHOOL

## Guide for Students as to Terms and Conditions of the ICT Acceptable Use Policy

1. Computer use and Internet access using School resources is subject to your agreement to follow the behaviours described in this document.
2. Students are expected to do three things in their use of ICTs at School:
  - Keep themselves safe;
  - Respect others; and
  - Respect the School's resources.
3. To achieve these outcomes students and other users are expected to do the following things:

### **Keeping safe**

To achieve this, users will:

Keep passwords and personal work secure.

- Only use the Internet for educational purposes.
- Always seek teacher advice and permission before providing personal details online.
- Always obtain teacher permission before publishing any personal information or photos online.

### **Respect others**

To achieve this, users will:

- Respect the rights, beliefs and viewpoints of others.
- Follow the same standards of behaviour online as they are expected to follow in real life.
- Follow the Netiquette guidelines (listed at the end of this document) for online communications.

### **Respect resources**

To achieve this, users will:

- Use ICT equipment and resources within the School for educational purposes under teacher supervision.
- Follow teacher directions for accessing files, programs and internet resources.
- Follow guidelines provided by the School to ensure the safe and reliable use of ICT.

In particular there are two key aspects of respect students must pay attention to: respect for other's privacy and respect for others:

### **Respect for privacy**

Users will not:

- Re-post a message that was sent to them privately without the permission of the person who sent the message.
- Take photos, sound or video recordings of people, including background figures and voices, without their permission.
- Distribute private information, including photos or recordings, about another person without their permission.



### **Respect for others**

Users will not:

- Make personal attacks on another person.
- Harass another person. Harassment is persistently acting in a manner that distresses or annoys another person. If someone tells your child to stop sending them messages, he/she must comply with their request.
- Send or post any inappropriate or inaccurate information, comments, images, video or audio about other people or organisations.
- Send or post personal information about other people without their permission.

If you do not follow these conditions, a range of consequences may be imposed on you. These consequences may include:

- loss of internet or device access privileges for a period of time.
- school detention.
- informing parents/guardians.
- informing police regarding instances of law breaking.
- legal action.

If you are uncertain about something to do with ICT use in the School speak with one of the following people:

- Your Tutor
- Your classroom teacher
- Mr Huxley, Head of eLearning
- Mr Cooney, Head of ICT

Students and their parents are to sign the Computer and Internet Use Consent Form attached to this document.

Signed Consent Forms are to be returned to:

**The Registrar**  
**via Student Reception (Short Building)**



# BLUE MOUNTAINS GRAMMAR SCHOOL

## Acceptable Use Policy (Senior School) - ICT

The School's policies, which are made from time to time, are made pursuant to the registration requirements set out in Section 47 of the NSW Education Act and the Board of Studies, Teaching and Educational Standards.

Parents are strongly encouraged to discuss with their children:

- (a) Internet safety issues; and
- (b) physical well-being issues associated with computer use, prior to signing the consent form.

### **BMGS Terms and Conditions of Computer and Internet Use**

1. Computer use and Internet access are subject to production of a "Computer and Internet Use Consent" signed by both the student and a parent or guardian.
2. Computer facilities provided by the School, including e-mail facilities, are to be used for educational purposes only and subject to these "Terms and Conditions of Use".
3. Students are not permitted to use the School computers for:
  - social or recreational purposes, including accessing games, music, movies or visual material;
  - plagiarism or infringement of copyright;
  - harassment of any person;
  - misleading conduct, including using another person's access codes (username and/or password);
  - sale or purchase of goods or services;
  - creating, viewing, copying, downloading, uploading or dissemination of illegal, obscene, pornographic, dangerous, abusive, discriminatory, sexually explicit or offensive material;
  - any other illegal act.
4. **Students using personal mobile digital devices (mobile phones, iPhones, iPads, tablets, laptops etc.) must also adhere to the policy concerning School computer use.**
5. Any student who inadvertently accesses inappropriate material is to immediately notify the class teacher or librarian.
6. Students are not permitted to use chat-lines unless it is by special arrangement with your teacher who has organised it for specific educational purposes.
7. The only acceptable email use is via the School's 'Student Mail' server and not through other email clients such as Hotmail, gmail, or any other external mail provider.
8. Students are not permitted to alter any system settings on a School computer, including adding or deleting programs, or to access or interfere with the files or programs of another user.
9. Students will be held responsible for loss arising from damage, alteration or removal of hardware, software or computer files without permission.



10. Parents and students acknowledge the right of the School to monitor and/or record details of the use of School computers.
11. Each student is responsible for the security and use of their own username, password/s and/or any other access mechanisms.
12. Students are responsible for providing their own storage devices (disks etc.) and for the costs of printing files. (Cards may be purchased in the LRC for printing of files through the LRC printers.)
13. Students and parents acknowledge it is the responsibility of students to be familiar with and to adhere to these conditions.
14. Consequences of a breach of these conditions may range from loss of computer usage privileges to a student being asked to show cause why he/she should remain at Blue Mountains Grammar School. Students and parents acknowledge the right of the School, where illegal activities are concerned, to refer the matter to appropriate authorities outside the School.

### **Computer /Internet User Protocols**

Blue Mountains Grammar School has introduced access to the Internet for students and staff. The School provides computer facilities for its students essentially for educational purposes connected directly to their school courses. School computer facilities are not provided for social or recreational purposes. This is not the role or responsibility of the School. In choosing to use school computer facilities, you are on trust to adhere to these principles. Further, no student may ever use school computer facilities for illicit purposes, for purposes of fraud or deception, or to create or call up material that could give offence.

Any student discovered to be in breach of this policy will be suspended from using the computers for a period of time and if the breach is of a very serious kind, the student may be asked to show cause why he/she should remain as a student of Blue Mountains Grammar School.

In accordance with this policy, “chat lines” may be used for study related purposes only. Computers may be booked for use only outside regular lesson/study times and the staff will be responsible to ensure that where there is heavy demand, a fair system of allocating usage time is developed.

Students wishing to make such a booking must sign a declaration that they understand this policy and undertake to abide by it.

Students should never provide their phone number and/or address over the network. The School’s number and address should be used if necessary for access.

The School does not supply computer printer paper for student’s personal printing or assignments except for those pages printed in class for Computing Studies lessons. All other computer printing is on a user-pay basis.

In summary, this means you are on trust:

- to use school computer facilities only for educational purposes.
- never to use the computer facilities to do anything illegal, fraudulent or deceptive.
- never to create nor access offensive materials.
- not to use chat-lines unless it is by special arrangement with your teacher who has organised it for specific educational purposes.
- to pay for all computer printing except that done in class for Computing Studies lessons.



We see this development as an important step in allowing members of the School community access to a vast amount of on-line resources for the purposes of supporting and extending their learning. Teacher-directed and independent research activities undertaken by students have the potential to broaden their outlooks and understanding of issues and provide them with up to date information relevant to the curriculum. The School does, however, recognise that the Internet contains material inappropriate for School and student use. Whilst care is taken to ensure that students will use it for positive educational outcomes, and whilst some screening devices appropriate to Junior and Senior levels will be used, the School cannot guarantee that students may not find ways to access offensive or inappropriate materials.

### **Terms and Conditions:**

1. Internet access and usage of school computer facilities is an integral part of the school curriculum. Improper use, however, will result in the suspension of access at any time by the class supervising teacher or other member of staff. Repeated or severe misuse may also result in further disciplinary action being taken by the School.
2. A student will only be allowed to access the Internet upon receipt of an Acceptable Use Policy (AUP) form signed by both the student and a parent or guardian.
3. The following are deemed, by example, as acceptable uses of Internet within the School:
  - (a) to research material for specific class projects
  - (b) to supplement course materials and information
  - (c) to communicate with students in other schools or others for specified collaborations only
  - (d) to research career choices
  - (e) to undertake quality self-discovery activities related to, e.g. a hobby (only if the machine you are using is not required by another student for legitimate educational purposes).
4. Students are not to use the Internet for unacceptable uses. In general this includes downloading, viewing, copying or uploading any material which is illegal, obscene, pornographic, dangerous or offensive. In particular, a student must not:
  - (a) Obtain, view or send files which contain words, images or phrases which are indecent, impolite, defamatory, obscene, abusive or which advocate illegal acts or violence or discrimination towards others (e.g. hate literature).
  - (b) Obtain, view or send messages or files containing sexually explicit images or words.
  - (c) Send or obtain any material, information or software in violation of a state or Commonwealth law.
  - (d) Divulge details such as home addresses, phone number, personal details, about themselves or others via E-mail or other modes.
  - (e) Agree to meet with someone you have met on-line.
  - (f) Infringe on copyright or plagiarise materials found on the Internet.
  - (g) Buy or sell goods over the Internet.
  - (h) Attempt to gain unlawful access, obtain passwords to or interfere with any other computer system.
  - (i) Alter any system settings on a School computer without authorisation.



5. Any student who inadvertently accesses inappropriate material is to immediately notify the class teacher or librarian.
6. The Internet contains a vast amount of resources, but not all the information available on it has been properly vetted or subjected to the review processes which generally occur with material published in more traditional formats. Students should, therefore, be aware that information obtained on the Internet may or may not be correct and hence must apply discretion in their use of it. The critical assessment of material is a vital research skill which students should aim to develop.
7. Students should at all times be mindful of their responsibility to use computing resources wisely and thoughtfully. They should respect the rights and feelings of others and display appropriate etiquette and manners. Their actions should uphold the aims and good name of the School.
8. Improper use of the Internet or computing facilities will result in the offending student being barred from using those facilities, either temporarily or permanently by School Authorities.



# BLUE MOUNTAINS GRAMMAR SCHOOL

## Computer and Internet Use Consent Form

### Student Section

I have read the BMGS Terms and Conditions of Computer and Internet Use.  
I agree to be bound by these conditions.

Student Name:..... Year Group: .....

Tutor: .....

Student Signature: ..... Date: .....

### Parent/Guardian Section

I have read the BMGS Terms and Conditions of Computer and Internet Use. I give my permission for my child to use the School computers and to access the Internet. I agree that such use is subject to those conditions.

Parent/Guardian Name:.....

Parent/Guardian Signature:.....

Date: .....

Please return your completed form to:

**The Registrar**  
**via Student Reception (Short Building)**