Westfields Sports Policies & Procedures

ICT Policy - Students

Information and Communication Technologies (ICTs) are provided in schools for educational, communication and research purposes and include the use of computers, the School Network, the Internet and Webmail, Digital/Video Cameras, printers and Scanners.

Westfields Sports High School is an eSmart school – we are a school where the smart, safe and responsible use of technology is expected. Students, teachers and the wider community are educated to embrace the best these technologies can offer, while being aware of the consequences of misuse.

In order for students to access the NSW Department of Education's server students must submit a Digital User Charter to the school and comply with it's guidelines.

Bring Your Own Device

Westfields Sports High School does not issue portable electronic devices to students for personal use. The school encourages students to bring their own personal devices to school for educational purposes and provides connectivity via the NSW Department of Education's network.

A Digital User Charter must be signed by caregivers and returned to school for access to the department's network.

RULES FOR RESPONSIBLE ICT AND LAPTOP USE

UNLAWFUL AND INAPPROPRIATE USE

- The use of ICT resources must at all times comply with State and Commonwealth laws.
- School ICT resources must not be used to download, display, print, save or transmit material that others may find offensive, for example pornographic, violent or racist material.
- If you inadvertently access offensive material on a website or in an email you should leave the site immediately (click on the Home icon) or delete the email and notify a teacher.
- Use for personal financial gain, gambling or advertising is not permitted.
- Chain letters, anonymous or threatening messages and other unsolicited mail must not be sent.

COPYRIGHT AND INTELLECTUAL PROPERTY

- You must not make an unauthorised reproduction of material protected by copyright or use audio-visual material without permission from the copyright owner. This includes material on the internet, CD-ROMS, movies and music.
- If you use words, images, ideas or information from other sources in your assignments, you must cite and reference those sources.
- Computer software must be used in accordance with licence agreements.

ACCESS AND SECURITY

- Access must only be made via your authorised webmail account. This must never be given to another person.
- You must not deliberately damage/disable the school's computer systems or network.
- You should log out properly at the end of each session.
- Never send or publish unlawful material or abusive comments.
- Never send or publish bullying, harassing or threatening material.

PRIVACY AND PERSONAL SAFETY

- The privacy of other users must be respected at all times.
- Use of the Internet and Webmail carries the risk of bringing you in contact with individuals who may be unfriendly, rude or exploitative. You should not reveal personal details about yourself or others, or arrange meetings with strangers.
- Webmail and the Internet are not necessarily secure, and messages can be forwarded without your knowledge. For this reason you should be very careful about communicating private and confidential information via ICT resources.

MONITORING

The school will exercise its right to monitor the use of the school's ICT resources to:

- Ensure that the systems and networks are functioning properly.
- Protect against unauthorised access
- Ensure compliance with the Rules for Responsible ICT use.

MISUSE AND BREACHES

- Students will be held responsible for their actions while using the internet and online communication.
- The misuse of internet and online communication services will result in disciplinary action and withdrawal of access to services.