

**ACCEPTABLE USE POLICY COMPUTERS and INTERNET**

Please read and sign the relevant sections of this document.

Any queries can be directed to the manager of Dalrymple Trade Training Centre

Acceptable Use Policy for Users of Information & Communication Technology

Dalrymple Trade Training Centre (DTTC) provides computer resources including access to Local Area Networks (LAN) and Internet resources to support its primary objective which is to enhance teaching, learning and skills development at the centre. The use of such facilities is subject to the following provisions:

**A) Respect other’s rights to freedom from harassment and intimidation**

1. Abusive, threatening, or clearly unwarranted behavior is offensive and will not be tolerated.

2. Allow others to work uninterrupted.

3. Clearly and correctly identify yourself in all communications using information technology.

**B) Use on-line resources for purposes that are legal and generally acceptable for public education.**

1. Advertising, selling, or purchasing any illegal items using information technology is strictly prohibited.

2. Soliciting, responding to or discussing any illegal actions with information technology is strictly

prohibited.

3. Creating / sending / accessing inappropriate / offensive files/emails/websites is strictly prohibited.

4. Retrieval, viewing or sharing of any sexually or violently explicit, offensive or obscene material via

any network is strictly prohibited.

5. Understand that local systems administrators and staff at your outside service provider can find out what information you have accessed from the Internet and sent / received via email.

6. Subscribe only to authorized and approved discussion lists, chat or news groups.

7. Use only email facilities provided by DTTC and not personal web based email.

8. Do not download and/or install files (programs, audio /video files, plug ins or other software)

without direct authorisation.

**C) Respect and adhere to the laws concerning copyright and other intellectual property rights**

1. Get permission before copying files from another user. Copying files or passwords belonging to

another user without their express permission may constitute plagiarism and/or theft.

2. Understand copying of software, information, graphics, or other data files may violate copyright

laws without warning and be subject to prosecution from agencies to enforce such copyrights.

**D) Follow security restrictions for all systems and information**

1. Always keep your password secret. It is a good idea to change your password frequently.

2. Understand that if you share your password and someone else uses your account, even without

your permission, you will be held responsible for their actions.

3. Respect all security provisions on the system, including policies for memory stick access to

machines.

4. Reasonably protect computers and software from viruses, both on disk and through the internet.

**E) Use and share computer resources courteously and efficiently**

1. Understand and accept that there are restrictions on computing resources including storage space,

printing and internet access.

2. Use the computer facilities in such a way that you do not disrupt the use of the facilities for other

users, for example, annoying other users with electronic messages, tampering with either

hardware or software settings.

3. Use computer facilities without purposefully damaging, altering or disabling them and report

any problems / damage to your Teacher or Head of Department.

**F) Respect the privacy and integrity of electronic documents**

1. Do not reveal home telephone numbers or addresses through on-line communications or

send anonymous or falsely addressed email.

2. Understand that electronic communication is not guaranteed to be private. All email should be

considered a public document. People who operate the system so have access to all mail sent

and received. Messages relating to or in support of inappropriate activities may be reported to the

authorities.

3. Understand that network managers may need to view, delete or recover the contents of files and

directories to diagnose or correct problems, or investigate breeches of this policy. Skill Centre

staff also have access to read files created by you.

Dalrymple Trade Training Centre reserves the right to monitor any and / or all use of the centers computer resources, including use of web email from outside of the centre. The concept that files residing on a system is the property of the organisation that owns the system has been supported in recent legal cases. All electronic files are therefore presumed to be the property of the centre and email user should presume they will be held accountable for every message issued from their

accounts.

Violations of this Acceptable Use Policy may cause immediate suspension of your ICT privileges and access to the Local Area Network and may result in further disciplinary actions being taken by the DTTC, School, Education Queensland, State or Federal authorities.

## Parent / Guardian

I am the parent / guardian of the named student and understand the benefits and risks of on-line access.

I also understand that it gives access to information on computers around the world, that the centre cannot control what is on those computers; and that a very small part of that information can be illegal, dangerous or offensive.

I accept that, while facilitators will always exercise their duty of care, protection against exposure to harmful information should depend finally upon responsible use by students.

I understand that students breaking these rules will be subject to appropriate consequences, according to DTTC and School policies and possible State and Federal laws.

I understand that this contract remains in force for the period of enrolment.

My son/daughter understands this responsibility, and I hereby give my permission for him/her to use

both the internet and computer facilities according to the Acceptable Use Policy.

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Signature of Parent / Guardian Date

Any questions or allegations about this Acceptable Use Policy should be brought to the attention of the respective school deputy.

## Agreement to the Acceptable Use Policy for Users of

## Information & Communication Technology

The Acceptable Use Policy relates to what constitutes appropriate use of both the internet and the computer facilities. Before agreeing to the Acceptable Use Policy, read and understand the benefits and risks associated with online access.

Benefits of on-line access:

. Access to up to date and relevant information on a wide variety of topics;

. The ability to communicate with peers and experts both domestically and internationally;

. Teachers and students can use the internet for collaborative learning projects to provide an audience for creative work and as a platform for learning information access skills.

Risks of on-line access include:

. Unlike a good encyclopedia, the information on the internet is not well selected, nor well organized. The information may sometimes be illegal, dangerous or offensive. Issues of sexual harassment and copyright can arise from the use of material available on the internet without appropriate warnings;

. Wasting time with fruitless searches;

. Privacy is not assured, email can be intercepted and read by complete strangers. Other users of your computer, your local system administrator and staff at your outside service provider can all find out what information you have accessed from the World Wide Web;

. A strong potential for viruses to be received.

Strategies to deal with these risks include:

. Up-to-date virus protection software installed on machines;

. Internet filters provided to restrict access to illegal, dangerous or offensive materials;

. Unique usernames and passwords given to prevent students from logging on as someone else;

. Education of students to understand what constitutes illegal, dangerous or offensive material and what they should do when they appear on the screen.

Student

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Student Name

I understand that my access to the DTTC Local Area Network and the Internet is a revocable privilege, not a right.

I have read and understand both the benefits and risks, as well as the Acceptable Use Policy and agree to adhere to all of the provisions. I further understand that any violation of this contract may result in the immediate suspension of my electronic communication privileges and/or Local Area Network access. I understand that this contract remains in force for the period of my enrolment.

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Student Surname: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Student First Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Student Identification No.: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Enrolled School: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Year: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

A user name and initial logon password will be provided to you once the Acceptable Use Policy has been signed by yourself and a Parent / Guardian and return to the manager of the Dalrymple Trade Training Centre.

Do not disclose your password to others and avoid writing it down.

Return this form to the Head of Dalrymple Trade Training Centre

Student Application for Computer Access