



Cape Byron Rudolf Steiner School

Computer, Network and Internet Operations Acceptable Use - Policy

Objectives of Network Access

Cape Byron Rudolf Steiner School provides a variety of computers, printers, and other equipment for the use of students and staff. This equipment is networked to provide optimum use of resources and allow communication, sharing of data and access to the Internet.

Students and staff have access to a School network and the Internet.

With access to computers and the Internet also comes availability of material that may not be considered to be of educational value in the context of the School setting. On a global network it is impossible to control all materials and an industrious user may discover controversial information.

We firmly believe that the valuable information and interaction available on this worldwide network far outweighs the possibility that users may procure material that is not consistent with our educational goals.

The smooth operation of the network relies upon the proper conduct of the end users who must adhere to strict guidelines. These guidelines are provided here so that you are aware of your responsibilities.

In general, this requires efficient, ethical and legal utilisation of the network resources. If a Cape Byron Rudolf Steiner School user violates any of these provisions, his or her access may be terminated, School disciplinary and/or appropriate legal action may be taken, and future access could possibly be denied.

The signature/s on the Cape Byron Rudolf Steiner School Network User Agreement indicates the party/ies who signed has/have read the terms and conditions carefully and understand/s their significance.

Definitions

Cyber-bullying, cyber-harrassment and cyber-stalking	Cyber-bullying is when a child, preteen or teen is tormented, threatened, harassed, humiliated, embarrassed or otherwise targeted by another child, preteen or teen using the Internet, interactive and digital technologies or mobile phones. Once adults become involved, it becomes cyber-harrassment or cyberstalking.
Copyright infringement	The unauthorized use of copyrighted material in a manner that violates one of the copyright owner's exclusive rights, such as the right to reproduce or perform the copyrighted work, or to make derivative works that build upon it.
ICT	Information and Communication Technology, including but not limited to computers, iPads, iPods, MP3 players, mobile phones, digital and video cameras
Cape Byron Rudolf Steiner School, Cape Byron Steiner	Cape Byron Rudolf Steiner School
Users	Students or Staff at Cape Byron Rudolf Steiner School
User-owned laptops and ICT	Laptop or ICT owned by staff and students of Cape Byron Rudolf Steiner School

Terms and Conditions

1. **Acceptable Users:** The purpose of computer use at Cape Byron Rudolf Steiner School is to support research and education by providing access to unique resources and opportunity for enhanced teaching, learning, individual and collaborative work, and to enable staff and students to meet the NSW Board of Studies requirements for study in years 7 - 12. Computer use must be in support of education and research and consistent with educational objectives. Use of network and computing resources of other organisations must comply with the rules appropriate for that network. The following uses are prohibited:
 - a. Transmission of any material in violation of any Australian or State regulation. This includes, but is not limited to, copyrighted material, threatening or obscene material, or material protected by trade secret.
 - b. Use of product advertisement or political lobbying
 - c. Use for commercial activities
2. **Netiquette:** You are expected to abide by the generally accepted rules of network etiquette. These include, but are not limited to, the following:
 - a. Be polite. Your messages should not be abusive to others
 - b. Use appropriate language. Do not swear, use vulgarities, or any other inappropriate language
 - c. Do not reveal your personal address or phone number. Do not reveal the personal addresses and/or phone numbers of fellow students or staff
 - d. Illegal activities are strictly forbidden
 - e. Note that electronic mail (e-mail) or iChat is not guaranteed to be private. Messages relating to or in support of illegal activities may be reported to the authorities.
 - f. Do not use the network in any way that would disrupt network services for other users
3. **Cyber-bullying:** Cyber bullying, cyber-harassment and cyber-stalking are prohibited at Cape Byron Rudolf Steiner School and the School reserves the right to discipline the student or staff member for actions taken off-campus if they are intended to have an effect on a student or staff member or they adversely affect the safety and well-being of a student or staff member while in school.
4. **Vandalism:** Vandalism will result in disciplinary action and the cancellation of privileges. Vandalism is defined as any malicious attempt to harm or destroy hardware, software, data of another user, or any agencies or other networks that are connected to the School network. This includes, but is not limited to, the uploading or creation of computer viruses.
5. **Security:** Security on any computer system is a high priority, especially when the system involves many users. If you feel you can identify a security problem, you must notify a staff member who will in turn notify a system administrator.
 - a. Do not use or log into another individual's account
 - b. Do not give other people your user name or password
 - c. Do not leave a computer logged on in your name
 - d. You are responsible for any action carried out by your user name. This includes storage of material, transmission of data, and vandalism.
 - e. Attempts to login as a system administrator will result in cancellation of user privileges. Any user identified as a security risk or having a history of problems with other computer systems may be denied access to the Network.
6. **Non-Liability:** Cape Byron Rudolf Steiner School makes no warranties of any kind, whether expressed or implied, for the service it is providing. Cape Byron Rudolf Steiner School will not be responsible for any damages suffered. This includes loss of data resulting from delays, non-deliveries, mis-deliveries, or service interruptions caused by negligence, errors or omissions. Use of any information obtained via Cape Byron Rudolf Steiner School is at the user's own risk. Cape Byron Rudolf Steiner School is not responsible for the accuracy or quality of information obtained.

7. **Gaming:** Gaming of any sort is not allowed on school or personal devices while on school premises. Gaming sites, game review sites and any videos viewed relating to gaming is strictly prohibited. Installation and use of any games is also restricted unless permission is given and the game is educationally related.
8. **Student and Staff-owned (User-owned) Laptops and Information and Communication Technologies (ICT):** All of the Terms and Conditions listed in this Cape Byron Rudolf Steiner School Computer, Network and Internet Operations Acceptable Use Policy and Users Agreement apply to the use of staff and student-owned laptops and other ICT (including but not limited to iPads, iPods, MP3 players, mobile phones, digital and video cameras) at school. In addition:
 - a. Students may only use their laptop or ICT for appropriate educational and study purposes while at school.
 - b. Only students in Years 11 and 12, and other students by special arrangement, have permission to use their laptops at school. These students will be required to register their laptops with ICT.
 - c. Cape Byron Rudolf Steiner School cannot provide any out-of-school-hours support for user-owned laptops and can only provide limited support for users experiencing difficulty with their laptops and ICT during school-hours.
 - d. It is the full responsibility of users to insure their own computer and ICT equipment. Cape Byron Rudolf Steiner School takes no responsibility for any theft of, or damage, maintenance or repair to user-owned laptops or ICT. Cape Byron Rudolf Steiner School strongly recommends that users insure their own laptops and ICT, and specifies that it is the responsibility of users to insure, repair and maintain their own laptops and ICT.
 - e. Users must use licensed software that is compatible with that on the Cape Byron Rudolf Steiner School Network.
 - f. Cape Byron Rudolf Steiner School cannot legally provide software for student-owned computers. Cape Byron Rudolf Steiner School will recommend appropriate software but it is the responsibility of students/parents/guardians to purchase/provide their own software.
 - g. Users are fully responsible for backing up their own data, and for managing their own laptops.
 - h. Approved users are to bring fully charged laptops to school with their own Power Adaptors. Users are responsible for recharging their own computers. Power Adaptor use will be limited during class time.
9. **Privileges:** Each user (staff, students and parents/guardians for students under 18 years of age) must sign the Computer, Network and Internet User Agreement. The Principal and system administrator will deem what is inappropriate use and their decision is final. In the event of proven inappropriate use the School may:
 - a. Deny, revoke, or suspend specific user access e.g. suspension of user access for pornography/inappropriate material attributed to that user ID/logging into another user's account
 - b. Instigate School disciplinary action e.g. parent meeting, suspension or expulsion for vandalism
 - c. Take appropriate legal action e.g. user reported to police for selling and distributing illegal material
 - d. Require students to negotiate and undertake special tasks in order to meet study requirements.
10. **Exception of Terms and Conditions:** All terms and conditions as stated in this document are applicable to staff and students at Cape Byron Rudolf Steiner School. These terms and conditions reflect the entire agreement of the parties and supersede all prior oral or written agreements and understandings of the parties.

The School reserves the unilateral right to amend, add or delete any part of this policy.



Cape Byron Rudolf Steiner School

Computer, Network and Internet Operations Acceptable Use - Users Agreement

User

User's Full Name (please print): _____

For students, please circle or underline your Class: 5 6 7 8 9 10 11 12

Home Address: _____

Home Phone: _____ Mobile: _____

I have read, understand and will abide by the Terms and Conditions for Computer, Network and Internet Use at Cape Byron Rudolf Steiner School.

I understand that any violation of the Terms and Conditions may lead to disciplinary action, and the suspension of computer, network and internet usage, which in turn may affect the quality of my education.

I further understand that any violation of the Terms and Conditions is unethical and may constitute a criminal offense.

User signature: _____ Date: _____ | _____ | _____

If you are under the age of 18, a parent or guardian must also read and sign this agreement.

Parent or Guardian

As a parent or guardian of this student, I have read the terms and conditions for Computer, Network and Internet access and use. I understand that this access and use is designed for educational purposes. However, I also recognise it is impossible for Cape Byron Rudolf Steiner School to restrict access to all controversial materials and I will not hold Cape Byron Rudolf Steiner School responsible for materials acquired on the network. Further, I accept full responsibility if and when my child's use is not in a School setting. I hereby give my permission to grant access and use for my child and certify that the information on this form is correct.

Parent/guardian
signature:

Date: _____ | _____ | _____