Using the Internet and School network brings with it certain rights and responsibilities – both ethical and legal. It is the aim of the School to protect the rights of each student, and to require that each student behaves in a responsible manner. In an attempt to protect the students, the School has installed censoring software. No barrier, however, can completely protect an individual, and it is possible that a student might gain access to information which is inaccurate, potentially offensive, defamatory or illegal. This Acceptable Use Policy has been drawn up in an attempt to ensure that each student understands her rights and responsibilities when using the Internet and School network.

ACCEPTABLE USE POLICY - STUDENT AGREEMENT FORM

Student’s name ___________________________ Year Level ____________

ACCESS AND SECURITY

I agree that while using the network I WILL:

• not disable settings for virus protection, spam and filtering that have been applied as a School standard.
• ensure that communication through internet and online communication services is related to learning.
• keep passwords/PINs confidential, and change them when prompted, or when known by another user.
• use passwords that are not obvious or easily guessed.
• never allow others to use my account.
• log off at the end of each session to ensure that nobody else can use my account.
• promptly tell my supervising teacher if I suspect I have received a computer virus or spam (i.e. unsolicited email) or if I receive a message that is inappropriate or makes me feel uncomfortable.
• seek advice if another user asks for excessive personal information, asks to be telephoned, offers gifts by email or wants to meet me or another student outside the School.
• never knowingly initiate or forward emails or other messages containing:
  • a message that was sent to them in confidence.
  • a computer virus or attachment that is capable of damaging recipients’ computers.
  • chain letters and hoax emails.
  • spam, e.g. unsolicited advertising material.
• never send or publish:
  • unacceptable or unlawful material or remarks, including offensive, abusive or discriminatory comments.
  • threatening, bullying or harassing another person or making excessive or unreasonable demands upon another person.
  • sexually explicit or sexually suggestive material or correspondence.
  • false or defamatory information about a person or organisation.
• ensure that personal use is kept to a minimum, and internet and online communication services are generally used for genuine curriculum and educational activities.
• not use unauthorised programs nor intentionally download unauthorised software, graphics or music that is not associated with learning.
• never damage or disable computers, computer systems or networks of Brisbane Girls Grammar School.
• respect and observe all security provisions.
• never tamper with the files or password/PIN of any other user.
• ensure that services are not used for unauthorised commercial activities, political lobbying, online gambling or any unlawful purpose.
• be aware that all use of internet and online communication services can be audited and traced to the accounts of specific users.
PRIVACY AND CONFIDENTIALITY
I agree that while using the network I WILL:
• never publish or disclose the email address of a staff member or student without that person’s explicit permission.
• not reveal personal information including names, addresses, photographs, credit card details and telephone numbers of myself or others.
• ensure privacy and confidentiality is maintained by not disclosing or using any information in a way that is contrary to any individual’s interests.

INTELLECTUAL PROPERTY AND COPYRIGHT
I agree that while using the network I WILL:
• never plagiarise information and will observe appropriate copyright clearance, including acknowledging the author or source of any information used.
• ensure that permission is gained before electronically publishing users’ works or drawings. Always acknowledge the creator or author of any material published.
• ensure any material published on the internet or intranet has the approval of the Principal or her delegate and has appropriate copyright clearance.

MISUSE AND BREACH OF ACCEPTABLE USAGE
I agree that while using the network I WILL BE AWARE THAT:
• I am held responsible for my actions while using internet and online communication services.
• I am held responsible for any breaches caused by allowing any other person to use my account to access internet and online communication services.
• the misuse of internet and online communication services may result in disciplinary action which includes, but is not limited to, the withdrawal of access to services.

MONITORING, EVALUATION AND REPORTING REQUIREMENTS
I agree that while using the network I WILL REPORT:
• any internet site accessed that is considered inappropriate.
• any suspected technical security breach.

I have read the Acceptable Use Policy, and I understand that if I do not abide by the conditions imposed by this policy, my electronic privileges may be revoked, and that I may face further disciplinary action.

Signed (signature of student): _____________________________ Date: ________________
Parent/Guardian

I/we ________________________________
as a Parent/Guardian of the above named student, have read the Acceptable Use Policy
governing the use of the Network at Brisbane Girls Grammar School. I/we understand that
Brisbane Girls Grammar School is endeavouring to enable my daughter to gain access to
a wide variety of information networks throughout the world. I also understand that the
School wishes to protect my daughter from gaining access to undesirable material on
the internet, and to that end has installed censoring software, but that the software alone
cannot protect my daughter, and that the possibility always exists that she will encounter
material which could be viewed as offensive or inappropriate.

I/we give permission for my/our daughter ________________________________ to use
the internet and School network, and accept the conditions imposed on her by the
Acceptable Use Policy. I also understand and agree that the School may access student
usage records, emails and files if the Principal or her delegate believes that there is a
Duty of Care issue or a breach of the Network Acceptable Use Policy. I/we understand
that this Policy is reviewed and up-dated from time to time with the most recent version
being available on the School’s Intranet.

Signed (signature of Parent/Guardian): ________________________________ Date: _____________