

## **Information and Communication Technologies – Acceptable Use Policy (AUP)**

Technology at Sha Tin College supports and enhances the work of departments, students, and staff in furthering the mission of the school. Every student, department, and staff member will have full access to the technology essential to fulfilling learning objectives, assignments and job responsibilities.

Access to technology at Sha Tin College is a privilege and not a right and is governed by the School's Acceptable Use Policy. Any violation or suspected violation of the School's AUP will result in disciplinary action and appropriate sanctions.

All members of the Sha Tin College community are required to follow the Acceptable Use Policy when using information and communication technologies at Sha Tin College to ensure the appropriate use, security and accessibility of the computing environment and equipment essential to the work of our learning community.

### **USER BEHAVIOUR AND ACCEPTABLE USAGE**

- The behaviour of each individual using the Sha Tin College network must be appropriate at all times, and must not be in breach of the network policy of the school, which is outlined in this document.
- User responsibility:
  - Each individual using the school network agrees that they are solely responsible for their actions, or the actions of others, for all material accessed and all actions undertaken whilst under their account on the network.
- Acceptable usage:
  - It is the responsibility of the individual using the school network to use it acceptably and appropriately. The network is for the purpose of school related study and not for personal needs.
- Games:
  - No games are permitted to be stored on the School network, including student's personal directories or on any school computer. No games of any type are to be played on any school computer without express permission from a member of Staff.

### **NETWORK ACCESS**

- The individual using the Sha Tin College internet connection is responsible for all material accessed under their account.
- The internet connection is to be used for school research, assignments and other school related activities only. The internet is a very valuable research tool and all students are encouraged to use it, provided it is used appropriately.



- Sha Tin College network is not to be used to download unrelated school materials. This includes games, music, movies and all other unrelated school material unrelated to school use.
- The Sha Tin College network may not be used for illegal activity, for accessing or transmitting offensive materials, hate mail, gambling, material advocating violence or discrimination, or for obtaining obscene or pornographic material.
- Students at Sha Tin College will treat others with respect at all times and will not undertake any actions that may bring the school into disrepute.
- The network may not be used for purposes of profit, for lobbying or advertising, or to disseminate information to the School community of a personal interest.
- Creating, forwarding or viewing inappropriate (mean-spirited, racist, pornographic, false, etc.) material is strictly prohibited.
- Accessing or attempting to access another user's account without permission is strictly prohibited. Users may not intentionally seek information on, obtain copies of, or modify files, data or passwords belonging to other users on the network.
- Uploading and downloading of non-approved software will not be permitted.
- Unauthorized copying or distribution of software or multimedia is illegal and prohibited. All software used on computers used at Sha Tin College must be properly licensed by the school. The illegal downloading of copyrighted material, both text based and images, is illegal and unethical.
- Plagiarism will not be accepted and in future students may be required to submit all coursework to Turnitin.com

## MONITORING OF NETWORK USERS

- Students will beware that any usage, including distributing or receiving information, school related or personal, may be monitored for unusual activity, security and/or network management reasons.
- Emails sent and received may be monitored and viewed.
- The use of student laptops to access the internet both at Sha Tin College and at home will be subject to monitoring by a filter and other tracking software.
- Use of any "hacking" software to compromise or monitor Sha Tin College data is prohibited.
- Students will be expected to give their administrator password to the Network Manager.



## **COMMUNICATIONS, EMAIL AND SOCIAL NETWORKING POLICY**

- All students will provide the school with an email account which can be used for communication purposes.
- Students will ensure the school is updated when a change of email address occurs.
- Email is to be used for the purpose of electronic communication between two parties. It is not to be used for spam, annoying, harassing or abusive emails, this includes 'chain' or 'forward (fwd)' emails. Email is considered harassment if it offends the receiving party in any way.
- Student access to chat and instant messaging is not permitted.
- The individual is responsible for all emails sent and received on their email account. Anything that is received that is inappropriate will be reported to the relevant authority
- No individual shall store, send or knowingly receive any pornographic, or other sexually explicit material.
- Chat rooms, discussion forums and other electronic communication forums will only be used for approved educational purposes.
- Students will use appropriate email addresses.
- Students will never arrange a face to face meeting with someone they only know through emails or the Internet. They will not divulge any personal information such as address, name, phone number of themselves or other individuals in the school
- ✓ Some assessments required student input. To enter or amend your comment, locate the [\[Edit\]](#) link. You will get a popup box for you to enter the comment.
- ✓ To confirm the entry that you have just typed, click "Submit".
- ✓ Click "Back" once you have finished viewing and amending this report.

## **USE OF SCHOOL COMPUTER LABORATORIES/RESOURCES**

### **RULES FOR ANY ICT AREA**

#### **DON'Ts:**

1. Install any programs onto the computer including browsers.
2. Disconnect the school network line.
3. Unplug any connections including keyboard/mouse.
4. Download software, MP3 or others for non-school related purposes.
5. Play games, chat room, ICQ and MSN Messenger unless in an activity conducted by a teacher.
6. Use the internet to access indecent, offensive or banned materials.



**DOs:**

1. Report any connection problems to a member of staff.
2. Logoff from the system when you leave.
3. Report any inappropriate websites that might have been accessed by accident.

## **BACK-UP RESPONSIBILITIES AND USE OF NETWORK DRIVE SPACE**

- It is the individual's responsibility to backup their own laptop to DVD, Thumbdrive or other source on a periodic basis. Backups should be done at least once a fortnight.
- Under no circumstances will an individual store any games, music, or other unrelated school materials on their personal School network space.

## **SCHOOL WEBSITE**

- Students will be given the opportunity to publish projects, artwork or school work on the School Website, students will continue to own the copyright on any work published
- Personal pupil information including home address and contact details will be omitted from school web pages.

## **PERSONAL DEVICES**

- Pupils using their own technology in school, such as leaving a mobile phone turned on or using it in class, sending nuisance text messages, or the unauthorized taking of audio or images with any technology, is in direct breach of the school's acceptable use policy

## **SECURITY ISSUES**

- Thumb Drives and other storage media are governed by this Acceptable Use Policy, in that they must not contain material deemed to be offensive, copyright etc. These may also be subject to the same random screening as notebooks.
- Should a student laptop be lost, stolen or misplaced it is the student's responsibility to notify the General Office immediately and provide comprehensive details as necessary.

## **SANCTIONS**

- Misuse of the Internet may result in disciplinary action, including written warnings, other appropriate sanctions and, in extreme cases, suspension or expulsion. Parents will be informed of any misuse. The school also reserves the right to report any illegal activities to the appropriate authorities.



*This policy has been agreed by staff on the ICT Steering Group 2008-09. The policy may be updated from time to time, please refer to the school website for more information.*

