## Acceptable Use of Information Technologies Policy

**Version 1.00**

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JMSS Acceptable Use of Information Technologies Policy

Overview


John Monash Science School is required by the DEECD and Monash University to develop an Acceptable Use Policy that can be clearly understood by staff, students and parents. The JMSS Acceptable Use of Information Technologies Policy consists of four components and requires students and parents to sign Acceptable Use Agreements.

In addition, Monash University requires students and their parents/guardians to sign an authorisation of access for students aged 15 to 18 years form.

PART A) Preamble:

- Purpose
- Scope
- What are Information Technologies?
- Misuse of IT facilities

PART B) John Monash Science School's Acceptable Use of Information Technologies Policy consists of four components:

i. Internet Use Policy
ii. Email & Communications Policy
iii. Personal Technologies Policy
iv. Social Media Technologies Policy

PART C) Acceptable Use Agreements for students and parents

- AUA – Students
- AUA – Parents

PART D) Monash University Authorisation

- Parent/guardian authorisation of access for students aged 15 to 18 years
Part A: Preamble

Purpose

The purpose of the Acceptable Use of Information Technologies Policy is to protect the essential interests of John Monash Science School and Monash University without inhibiting the use of the Information Technology environment, which is intended for the greater benefit of students, staff and the school and University community generally.

The policy is in place to ensure staff and students learn to live together through a respect for self, others and the environment. John Monash Science School staff and student are personally responsible for their use of electronic technologies and digital environments provided by the school, available on the Internet or personal technologies brought to school. These technologies must be used in an efficient, effective, ethical and lawful manner.

This policy makes clear what behaviours are acceptable to staff, students and parents when they use technologies.

Scope

- all learning spaces related to John Monash Science School
- all prospective and enrolled students of John Monash Science School
- all parents of enrolled students at John Monash Science School
- all employees of the Department of Education and Early Childhood Development and John Monash Science School
- all Monash University Campuses
- all prospective and enrolled students of Monash University and associated entities

What are Information Technologies?

The Acceptable Use of Information Technologies Policy covers all computers, computing laboratories, theatres and video conferencing facilities across the school and Monash University. It also covers use of networks, internet access, email, hardware, data storage, computer accounts, software, telephony services, voicemail and mobile devices.

Access to the IT facilities and services

Users of the IT facilities must be aware of the conditions on which access is provided.

Access to the IT facilities is provided to authorised students and staff. Access is based on correct enrolment status in the school student and staff database (eg CASES21).

Login access to the IT facilities is granted by Monash Information Technology Services (IT Services).

The administrator of IT Services may limit access to an individual student on the grounds that the student is in breach of this Acceptable Use Policy. Corrective action may be taken against users of the IT facilities. Unlawful use will breach this policy and will be dealt with as a discipline offence. Unlawful use of IT Facilities may also lead to criminal or civil legal action being taken against individual students. This could result in serious consequences such as a fine, damages and/or costs being awarded against the individual or even imprisonment. The school will not defend or support any student who uses IT facilities for an unlawful purpose.

Responsibilities of users

Each user is responsible for:

- The unique computer account which the University has authorised for the user.
- Selecting and keeping a secure password for each of these accounts, including not sharing passwords and logging off after using a computer. Users must not compromise or attempt to compromise the security of any IT facility belonging to Monash University, John Monash Science School or other organisations or individuals, nor exploit or attempt to exploit any security deficiency.
• Using the IT facilities in an ethical and lawful way, in accordance with Australian laws/ relevant local laws where a student is based in another country (see section on Relevant Laws).
• Co-operating with other users of the IT facilities to ensure fair and equitable access to the facilities.

The school or university accepts no responsibility for:

• loss or damage or consequential loss or damage, arising from the use of its IT facilities for academic or personal purposes;
• loss of data or interference with files arising from its efforts to maintain the IT facilities.

Misuse of IT facilities

• **Unauthorised access to accounts** – Users are expressly forbidden unauthorised access to accounts, data or files on Monash University or John Monash IT facilities, or on IT facilities belonging to other organisations.
• **Computing laboratories** – Users of student computing facilities are required to abide by all rules and guidelines set by the School.
• **Peer to peer file-sharing programs** – installation or use of peer to peer file-sharing programs such as Kazaa, BitTorrent, DC++ (Direct Connect) etc is not permitted on computers connected to the Monash University or John Monash network.
• **Unlawful activity** – Users are not permitted to use John Monash IT facilities for unlawful activity, e.g. infringement of copyright, defamation, etc.
• **Databases, online journals, ebooks** – use of electronic resources provided by Monash University or John Monash is governed by individual licence agreements and is for non-commercial research and study purposes only. Users are required to comply with use restrictions set out on the specific site or stated in the licence agreement, and must not systematically download, distribute or retain substantial portions of information.
• **Pornography** – Users are not permitted to utilise the University or School IT facility to access pornographic material or to create, store or distribute pornographic material. It will not be a defence to claim that the recipient was a consenting adult.
• **Game playing** – Game playing is not allowed on Monash or John Monash IT facilities, except as a formal component of a University or School academic subject or through a sponsored event.
• **Assignment services** – Users are not permitted to use IT facilities to sell or purchase assignments, or to offer to write assignments or to request help with assignments.
• **Online assessment** – During online assessments (eg exams), users must use only those IT facilities required for the assessment. The use of other IT facilities such as email will be considered ‘cheating’ and dealt with according to VCAA procedures. During online assessments (eg exams) at the University, users must use only those IT facilities required for the assessment. The use of other IT facilities such as Monash University email will be considered ‘Academic Misconduct’ and dealt with under **Statute 4.1 – Discipline** at Monash University.
• **No business activities** – Users are not permitted to run a business or to publish a journal or magazine (unless authorised by the University) on Monash IT facilities.
• **Monash logo** – Users are not permitted to use the university’s name, crest or logo on their personal web pages, email, or other messaging facilities.
• **John Monash logo** – Users are not permitted to use the School’s name, crest or logo on their personal web pages, email, or other messaging facilities.

The School and University reserves the right to withdraw a service or withdraw access for student leased computers if there is evidence of misuse of IT facilities.
Part B: Acceptable Use of Information Technologies Policy

i) Internet Use Policy

In order to complete tasks, students and staff will be expected to make reasonable use of the internet for research and communications with teaching staff and students.

Internet access which results in excessive use of the internet or breaches this policy may result in the individual personally being charged the cost of this access and any additional charges which may apply.

All internet transactions are recorded and can be traced to a particular username. For this reason users must keep their username and password secure. If a user has reason to believe that others may have obtained and could be using their username, then the user must report it immediately to IT Services.

Authorised users are expressly forbidden to make digital files of commercially available recordings, music albums, album covers, and videos, without permission of the copyright owner. Infringing activities can be detected by investigative bodies and a student will be personally liable for damages and costs if a copyright owner takes action for infringement of copyright.

NOTE: Distribution of music/film files for the purpose of trade or any other purpose which affects the copyright owner prejudicially, for example making music files available for downloading free of charge on an internet website, is a criminal offence punishable by a fine and/or imprisonment.

Staff and students using databases, online journals, ebooks and other electronic information resources provided by John Monash must restrict their use to a reasonable level to support their study at John Monash. Excessive use can be detected by information providers and reported to the School for investigation. Using software including scripts, agents, or robots is prohibited and may result in loss of access to the resource for the whole John Monash community.

Privacy and Surveillance

Use of IT Services is subject to the Monash Privacy Framework.

The university and school does not generally monitor email, personal websites, files and data stored on university or school computers or traversing the University network. However, the university and school reserves the right to access and monitor email, websites, server logs and electronic files and any computer or electronic device connected to the Monash University network including personally owned equipment, should they determine that there is reason to do so. Such reason would include, but not be limited to, suspected or reported breaches of this Acceptable Use Policy, or breach of any statutes, regulations or policies of the university, or suspected breaches of the law.

ii) Email & Communications Policy

Purpose of Policy

The purpose of this policy is to ensure the proper access and usage of John Monash Science School’s email system by its staff and students. Email is a tool provided by the School to complement traditional methods of communications to support teaching and learning, services and administration. Users have the responsibility to use this resource in an efficient, effective, ethical and lawful manner. Use of the School’s email system shows the user’s agreement to be bound by this policy. Violations of the policy are a violation of the Professional Code of Practice or the Student Code of Practice and may result in disciplinary action.

Email

Account Creation

Email accounts are created once a member of staff or a student joins the school. The email account name is based on the official name of the staff or the student code as reflected in the School database. Requests for mail aliases based on name preference, middle name, nicknames, etc., cannot be accommodated. The only requests for name change that will be processed are to correct a discrepancy between email account name and official School records, in which case the email account name will be corrected.

Staff email addresses follow a syntax:

firstname.surname@jmss.vic.edu.au   e.g. Jane.Wong@jmss.vic.edu.au
Student email addresses follow a syntax:

StudentID@jmss.vic.edu.au  e.g. ABB0011@jmss.vic.edu.au

Ownership of email data

The School owns all email accounts and all data transmitted or stored using email capabilities.

Privacy

While the School will make every attempt to keep email messages secure, privacy is not guaranteed and users should have no general expectation of privacy in email messages sent through the School system. Under certain circumstances, it may be necessary for the IT Services Manager or other appropriate School officials to access email files to maintain the system, to investigate security or abuse incidents or violations of this or other School policies. Such access will be on an as needed basis and any email accessed will only be disclosed to those individuals with a need to know or as required by law.

Data Retention

Individuals are responsible for saving email messages as they deem appropriate.

Due to finite resources, the School has the right to restrict the amount of user space on the email server as necessary and to purge and remove email accounts of staff and students who have not been registered for a period of 30 days.

Expiration of Accounts

Student email accounts will remain in effect for as long as the student remains enrolled in the School and for a minimum of 30 days following graduation. If the student leaves John Monash Science School prior to graduation, the account will be deleted in 30 days. Staff email accounts will be deleted 30 days following departure from the School.

Appropriate Use

Email is provided as a professional resource to assist John Monash Science School staff and students in fulfilling their educational goals. Incidental personal use is permitted as long as it does not have negative effects on any other email account, jeopardise the email system, get in the way of fulfilling anyone’s educational goals or violate the law or any other provision of the John Monash Science School ICT Acceptable Use Policy or any other policy or guideline of John Monash Science School. Each user is responsible for using the email system in a professional, ethical, and lawful manner.

Personal Use

While incidental personal use of email is acceptable, conducting business for profit using School resources is forbidden.

Examples of Inappropriate Use

Any inappropriate email, some examples of which are described below and elsewhere in this policy, is prohibited. Users receiving such email should immediately contact IT Services.

- The creation and exchange of messages that are harassing, obscene or threatening.
- The unauthorised exchange of proprietary information or any other privileged, confidential sensitive information.
- The creation and exchange of advertisements, solicitations, chain letters and other unofficial, unsolicited email.
- The creation and exchange of information in violation of any laws, including copyright laws, or School policies.
- The knowing transmission of a message containing a computer virus.
- The misrepresentation of the identity of the sender of an email.
- The use or attempt to use the accounts of others without their permission.

Material that is fraudulent, harassing, profane, obscene, intimidating, defamatory, or otherwise unlawful or inappropriate may not be sent by email or other form of electronic communications. If a member of staff or a student engages in this type of behaviour it will be considered a violation of the policy and may result in disciplinary action.

User Responsibility
Staff and students are expected to read email on a regular basis and manage their accounts appropriately. An email message regarding School matters sent from an administrative office or staff member is considered to be an official correspondence and may be the only form of correspondence a student will receive.

Sharing of passwords is strictly prohibited. Each individual is responsible for his/her account, including the safeguarding of access to the account. All email originating from an account is deemed to be authored by the account owner, and it is the responsibility of that owner to ensure compliance with these guidelines.

Supported Email Clients

The method for accessing email is through either a web client or a desktop application such as Outlook or Entourage. End-user support for the system will be provided through JMSS IT Services. JMSS IT Services is continually evaluating tools and technologies and reserves the right to modify the list of supported clients with appropriate notification.

SPAM & Virus

While the incoming email is scanned for viruses and for messages deemed to be ‘SPAM’, it is impossible to guarantee protection against all SPAM and virus infected messages. It is therefore incumbent on each individual to use proper care and consideration to prevent the spread of viruses. In many cases viruses appear to be sent from a friend or co-worker, therefore attachments should only be opened when the user is sure of the nature of the message. If any doubt exists, the user should contact sender to verify the authenticity of the message and/or the attachment.

Using Monash Facilities

Some John Monash students are entitled to use the university’s email and messaging facilities for private purposes, provided such use is lawful. Messaging facilities may include chat sessions, IRC, newsgroups and electronic conferences. Monash University reserves the right to withdraw this permission in the event that such use places the IT facilities at risk or poses a security or other threat. Users must respect the privacy and personal rights of others.

Users must not:

- publish their Monash email address on a private business card
- use their Monash email to conduct a private business
- send defamatory messages
- send aggressive or rude email messages to staff or other students
- threaten or harass another person
- send sexually explicit material
- send bulk unsolicited emails
- send spam (defined as unsolicited commercial electronic messaging – refer SPAM Act 2003 (Commonwealth). A single message can be spam. The message does not need to be sent nor received in bulk to be spam.)
- propagate chain mail (email sent to a number of people asking the recipient to send copies of the email with the same request to a number of recipients)
- impersonate another person by sending a message which appears to have come from another person’s computer or represent themselves as being of a different gender, race etc (eg in a chat session or electronic conference)
- plagiarise or infringe copyright or trade marks, or breach trade practices legislation.
- send, without permission of the copyright owner, an audio or video file, music charts/lyrics, or other copyrighted material such as ebooks or commercial photographs to another person using email.
iii) Personal Technologies Policy

Purpose of Policy

The purpose of this policy is to ensure the proper access and usage of personal technologies by the staff and students of John Monash Science School. Personal technologies are combined forms of hardware, software and Internet-based technologies. This includes a range of personal media and telecommunications devices that staff and students use for their personal purposes as well as those used for learning and teaching purposes. Personal technologies may be brought to school, accessed through the school network or used under instruction for learning and teaching.

Users have the responsibility to use personal technologies in an efficient, effective, ethical and lawful manner. Access of such technologies at John Monash Science School shows the user’s agreement to be bound by this policy. Violations of the policy are a violation of the Staff Code of Practice or the Student Code of Conduct and may result in disciplinary action.

Hardware

Media Players (e.g. iPods)

Media players and handheld game devices may be used during recess, lunchtime and after school at particular locations by students.

They must be put away, turned off and out of sight at all other times, including study periods and transition periods between classes, unless involved in directed classroom activities authorised by the teacher.

Media players can be used in the courtyard. Teachers, as part of their duty of care, have the right to view material on media players.

Teachers may allow media players in class, at their discretion, provided their use is part of the lesson.

Mobile Phones

Mobile phones and similar communication devices may be used during recess, lunchtime and after school at particular locations by students.

They must be put away, turned off and out of sight at all other times, including study periods and transition periods between classes.

Mobile phones can be used in the external school environs and café areas only.

Students may not use mobile phones for any purpose likely to cause difficulty either at or for the school.

 Teachers may allow mobile phones in class, at their discretion, provided their use is part of the lesson.

 Teachers may use mobile phones to contact others, provided their use is related to learning and teaching and does not breach duty of care. Mobile phones are available from the Daily Organisation Office for teachers on Yard Duty.

Students are to use the camera facility on their mobile phones only for activities related to classroom learning. They must not photograph or video any person or persons at school or at school activities without their permission. They are not to upload any such photographs or videos onto social networking sites without the written permission of the persons involved, and certainly not at all if the material is likely to bring the reputation of the school, its employees, students or parents into disrepute.

Netbooks, Laptops and Tablets

Personal computing devices may be used during classes when teacher directed, lunchtime and after school.

The Resource Centre supports the use of computing devices in the learning space provided that the content and media are appropriate and subject-related.

Teachers should model appropriate use of personal computing devices, by learning to utilise a blend of digital technologies within lessons.
iv) Social Media Technologies Policy

Purpose of Policy
The purpose of this policy is to ensure the proper access and usage of social media by the staff and students of John Monash Science School. Social media technologies are combined forms of hardware, software and Internet-based technologies. This includes a range of personal media and telecommunications devices that staff and students use for their personal purposes as well as those used for learning and teaching purposes. Social media may be brought to school, accessed through the school network or used under instruction for learning and teaching.

Users have the responsibility to use social media technologies in an efficient, effective, ethical and lawful manner. Access of such technologies at John Monash Science School shows the user’s agreement to be bound by this policy. Violations of the policy are a violation of the Staff Code of Practice or the Student Code of Practice and may result in disciplinary action.

Internet-based Social Media Technologies
Blogs, Wikis and Micro-Blogs, Social Network Sites etc.

All opinions and media content posted by you online that relates to John Monash Science School or the staff and students of the School shows the user’s agreement to be bound by this policy. Violations of the policy are a violation of the Staff Code of Practice or the Student Code of Practice and may result in disciplinary action.

By accessing, creating or contributing to any online learning space hosted on school servers, or hosted by a third-party for the purpose of facilitating communication between individuals, staff and students agree to abide by this policy.

Conduct

The John Monash Science School community believes deeply in supporting personal use of technologies, free speech and the personalisation of learning. Given our role in offering access to information services and our presence together as part of the extended educational community, however, we must reserve the right to remove certain content that you may post. As a general matter, you may post content freely to your blog or social space and to those of others, so long as the content is not illegal, obscene, defamatory, threatening, infringing of intellectual property rights, invasive of privacy or otherwise injurious or objectionable.

You may not use the John Monash Science School name to endorse or promote any product, opinion, cause or political candidate. Representation of your personal opinions as institutionally endorsed by John Monash Science School or any of its staff is strictly prohibited.

By posting content to any blog or social space, you agree to be fully responsible for the material you post, upload, input or submit.

You acknowledge that John Monash Science School does not pre-screen or regularly review posted content, but that it shall have the right to remove in its sole discretion any content that it considers in violation of School policy.

Personal Use

While incidental personal use of social media is acceptable, organising events and extended conversations of a social nature using School resources is forbidden. School resources includes not only the use of ICT infrastructure but extends to the use of the School’s time.

Web Participation Guidelines

The Web represents a fundamental opportunity for John Monash Science School to evolve its means and style of interaction across its community of students, parents, technology providers, school leaders, etc., as well as expanding and deepening such interactions. In developing these guidelines, John Monash Science School is building both upon policies regarding staff and student practices and upon the sound judgement that we expect our staff and students to use in their professional interactions.

Accordingly, these guidelines are simply a reflection of that expectation of sound judgement as it is applied to the concrete issues and circumstances of Web participation. These guidelines (and associated examples) will evolve as our collective experience with such participation evolves. Web participation is currently defined as all forms of public Web-based communication and expression, such as blogs, microblogs, linkblogs, wikis, bookmark sites, photo sharing sites, video sharing sites, forums, mailing lists, discussion groups, chat rooms, and social network sites. These guidelines apply to all individual contributions to the public Web.
Summary

1. All John Monash Science School policies apply: Know and follow John Monash Science School’s policies.
2. Think before you post: Use sound judgement and think about reactions to your post before you post it.
3. Respect your audience: Avoid negative personal comments or inflammatory subjects.
4. Have productive conversations: For staff and students, the primary benefits of Web participation are for others to learn about the learning within John Monash Science School and for staff and students to learn from others.
5. Protect and enhance the value of John Monash Science School: Present John Monash Science School in a positive light and avoid making derogatory comments about John Monash Science School, our services, management, teachers, students or systems.
6. Protect staff and student information: Protect John Monash Science School’s and our staff and student’s confidential information.
7. Be personable and have fun: Web participation is about enjoying personal interactions.

Detailed Discussion

1. All John Monash Science School policies apply.

Know and follow all John Monash Science School policies, including our Codes of Practice and the VIT Code of Conduct for Teachers.

2. Think before you post.

Use sound judgement and think about reactions to your post before you post it. Remember that whatever you post may live for many years in the Web, even after you delete your copy of it. Avoid posting in the heat of the moment, especially in a discussion list that is escalating into a flame war. Ask yourself, "Is this issue better handled by another part of John Monash Science School, such as Student Learning and Wellbeing or the School’s Principals?"

3. Respect your audience.

Avoid slurs, personal attacks or insults, obscenity, etc., and topics that may be considered objectionable or inflammatory – such as topics in the areas of politics and religion. Show proper consideration for others’ privacy, and avoid making any statements which are likely to be confrontational, upsetting, derogatory or vilifying in nature. Be the first to correct your own mistakes, and be constructive and respectful in correcting others.

4. Have productive conversations.

For John Monash Science School staff and students, the primary benefits of Web participation are for others to learn about John Monash Science School and for staff and students to learn from others. While it is OK to offer criticism, such criticism should be constructive and never mean-spirited, and should not involve accusations of wrongdoing or improper conduct. Try to add value. Provide worthwhile information (get your facts straight) and perspective (be constructive). Test your ideas and move the conversation forward while avoiding direct disagreement. Remember, if a posting generates a request from a technology provider for a briefing, a journalist for an interview, or a client or prospect for an inquiry, route it through to the appropriate people.

5. Protect and enhance the value of John Monash Science School.

Present John Monash Science School in a positive light and avoid making derogatory comments about John Monash Science School, our services, management, students or systems. Although this is already covered by the John Monash Science School Student Code of Practice and Staff Code of Practice, it is worth highlighting explicitly in the context of Web participation. To minimise the risk that your personal post is perceived as officially published John Monash Science School opinion, you should make it clear that you are speaking for yourself and not on behalf of John Monash Science School. Specifically, if you post personally and it has something to do with your work or subjects associated with John Monash Science School, use a disclaimer such as: "This post is my own and does not necessarily represent my employer’s/school’s positions, strategies or opinions." (A blanket disclaimer for an entire set of posts is appropriate, as long as the disclaimer is clearly visible – for example, in a blog sidebar.)

When posting about ICT-related issues it is inevitable – indeed healthy – for contrary points of view to be debated and discussed. It is inevitable that an associate’s personal post about an ICT subject may
occasionally be viewed as representing or contradicting John Monash Science School’s official position on a subject. However, it is never appropriate to intentionally disparage or contradict published John Monash Science School policy. If such a post actually generates controversy or confusion, the associate should post as quickly as possible a clarification that resolves the issue.

6. Protect confidential information.

Protect John Monash Science School’s and our staff and students’ confidential information. Information that we would not publicly disclose due to privacy and confidentiality concerns should not be disclosed or discussed on the Web. Also, because we are a public school, don’t disclose or discuss John Monash Science School’s finances or future plans. If in doubt, gain permission prior to posting on matters that might be private or internal to John Monash Science School. Respect copyright and fair use.

7. Be personable and have fun.

Web participation is about enjoying personal interactions. Always identify yourself. Write in the first person. If your Web participation (e.g., creating YouTube videos or keeping up your blog) feels like work, you’re probably doing too much of it and it’s likely to interfere with your work or studies at John Monash Science School. A big part of the Web experience is that it is more playful than most other mediums. Your Web participation should reflect this characteristic. The most successful social media are those with an informal and humorous style. It’s OK — some might say mandatory — to poke fun in Web postings, but keep in mind that such humour should always be appropriate and should stimulate discussion, not stifle it.

This policy document is based, in part, on the Email Policy of Villanova School, Harvard Medical School, Roosevelt University and the Social Media Policy at Gartner.
Part C: Acceptable Use Agreements

AUA – Students

When I use technology, both at school and at home I have responsibilities and rules to follow.

I agree to:

- be a safe user whenever and wherever I use that technology
- be responsible whenever and wherever I use technology and support others by being respectful in how I talk to and work or socialise with them and never write or participate in online bullying (this includes forwarding messages and supporting others in harmful, inappropriate or hurtful online behaviour)
- report to an adult if I feel uncomfortable or unsafe online or see others participating in unsafe, inappropriate or hurtful online behaviour

When at school I agree to:

- behave according to my school’s Student Code of Practice.
- protect my privacy rights and those of other students by not giving out personal details including full names, telephone numbers, addresses and images
- use appropriate language when talking to and working with others online and never participate in hate mail or acts of harassment
- use the internet at school for educational purposes and use the equipment properly
- use social networking sites for educational purposes and only as directed by teachers
- not deliberately enter or remain in any site that has obscene language or offensive content (e.g. racist material or violent images)
- abide by copyright procedures when using content on websites (ask permission to use images, text, audio and video and cite references where necessary)
- think about how I use content posted on the internet and not simply copy and paste information from websites
- not interfere with network security, the data of another user or attempt to log into the network with a user name or password of another student
- not reveal my password to anyone except the system administrator or classroom teachers
- not bring or download unauthorised programs, including games, to the school or run them on school computers

I will talk to my teacher or another adult if:

- I need help online
- I feel that the welfare of other students at the school is being threatened
- I come across sites which are not suitable for our school
- someone writes something I don’t like, or makes me and my friends feel uncomfortable or asks me to provide information that I know is private.

When I use my mobile phone, iPod or other mobile device I agree to:

- use it for learning purposes as directed by my teacher
- act responsibly and not use the device to find, create or send information that might be harmful, inappropriate or hurtful to me or anyone else.
To this end, when using my mobile device as a phone, I will:

- keep my phone on silent during class times and only make or answer calls and messages outside of lesson times – except for specified learning purposes
- protect the privacy of others and never post private information about another person using SMS messages.

When using my mobile device as a camera I will:

- only take photos and record sound or video when it is part of a class or lesson
- seek permission from individuals involved before taking photos, recording sound or videoing them (including teachers)
- seek written permission from individuals involved before publishing or sending photos, recorded sound or video to anyone else or to any online space
- respect others when I talk to and work with them online and never write or participate in online bullying
- seek teacher permission before uploading any content to websites (e.g. blogs)

This Acceptable Use Agreement for Students also applies during school excursions, camps, extra-curricula activities and incursions on Monash University grounds.
AUA – Parents
Schools’ Support and Ethical Use of Technology – To Parents

John Monash Science School’s uses the internet as a teaching and learning tool. We see the internet and mobile technology as valuable resources, but acknowledge they must be used responsibly.

Your child has been asked to agree to use the internet and mobile technology responsibly at school. Parents should be aware that the nature of the internet is such that full protection from inappropriate content can never be guaranteed.

At John Monash Science School we:

• have a cybersafe and responsible use program across the school and reinforce the values and behaviours of the school code of conduct when students use technology and the internet.
• provide supervision and direction in internet activities and when using mobile technologies for learning
• have an Information Literacy program
• use mobile technologies for educational purposes (e.g. podcasts or photos from excursions)
• work towards setting tasks that ask your child open questions, so they can’t copy and paste all answers from the internet
• provide support to parents to understand this agreement (e.g. language support)
• provide support to parents through information evenings and through the document attached to this agreement

Advice for Parents

John Monash Science School believes the teaching of cybersafe and ethical online behaviour is essential in the lives of students and is best taught in partnership between home and school.

21st Century students spend increasing amounts of time online learning and socialising. These online communities need cybercitizens who do the right thing by themselves and others online, particularly when no one is watching.

Safe and ethical behaviour online is explicitly taught at our school and support at home is requested.

It is important to note that some online activities are illegal and as such will be reported to police. This includes harassment of others and publishing of inappropriate images.

Bridging the gap between home and school

At school the internet is mostly used to support teaching and learning. At home, however, it is often used differently. Not only is it a study resource for students, but it is increasingly being used as a social space to meet and chat.

If you have the internet at home, encourage your child to show you what they are doing online.

At home we recommend you:

• find out how your child uses the internet and who else is involved in any online activities
• have the computer with internet access in a shared place in the house – not your child’s bedroom
• ask questions when your child shows you what they are doing, such as:
• how does it work and how do you set it up?
• who is else is sharing this space or game? (do you know them or did you ‘meet’ them online?)
• can you see any risks or dangers in the activity – what would you say to warn/inform a younger child?
• what are you doing to protect yourself or your friends from these potential dangers?
• when would you inform an adult about an incident that has happened online that concerns you? (Discuss why your child might keep it to themselves.)
Statistics show that students will not approach an adult for help because:

- they might get the blame for any incident
- they don’t think adults “get” their online stuff
- they might put at risk their own access to technology by either:
  - admitting to a mistake or
  - highlighting a situation that might lead a parent to ban their access.

Protecting personal privacy rights and those of other students

Students like to publish information about themselves and their friends in spaces like Myspace, Facebook and blogs, but in doing so they can make themselves more vulnerable to being approached, groomed or bullied online. To avoid this we recommend they:

- don’t use their own name, but develop an online name and use avatars.
- don't share personal details including images of themselves or their friends online
- password protect any spaces or accounts they have.
- don’t allow anyone they don’t know to join their chat or collaborative space.
- are reminded that any image or comment they put on the internet is now public (anyone can see, change or use it) so no full names should appear in reference to individuals in any image, movie or sound recording
- ALWAYS make the space private so that they can control who sees their space and can communicate with them.

Using the internet in line with school’s student code of conduct

Using appropriate language when talking to and working with others online and never write or participate in hate mail.

Being online can make students feel that they are anonymous and sometimes students may say things online that they would never say to someone’s face. Often very few adults visit this online environment. The web space or online chat environment that they use in leisure time might also have explicit language and they may feel they have to be part of it. Students need to be reminded then that their behaviour online must fall in line with the school’s code of conduct.

Using equipment and resources properly for educational purposes as directed by teachers

It is important to realise that there is a time for fun and a time for work even on the internet. Students may often see the internet as “free” but just looking at a page on the internet incurs a download cost. By just taking care with the equipment, and thinking carefully about printing and downloading from the internet students can save time, money and the environment.

Using social networking sites for educational purposes and only as directed by teachers

Web2 tools and social networking spaces allow students to be contributors to the web and allow them to work collaboratively online with other students. Creating or contributing to blogs, wikis, digital stories and podcasts can all be legitimate educational activities which allow students to publish, share and inform others and be active contributors to the web.

The task, online space and responsibilities should be clearly outlined by the school and reinforced throughout the task.

The educational purpose should be clearly understood by the student and the online space defined by the school. When publishing, students should be aware that they are posting to the web and should follow safe practices which protect both their privacy and other members of the school community and post/create in an appropriate way for the school project.

Keeping away from rude or offensive sites.
In school settings, internet service providers set up filters to block out a lot of inappropriate content, but these filters are not always foolproof. Students who deliberately seek out inappropriate content or use technology that bypasses filters, will have their internet access reviewed and their parents will be immediately informed.

**Following copyright procedures**

All music, information, images and games on the internet are owned by someone. A term called copyright is a legal one and has laws to enforce it. By downloading a freebee you can risk bringing a virus or spyware to the computer or system. These can destroy a computer system or provide hackers with details such as passwords and bank accounts. Remember if an offer is too good to be true, the chances are it is.

**Evaluating and using content on the internet carefully**

Not everything on the internet is true, accurate or unbiased. The school is working to teach information literacy skills, which enable students to locate, evaluate, and use information effectively on the internet.

Copying and pasting information can help organise arguments, ideas, and information, but it is important that your child uses their own thoughts and language to express what they have learnt.

**Not interfering with network security, the data of another user or attempt to log into the network with a user name or password of another student**

Computer facilities are for the use of all students so due care should be taken at all times when using these resources. Students are responsible for everything done using their accounts, and everything in their home directories. To this end students need to keep their password secret and not gain access to other students’ login details.

**Seeking teacher assistance**

The internet has some flashy and tricky ways to lead users into some websites they never meant to visit. It is easy for us all to get distracted. We want students to ask for help in locating the information they need, and clarifying the task they have been set. Unfocused clicking through websites can lead to inappropriate content.

We also want the whole school community to keep their internet environment as safe as possible so we ask your child if they see a site they think should be blocked to turn off their screen and let a teacher know.

Open communication between parents, teachers and students is the best way to keep students safe.

**Use of mobile phone and other mobile technology**

Mobile phones and technologies are a seamless part of our lives. The school is asking to have some say in how these technologies are used to ensure that there is the capacity for learning in a classroom. A classroom could have more than 25 mobile phones in it at any time. Student learning and concentration could well be hampered by texting and ringing.

The recording of both images and sounds can breach other student’s rights under the Privacy Act. Sometimes students feel embarrassed telling their peers that they don’t want their image or voice recorded. The use of such images can be instantly transmitted by SMS and/or posted online.

The Privacy Act says that the posting and sharing of information online or in any other way requires consent. This consent must be fully informed, freely given, current and specific in how the information will be presented and who it will be presented to. Schools are required to obtain signed authority for any work, images or information posted online. All citizens need to respect the rights of others to privacy and students are no exception.
John Monash Science School Student & Parent Acceptable Use of Information Technologies Agreement

Complete and return this page and the next page.

Note:
The John Monash Science School Student and Parent Acceptable Use Agreement AND the Monash University Authorisation Form (following page) must be completed and returned before students are allowed onto the Monash University or John Monash Science School networks.

I acknowledge and agree to follow these rules. I understand that my access to the internet and mobile technology at school and Monash University will be renegotiated if I do not act responsibly.

I have read the JMSS Acceptable Use of Information Technologies Policy carefully and understand the significance of the conditions and agree to abide by these conditions. I understand that any breach of these conditions will result in internet access privileges being suspended or revoked.

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If as a parent/guardian or student you have any concerns about this agreement or internet safety in general, contact either the school or NetAlert Australia's internet safety advisory body on 1800 880 176 or visit http://www.netalert.gov.au/
Parent/guardian authorisation of access for students aged 15 to 18 years

Students who are between 15 and 18 years of age at the date of registration for their computer account(s) must have this form completed by a parent or legal guardian in order to have access to the internet through the University. Please return signed forms to the ITS Service Desk at your nearest campus.

Internet access is provided for academic, research and administrative purposes. The university provides no censorship for anything the student may access. Students may be held accountable for excessive internet usage. Each faculty has different definitions of excessive usage, however, if students use the internet for academic, research and administrative purposes, their use is unlikely to be excessive.

I, __________________________ am a parent or legal guardian of: __________________________

Student ID#: __________________________

Authcne username: __________________________

I have read the Monash University Acceptable Use of Information Technology Facilities by Students policy at: http://www.policy.monash.edu/policy-bank/management/its/acceptable-use-of-information-technology-facilities-by-students-policy.html and agree to the conditions of use for the computer accounts being issued to the above named student.

I accept responsibility for any charges associated with excessive internet access.

Signed (parent) __________________________ Date: __________________________

Signed (student) __________________________ Date: __________________________

Privacy statement

The information on this form is collected for the primary purpose of enabling computer accounts at Monash University. If you choose not to complete all the questions on this form, it may not be possible for Information Technology Services to provide computer access. You have a right to access personal information that Monash University holds about you, subject to any exceptions in relevant legislation. If you wish to seek access to your personal information or inquire about the handling of your personal information, please contact the University Privacy Officer at privacyofficer@adm.monash.edu.au.

Office Use Only

Student: __________________________

D.O.B: __________________________ Date processed: __________________________

Processed by: __________________________

Job Ref #: __________________________