

Acceptable Use Policy Explanatory Notes

Prior to discussing the Acceptable Use Agreement with students it is recommended that teachers acquaint themselves with the following documents:

- DCIS End User ICT Services Policy (<http://uluru.nt.gov.au/dcis/it/policies.shtml>)
- Northern Territory Public Service Code of Conduct (http://www.ocpe.nt.gov.au/ntps_careers/working_in_ntps/pay_and_conditions/code_of_conduct)

Purpose

The purpose of this document is to provide teachers with a simple framework for explaining to students the purpose and rationale behind the Acceptable Use Agreement. This document will clarify teachers' understandings of what the agreement really means.

Discuss and explain terminology used in the Acceptable Use Agreement with use of Glossary terms:

1. *Only software purchased or approved by the school, and installed by the school, can be used on school equipment.*
 - Students can't bring software from home and install it on school machines.
 - Students may not download software from the internet and install on school machines.
 - Both of these actions would break copyright or licensing agreements.
 - Students must not bring disks with software, games or files not related with their learning to school.

2. *Software copyright is to be observed at all times. It is illegal to copy or distribute school software. Illegal software from other sources is not to be copied to or installed on the school equipment.*
 - No software can be copied for any purpose on school computers.

3. *Copyright of materials from electronic resources is to be observed at all times.*
 - Please make students aware that copy and pasting from the CD-ROMs, other software programs and websites is a form of plagiarism.

4. *Students must follow the rules posted for the use and care of the computer equipment at all times.*
 - See attached sample.

5. *Students using the ICT facilities may only do so under the supervision of school staff. Any students not following staff instructions may have further access restricted or denied.*
 - As per duty of care.

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6. *Privacy and network security is to be observed. Students must not under any circumstances access personal files belonging to others, software or areas of the network which are not designated for their use.*
- Within the NTSchools domain students will potentially have access to shared student folders, personal/class folder.
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7. *The sharing of passwords is a security risk consequently students must not give their password to other students or log in with another users name under any circumstances.*
- The resources that students are able to access are linked to their user ID and password, therefore sharing of passwords is a security risk.
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8. *All users must log off when leaving a computer.*
- As an example, if students don't log off another person can access and delete all their work.
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9. *There should be no disruption to class activities by unauthorised broadcast messages across the school network.*
- Broadcast messages will disrupt other users working on the network.
 - Broadcast messages will also take up network resources making other peoples access of the network slower.
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10. *Virus protection is very important. If students use floppy disks to transfer work between the school network computers and computers outside the network, disks must be scanned for viruses prior to use on the school network. Virus checking software will be made available on school computers for this purpose.*
- When a student opens a file held on a floppy disk whilst on a NTSchools computer it will automatically be scanned.
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11. *Printing of materials of a personal nature or unassociated with school activities is not permitted unless approval is sought from a school staff member. This may incur a charge.*
- Printing can be a large expense for schools with the cost paper and ink cartridges. Money spent on unnecessary printing can't be used elsewhere.
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12. *The use of ICT facilities, specifically the Internet, is for educational, communication and research purposes only.*
- If a student accidentally goes to an inappropriate website (which can happen). Tell students to click the back button and notify the teacher quietly. Ensure students are aware that Proxy logs keep a record of all sites visited and they can be tracked back to individual users.
 - Please make students aware that copy and pasting from the web is still seen as plagiarism.
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Schools should develop their own policies for dealing with deliberate misuses of ICT facilities or deliberate breach of conditions of this agreement.