

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: Refer to the new glossary term that has been created for the renewal of the NT Curriculum Framework for Learning Technologies.

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 computers.
 - Students may not download software from the Internet and install on school computers.
 - Both of these actions would break copyright or licensing agreements.
 - Students must not bring portable drives or discs 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. **Students must respect Intellectual Property and adhere to copyright, software piracy and fair dealing associated with learning technologies.**
 - Copyright – Copyright is a form of Intellectual Property that protects a variety of “works” (e.g literary, artistic, musical). The law gives copyright owners exclusive rights to control how their work/s are used.
 - Software Piracy – the unauthorised duplication and distribution of software
 - Fair Dealing – Under the fair dealing provisions of the Copyright Act, students can copy a reasonable portion of copyright material for the purposes of student research eg 10% of the number of pages or chapter.
4. **Students must follow the rules posted for the use and care of the computer equipment at all times.**
 - Refer to posters up in the classroom and in computer labs.
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.

6.	<i>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.</i>	<input type="checkbox"/>
	<ul style="list-style-type: none">• Within the NTSchools domain students will potentially have access to shared student folders, personal/class folder.	
7.	<i>The sharing of passwords is a security risk. Students must not give their password to other students or log in with another users name under any circumstances.</i>	<input type="checkbox"/>
	<ul style="list-style-type: none">• The resources that students are able to access are linked to their user ID and password, therefore sharing of passwords is a security risk.• As an example, if students give away passwords other students could be able to access personal information and other records contain within Student Profiles.	
8.	<i>All users must log off when leaving a computer.</i>	<input type="checkbox"/>
	<ul style="list-style-type: none">• As an example, if students don't log off another person can access and delete all their work.	
9.	<i>There should be no disruption to class activities by unauthorised broadcast messages across the school network.</i>	<input type="checkbox"/>
	<ul style="list-style-type: none">• 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.	
10.	<i>Virus protection is very important. If students use portable drives or discs to transfer work between the school network computers and computers outside the network, discs must be scanned for viruses prior to use on the school network. Virus checking software will be made available on the school computers for this purpose.</i>	<input type="checkbox"/>
	<ul style="list-style-type: none">• When a student opens a file held on portable drives or discs whilst on a NTSchools computer it will automatically be scanned.	
11.	<i>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.</i>	<input type="checkbox"/>
	<ul style="list-style-type: none">• Printing can be a large expense for schools with the cost of paper and ink cartridges. Money spent on unnecessary printing can't be used elsewhere.	
12.	<i>The use of ICT facilities, specifically the Internet, is for educational, communication and research purposes only.</i>	<input type="checkbox"/>
	<ul style="list-style-type: none">• 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 copying and pasting from the web is plagiarism.	

Schools should develop their own policies for dealing with deliberate misuses of ICT facilities or deliberate breach of conditions of this agreement.