

# Living Waters Lutheran College

## COMPUTER AND INTERNET ACCEPTABLE CONDUCT AND USE AGREEMENT

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### **Preamble:**

Access to technology and to the Internet at LWLC is provided for the purposes of educational research and learning. The purpose of this policy is to outline appropriate use and prohibited activities that will guide students to demonstrate good citizenship and ethical behaviour at all times. Every student is expected to follow the guidelines stated below, as well as those given in writing or orally by staff in support of these guidelines.

Computer technology is a gift from God to His people. Like any other gift, it is up to us to use the gift wisely to glorify God and advance His Kingdom. LWLC acknowledges the blessings the Lord has bestowed through technology, and we are committed to empowering our students to use this gift in a way that is in keeping with our Lutheran ethos.

### **Account Ownership:**

The College network accounts and email accounts (if email accounts are provided) of LWLC students are owned by the College and are not private. LWLC has the right to access the information in any student account at any time.

### **Legal Use:**

Students will use the LWLC computers and any personal device at school, including the hardware, software and network access, in conformity with the laws of Australia and the state of Western Australia. Violations include, but are not limited to, the following:

1. **Criminal Acts** – I will not engage in illegal activities including, but not limited to, “hacking” or attempting to access computer systems without authorization, harassing email, cyber stalking, child pornography, vandalism, and/or unauthorized tampering with computer systems.
2. **Libel Laws** – I will not violate libel laws by publicly defaming people through the published material on the Internet, in emails or any other form of digital communications.
3. **Copyright Violations** – I will not violate copyright laws by copying, selling or distributing copyrighted material without the express written permission of the author or publisher (users should assume that all materials available on the Internet are protected by copyright) or engaging in plagiarism (using other's words or ideas as your own). I will attribute any electronic source that I do legally use with proper citation including text, graphics, programming code and multimedia.

### **Responsible Use:**

The use of computers and network services is a privilege, not a right. Inappropriate use will result in a loss of those privileges and/or other disciplinary action. Students will be held responsible for their actions and activities while using technology at LWLC according to the following guidelines:

1. **Account Names and Passwords** - I understand that passwords are private and intended to be a secret shared with no one. I will not allow others to use my account name and password on the LWLC network or for any other login accessed via the LWLC network. I will not make any attempt to use an account name other than my own. Any indiscretions are my responsibility while my account is logged on.
2. **Appropriate Use** - I will use technology resources responsibly. I will use LWLC computers and any personal device only within the parameters established by my teacher, and only in support of educational research and learning. I will not retrieve, save, or display hate-based, violent, offensive or sexually explicit material using any of LWLC's computer resources, or any other resources considered inappropriate by the College principal or their delegate. I am responsible for not pursuing such material. Accordingly, I am responsible for monitoring and appropriately rejecting material, links, dialogues and information accessed/received by me. I understand that I am to notify an adult immediately if by accident I encounter materials that violate appropriate use.
3. **Personal Use** - I will not use instant messaging, social networking or shopping sites whilst at school. **I will assume that all game playing at school is prohibited** without explicit, website/game-specific approval by my teacher in support of academic learning. I will not use LWLC computers for commercial or political purposes.

Located in College Diary

4. **Caring for Resources** - I will not damage computers, computer systems or networks. This includes the intentional introduction of viruses and corruption of system and other files. I will not do anything to disrupt the work of another student or teacher including disabling, disconnecting, altering, or prematurely shutting down computer hardware.
5. **Removable Media** - I will not use any removable media or external storage device (including thumb drives) on LWLC computers without authorisation from the IT staff. I will not connect LWLC computers to any such media that contains destructive, illegal or inappropriate content or executable programs (software, portable applications, etc.). I will comply with any directive to have such media scanned or searched by LWLC personnel for such contents.
6. **Storage Space** - I will efficiently manage the storage space allotted to me on the network server. I understand that reasonable efforts are made by the IT staff to backup this storage space whilst anything I store directly on any LWLC computer's own hard drive may not be backed up.
7. **Multimedia and Software** - I will not use any removable media or external storage device (including thumb drives) on LWLC computers without authorisation from the IT staff. I will not connect LWLC computers to any such media that contains destructive, illegal or inappropriate content or executable programs (software, portable applications, etc.). I will comply with any directive to have such media scanned or searched by LWLC personnel for such contents.
8. **Netiquette** - I will be courteous and use appropriate language in my digital communications including, but not limited to email messages and online postings. I will refrain from using profane, vulgar, sexually explicit, harassing or abusive language and will report any cases of such usage against me to a member of the LWLC staff. I will not use technology to demean or threaten others (including cyber bullying), whether they are other students, teachers, staff or parents, or to bear false witness or spread rumours about them.
9. **Protecting Privacy** - I will protect the privacy of others or myself at LWLC. I will not reveal personal information online including names, addresses, credit card details and telephone numbers of others or myself. I will not post pictures, video or audio, or any other work or representation of an LWLC student or staff member without their knowledge and consent. These guidelines include, but are not limited to: posts or pictures on Facebook, Snapchat, Instagram or other social networking sites; videos posted on YouTube or other video sharing sites; or creation of characters or locations in virtual environments or multi-player online games.
10. **Protecting Reputations** - I understand that I am an Ambassador for the College in all my online activities. I understand that what I do on websites and social media sites should not reflect negatively on my fellow students, teachers, or on LWLC. I understand that I will be held responsible for how I represent the College, its community or myself on the Internet.
11. **Respecting Ownership** - I will respect the rights of others by not accessing files, software, or other resources owned by others without the owner's permission. I will use only those College network directories that are designated for my use or for the purpose designated by my teacher.
12. **Accountability** - I understand that masquerading, spoofing, or pretending to be someone else is forbidden. This includes, but is not limited to, sending e-mails, creating accounts, or posting messages or other online content (e.g. text, images, audio or video) in someone else's name as a joke. I will not post content anonymously either.
13. **Accessing Information** - I understand the Internet is a source for information that is both true and false, and that the College is not responsible for inaccurate information I obtain from the Internet.
14. **Accessing Other Networks** - I understand that I may be subject to the 'Acceptable Use Policy' of any other network accessed whilst on the Internet.
15. **IT Lab** - I will abide by the rules specific to the Information Technology areas of the College. These rules are clearly displayed in those areas.
16. **Supervision** – I will not use any computer while at LWLC without the direct personal supervision of the classroom teacher or other qualified individual. Direct personal supervision means that the teacher (or other qualified individual) is present in the classroom or computer lab and is actively monitoring the work of the student. I understand that my computer use may be monitored remotely at any time by the College staff.
17. **Security** - I will respect the security of the network by not attempting to discover passwords or override measures the College uses to control access to any resource. This includes the use of web sites that claim to disguise what sites you visit and the use of proxies to bypass blocking mechanisms. If I discover a breach in the network security system, I will report it immediately to the IT staff.

Located in College Diary

**Consequences:**

I understand that violations of this agreement that will result in a suspension of computer privileges and network access include:

1. attempts to breach the security system of the network or to access others' accounts (see Responsible Use #1 and #17 above);
2. deliberate attempts to damage computers, computer systems or the network, or careless behaviour which results in such damage (see Responsible Use #4 and #7 above);
3. criminal acts (see Legal Use #1 above);
4. malicious attempts to damage someone's reputation or violate their privacy using the computers (see Legal Use #2 and Responsible Use #3, #8, #9, or #10 above);
5. intentional attempts to introduce into the network or seek via the Internet or material that is considered inappropriate (see Responsible Use #2 above).

The length of such bans will be determined in consultation with the head of school and/or the head of technology relative to the severity of the violation. I acknowledge that being suspended in such a way may result in alternative work being assigned and/or extra time outside of the academic day being required for completing work, and ultimately may negatively impact my class marks.

When such a ban is deemed appropriate:

1. The supervising teacher will notify the IT staff, the Head of Technology and the Head of School.
2. The IT staff will disable the student account immediately and ensure that privileges are restored when the period of the ban is ended.
3. In cases of a severe breach of policy, parents will be notified.

All other violations will be dealt with according to normal classroom and College disciplinary policies and procedures as found variously in the College diary, parent handbook, official policy documents and on the College website.

**Student Agreement:**

I will abide by the above guidelines and rules. Should I commit a violation, I understand the consequences of my actions could include classroom disciplinary action, detention, suspension of computer/network privileges, removal of good standing status, College disciplinary action, and/or referral to law enforcement.

\_\_\_\_\_  
(Student Name)

\_\_\_\_\_  
(Student Signature)

\_\_\_\_\_  
(Date)

**Student Internet access will be disabled in the absence of an agreement signed both by the student and a parent.**

**Parental Agreement:**

As the parent/guardian of this student, I hereby acknowledge that I have read the agreement on student use of the Internet and discussed it with my child. I understand that this access is designed for educational purposes. I recognise that, while every effort will be made to monitor student use of the Internet, it is impossible for Living Waters Lutheran College to continually monitor and restrict access to all inappropriate materials. I further acknowledge that, while inappropriate material exists on the net, the user must actively seek it and therefore is ultimately responsible for bringing such material into the school. I therefore do not hold the staff or Principal of Living Waters Lutheran College responsible for any such materials acquired from the Internet.

\_\_\_\_\_  
(Parent Name)

\_\_\_\_\_  
(Parent Signature)

\_\_\_\_\_  
(Date)