



## General

This policy is designed to ensure that all students at Eastern Fleurieu 7-12 Campus use computer, laptop, and internet resources in a safe, responsible, and ethical manner. Access to computers, the curriculum network, and the Internet is for educational purposes only. Users must adhere to the rules outlined in this policy.

## General Computer Use

The school network is a restricted access computer network system. It is breach of this policy to:

- Install or operate any computer software or hardware without the prior approval of the network manager
- Use or possess any computer hardware or software that can be used to avoid or remove any access restrictions placed on the computer system by the network manager
- The use of VPNs/Hot Spot or proxies to bypass school network restrictions is strictly prohibited
- Obtain or use any usernames or passwords except those issued to an individual by the network manager
- Display, Send, Store, Access, Retrieve any offensive or inappropriate material on the school computer system
- Access or destroy any data, hardware or software belonging to another individual or the school
- Modify computer hardware or software in any way without the prior approval of the network manager
- Use the computer system to engage in or enable others to engage in copyright infringement, chat rooms, online gaming, and social media sites.

## **STUDENTS ARE NOT PERMITTED TO HAVE IN THEIR FOLDERS OR ON ANY PORTABLE STORAGE DEVICE:**

- Inappropriate content, including but not limited to pornography, extremist views, or any content promoting illegal activities
- Students whose folders or storage devices are found to contain any or the above may have their access to the network removed immediately and be reported to SAPOL.

## User ID and Passwords

The password protects a user's folder or directory. Password confidentiality is a serious matter, and it is most important that the student does not divulge his/her password to anybody else.

- All Individuals are given unique usernames and passwords to access the school computer systems
- It is essential that users keep their usernames and passwords confidential
- Student usernames are linked to student's individual Internet and printing credits
- No student is to access another student's folder on the system or allow other students to access theirs.

## Use of the Internet

The Internet is a valuable resource to enable easy access to information and resources to support your education program. Students need to remember that:

- The Internet is provided for educational purposes
- The source of the material needs to be checked for its worth as anybody can publish information on the Internet
- All Internet activity is logged and audited
- The school's Internet is filtered and monitored
- Known pornographic, violent, hate sites etc. are blocked by the department and school
- If a student encounters such a site, they need to exit that site immediately and report it to a teacher or the network manager
- Using the school's network to engage in commercial activity is strictly prohibited
- Students are given access to email through their school account. This service is monitored to ensure appropriate language is used
- This is the only email account students are to use at school.



## 7-12 CAMPUS Computer / Laptop / Internet User Policy

This document is to be read in conjunction with any other  
ICT related policies for both students and staff.

### Use of Privately Owned Devices (BYOD – bring your own device)

- Before any private laptop or device is used within the school, it needs to be approved by EFS Tech Support Staff, for suitability.
- Devices are to have current, up to date, antivirus software loaded.
- The use of the laptop or device will be permitted as long as the user follows the computer user policy as outlined in this document.

**Please note: the school will not be held liable for any costs incurred due to damages, wilful or accidental, which may occur to any personal devices whilst being used at school.**

### Microsoft 365

- Microsoft 365 is a customised package tailored for the South Australian public education system and is offered at no additional charge to parents/carers whilst their student remains enrolled
- When enabled, students and families will be able to download licensed versions of common applications used in teaching and learning for no charge and use them without an internet connection. They will also have their own online storage space for files that can be shared with other students and teachers
- Microsoft 365 Service, including Office 365 Pro Plus is only to be used in relation to deliver curriculum objectives, and **cannot be used to store sensitive or personal information.**

### Google

- Google Workspace for Education is a tool offered to DfE teachers to enhance students' educational experiences.
- These services are subject to Google's terms and conditions.
- Agreeing to this policy, you consent for your child(ren) to use Additional Google Services that the school has determined are age appropriate and align with our educational goals.
- Further information can be sought from EFS Tech Support.

### Viruses

- Users are asked to check files on storage devices for viruses before using them in a school environment
- Most laptops and computers will have anti-virus software installed
- If a student suspects that they have a virus they are to report it immediately to a teacher or Network Manager.

Further information regarding anti-virus software recommendations can be obtained from EFS Tech Support.

### Monitoring User Activity

While confidentiality and privacy is a high priority, the school reserves the right to monitor network and computer activity. This will involve monitoring of:

- Files in user directories
- Files on portable storage devices or discs
- Internet activity
- E-mail.

**Students may be required to pay for wilful damage caused to school owned computers, hardware and equipment.**  
**Consequences for a breach of this Policy will be commensurate with the nature and type of offence.**