

MOAMA ANGLICAN GRAMMAR SCHOOL



ELECTRONIC COMMUNICATION (INTERNET, INTRANET & EMAIL) STUDENT USE POLICY

POLICY TITLE	ELECTRONIC COMMUNICATION (INTERNET, INTRANET & EMAIL) STUDENT USE POLICY
POLICY TYPE	MANAGEMENT
DATE POLICY SIGHTED/RATIFIED BY BOARD	6 MARCH 2013 (G. DANHER)
LEGAL ADVICE SOUGHT	AISV
DATE OF POLICY REVIEW	
PERSON RESPONSIBLE FOR POLICY DISSEMINATION	THE PRINCIPAL
PERSON RESPONSIBLE FOR MONITORING AND IMPLEMENTATION	THE PRINCIPAL

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Electronic Communication (Internet, Intranet & Email) STUDENT USE Policy

STATEMENT OF CONTEXT AND PURPOSE

The School has a computer network which includes access to the School's own network (the intranet), the internet and email. The staff will monitor student use of this facility. However the students themselves have a legal and a moral responsibility in this area and each student will only be allowed to access these facilities when this agreement is signed by the student and parent/guardian, and returned to the Office (as attached to Policy).

The electronic communication network of Moama Anglican Grammar School is a part of the School's educational resources and is made available to enhance the educational experiences of students. Students who use this resource wisely will benefit greatly. Those who abuse it place their access to the system at risk. In extreme cases such students could be expelled from the School. If disciplinary action were necessary it would follow the procedure outlined in the School Handbook.

Students are responsible for:

- Maintaining the security of their accounts and their passwords.
- Saving their work in their designated folder on the network
- Complying with restrictions placed on the use of the network by staff and by this agreement.

Students are advised that unacceptable and/or prohibited use may contravene State and/or Federal legislation. In addition, e-mails or messages/postings that may appear humorous and innocent can be unlawful and infringe racial and sexual discrimination and harassment policies. Legal action may be taken against any person thought to be in breach of these statutes and laws in addition to sanctions or penalties that may be imposed by the School.

As a guide to what is acceptable/unacceptable students need to agree to the following:

- Limiting use of the internet/intranet/phone network to accessing sites relating directly to their school work;
- If they accidentally enter an unsuitable site, exit it immediately and advise their teacher;
- Using the School's email only to carry out activities directly related to their school work;
- Not sending or passing on emails which are inappropriate;
- Accessing the internet via the School's wireless network only;
- Students may wish to bring in devices such as laptops and smartphones for use for the same purposes as the School's network. **All personal devices must be registered with the School's IT department. Under no circumstances is a student allowed to use a personal**

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device at this School unless it has been registered with the School and personal laptops must have LanSchool monitoring software installed by the School's IT Department. This software will enable the School to monitor use of these devices to ensure adherence to the School's electronic communication policies.

- The publication of inappropriate material on the internet and social media sites which identifies the school and its students
- Any other electronic communication deemed by the Principal to depict the school or its students in a disparaging manner

It is important for parents and students to understand that bringing any electronic device to school will only be allowed if the School is given full access to the contents of such devices. Where devices are password protected these passwords etc. must be used by students on the request of any teacher to allow that teacher full access to the contents of the device for checking.

Technological advances are occurring at rapid pace and students will, from time to time, be able to bypass any controls we put in place as a School. Parents and students, in signing this agreement acknowledge the need to abide by the spirit of the agreement, not just its words.

Staff members have the right to randomly search a student's device to ensure it is being used appropriately.

Principal

Moama Anglican Grammar School

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**MOAMA ANGLICAN GRAMMAR SCHOOL
STUDENT AND PARENT./GUARDIAN AGREEMENT**

Student Name: _____ Year _____, 20____

For students in Years 5 – 10:

I have read the iPad Information Booklet and the Acceptable Use Policy contained within it, and agree to abide by the terms and conditions outlined.

For students in Years 5 – 12:

I have read and understand the attached Electronic Communication Policy (Internet, Intranet & Email). Further, I agree to comply with this Policy.

Student signature: _____

PARENT/GUARDIAN TO COMPLETE: I acknowledge that I have read, understood and agree that my student is expected to comply with this Policy.

Name of Parent/Guardian (please print) _____

Parent/Guardian signature: _____

Date: ____/____/____

Registration of student's personal device details egg. laptop, mobile phone or iPad (other than iPad issued by the School) for registration. If registration is required for more than one device, please use overpage:

Type: _____ Make / Model: _____

Student mobile number (if applicable): _____

Internet and network access is denied until this agreement form is signed and returned to the School Office.

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