FLAGSTONE STATE COMMUNITY COLLEGE – INFORMATION TECHNOLOGY:  
ACCEPTABLE USE POLICY – STUDENT USAGE OF INTERNET, INTRANET AND EXTRANET (ICTs)

Introduction
Flagstone State Community College provides ICT resources, to support and enhance learning. ICTs, in this instance, include computer hardware and software, printers, digital cameras, and a range of other technologies that make up the College ICT network. The use of these resources is a privilege, not a right. Teachers will always exercise their duty of care; however, students must be responsible for restricting themselves from inappropriate information, as it is impossible for Education Queensland’s filtering systems to prevent access to all controversial/inappropriate materials.

What is acceptable/appropriate use/behaviour by a student?
It is acceptable for students to use school ICTs and network infrastructure for:
- Assigned class work and assignments set by teachers;
- Developing literacy, communication and information skills;
- Creating texts, artwork, audio and visual material, solely for educational purposes as supervised and approved by the school;
- Conducting research for school activities and projects;
- Communicating with other students, teachers, parents or experts in relation to school work via the student EQ email account;
- Accessing online references such as dictionaries, encyclopedias, etc
- E-learning through virtual schooling or the Learning Place.

It is the responsibility of the student to:
- Maintain security of the network;
- Act safely and appropriately when utilizing any ICT equipment (e.g. computers, software, hardware, digital cameras, video cameras etc)
- Report any damage to computers immediately to teachers and the Head of Department IT.

What is unacceptable/inappropriate use/behaviour by a student?
It is unacceptable for students to:
- Download, distribute or publish offensive messages or pictures (e.g. pornographic or violent images);
- Use obscene or abusive language to harass/bully, insult or attack others via email or any other electronic means;
- Deliberately waste printing and Internet resources;
- Using software or online facilities to bypass school proxies or network security policies;
- Damage computers, printers or the network equipment;
- Violate copyright laws which includes plagiarism;
- Use unsupervised internet chat;
- Use online e-mail services (e.g. hotmail, gmail etc);
- Send chain letters or spam e-mail (junk mail);
- Play unapproved games or online games;
- Run software from a USB or install software on the network or any other network drive;
- Use another student’s or staff members’ username or password to access the school network.

Protecting your Password & Username
- Usernames and passwords are to be kept by the student and not divulged to any other individual (e.g. a student should not give anyone their username and password). Additionally, students should not divulge personal information (e.g. name, parent’s name, address, date of birth etc), via the internet or e-mail, to unknown persons/companies/sites.
- Any student who gives their password to another person, knowingly or otherwise, will lose network privileges and incur consequences outlined in the College Behaviour Plan.

Consequences of Improper Use
- Users violating the rules indicated in the Acceptable Use Policy are subject to loss of network privileges and consequences under the College Behaviour Plan (see Student Handbook).

Agreement
I have read and understand the Acceptable Use Policy and
- I will abide by the conditions outlined in this document;
- I understand that the computer access is designed for educational purposes only;
- I also recognize that while all reasonable care is taken it is impossible for the school to restrict access to all controversial materials;
- I understand it is the responsibility of the student to restrict himself/herself from inappropriate information;
- I understand that it is the student’s responsibility to display acceptable computer user practices as outlined above;
- I understand that students breaching this Acceptable Use Policy will be subject to appropriate action by the College that may include loss of access privileges for a period of time, disciplinary action, or appropriate legal action.

Student Name: ____________________________ Student Signature: ____________________________
Parent/Guardian Name: ____________________________ Parent/Guardian Signature: ____________________________
Enrolment Officer: ____________________________ Date: ____________________________

CONSENT TO USE COPYRIGHT MATERIALS, IMAGE RECORDING OR NAME
Please complete the following statement allowing your child’s photographic image to be used for public relations or promotional purposes, including use on the Flagstone State Community College Internet site.
I/We ___________________________________ hereby (Please circle) give permission / do not give permission for our child’s photographic image to be used for the purposes of public relations or promotional purposes. I/We understand that wherever possible, parents will be contacted prior to any media release.

Parent/Guardian Signature: ____________________________ Date: ____________________________