



ICT RESPONSIBLE USE POLICY

ICT Responsible Use Policy

This document defines the Responsible Use Policy for student use of the Forest Lake State High School Computer Systems. Its main purpose is to encourage the mature and responsible use of the facilities available to the students through the provision of clear usage guidelines. Students authorised to use the school's computer system also have internet and e-mail access.

The Queensland Department of Education and Training deems the following to be responsible use and behaviour by a student:

- Developing appropriate literacy, communication and information skills;
- Authoring text, artwork, audio and visual material for publication on the Intranet or Internet for educational purposes as supervised and approved by the school;
- Conducting general research for school activities and projects;
- Communicating or collaborating with other students, teachers, parents or experts in relation to school work;
- Researching and learning through the Department's e-learning environment;
- Students must follow the Learning to Assessment policy for ethical and responsible Generative AI use, ensuring originality and accuracy.

The Queensland Department of Education and Training deems the following to be irresponsible use and behaviour by a student:

- Use the IT resources in an unlawful manner;
- Download, distribute or publish offensive messages or pictures;
- insult, harass or attack others or use obscene or abusive language;
- Deliberately waste printing and Internet resources;
- Damage any electronic devices, printers or the network equipment;
- Commit plagiarism or violate copyright laws;
- Use unsupervised internet chat;
- Send chain letters or Spam e-mail (junk mail);
- Access to mobile data whilst at school.

In addition to this Forest Lake State High School states that:

- Users are responsible for the security, maintenance and integrity of their individually owned devices and their network accounts.
- Students using the system must not at any time attempt to access other computer systems, accounts or unauthorised drives or files or to access other people's devices without permission.
- Students must not record, photograph or film any students or school personnel without the express permission of the individual/s concerned and the supervising teacher.
- Students must get permission before copying files from another user. Copying files or passwords belonging to another user without their express permission may constitute plagiarism and/or theft.
- Copying of software, information, graphics, or other data files may violate copyright laws and students may be subject to prosecution from agencies to enforce such copyrights.
- Devices must not be used to display or disseminate material that could cause offense to others.

Consequences if the ICT Responsible Use Policy is breached align with the FLSHS Responsible Behaviour Policy.

The following is to be READ and COMPLETED by both the STUDENT and PARENT/LEGAL GUARDIAN:

- We agree to abide by the above rules.
 - We have read and understood the ICT Responsible Use Policy and the Student Code of Conduct.
 - We are aware that any breaches of the Responsible Behaviour Policy may result in my/my child's immediate removal from the system for a specified period as per the school's Behaviour Management Policy and in relation to the severity of the offence
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Student's Full Name:

Student's Signature:

Date:

Parent/Guardian's Full Name:

Parent/Guardian's Signature:

Date:
