



**INTERNATIONAL CHINESE SCHOOL**  
**国际中文学校**

An Anglican School  
圣公会学校

**Acceptable Use Policy for  
Computer Resources and the Internet  
at International Chinese School**

REVIEWED AND UPDATED TERM 3, 2015

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# 1. BACKGROUND

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ICS provides computer technology for its students and staff, including broadband Internet access and specialist software and hardware.

ICS has formulated an Acceptable Use Policy (AUP) for users of the network. This policy maximises the benefit of the technology, as well as ensuring network integrity and the personal safety of users. This policy outlines what users of the network can and cannot do. The intention of this policy is to ensure maximum benefit to ICS as a whole.

Accounts to access ICS computer network are provided to currently enrolled students and permanent staff members.

# 2. INTRODUCTION

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**ICS's computer network is provided so that students can:**

- ✓ access educational resources,
- ✓ present information,
- ✓ work collaboratively with peers, and
- ✓ learn and practice technology and information literacy skills that will enable them to succeed in the future.

These services are provided as a privilege to the user and this policy provides an opportunity to educate users on their responsibilities and ICS's expectations of their behaviour.

Use of any of the ICS's computer resources signifies acceptance of this policy.

# 3. EDUCATIONAL PURPOSE OF COMPUTER RESOURCES

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ICS's computer network has been provided for educational purposes. It is not a public service, and therefore ICS has placed restrictions on what material can be accessed via the network or stored on the network. ICS's computer network may not be used for commercial purposes of any sort; for example, students may not purchase goods over the Internet using ICS's computer network.

## 4. USE OF COMPUTER RESOURCES

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Users of the computer network must not degrade or disrupt any piece of equipment or use the network in an illegal or inappropriate way. This includes, but is not limited to:

- ✘ Vandalism of hardware or software
- ✘ Installing software on computers
- ✘ Infecting computers or devices with any kind of malicious software (including viruses, worms, Trojans, spyware etc.)
- ✘ Using another person's account, even with their permission or knowledge
- ✘ Altering computer settings
- ✘ Bypassing any technical or network restrictions limiting what the user can access
- ✘ Gaining access to resources that they do not have permission to access, such as accessing staff computers, network equipment or files owned by another user
- ✘ Storing or accessing material that is of a pornographic, profane, obscene, lewd, violent, sexist or racist nature, or is otherwise inappropriate
- ✘ Eating or drinking while using ICS computer resources

Unacceptable use of computer resources by any user will result in immediate disciplinary action including loss of privileges.

Students must be directly supervised by a teacher at all times while they are using computer resources.

### 4.1 Printing Policy

Students are provided with access to monochrome and colour printers for the submission of their work when required. Students should undertake as much editing as possible on the computer, using print preview when necessary. All print jobs are logged, and excessive or unauthorised use of printing facilities will be investigated and may result in disciplinary action.

**Students must:**

- ✓ Check which printer their job will be sent to before printing
- ✓ Only print school-related material
- ✓ Only print final version of their documents
- ✓ Only print in colour when directed by their teacher
- ✓ Only print one copy of a document
- ✓ Advise a teacher or staff member of any printing problems

**Students must not:**

- ✘ Print non-school-related materials
- ✘ Print their work for other students to copy
- ✘ Print in colour unless directed
- ✘ Attempt to fix printing problems

## 4.2 Password Policy

Users must take appropriate care to ensure their password remains secret and known only to them.

**Users must not:**

- ✘ Share their passwords with any other person, including staff members, students or family members
- ✘ Store their passwords electronically or write them down anywhere
- ✘ Set passwords which may be guessable by other users

If a user suspects that their account has been used by someone else, or suspects there is any other problem with network security, they must report it to a staff member or network administrator as soon as possible.

## 5. USE OF THE INTERNET

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There are additional rules which apply to users' use of Internet resources.

**Users must not:**

- ✘ Access material that is of a pornographic, profane, obscene, lewd, violent, sexist or racist nature, or is otherwise inappropriate
- ✘ Post, send or upload material that is of a pornographic, profane, obscene, lewd, threatening, sexist, racist or vulgar nature, or is otherwise inappropriate
- ✘ Use Internet Relay Chat (IRC) or Instant Messenger (IM) clients (such as MSN, Skype, Yahoo! Messenger, AIM etc.) or web-based clients.
- ✘ Use social networking sites (such as MySpace, Facebook, Bebo, Habbo, Orkut, Friendster etc.)
- ✘ Bypass any Internet content filtering measures

If a student mistakenly accesses inappropriate material, they must notify a staff member as soon as possible. If a staff member mistakenly accesses inappropriate material, they must notify a network administrator as soon as possible.

Unacceptable use of the Internet by any user will result in immediate disciplinary action including loss of privileges.

## 5.1 Personal Safety and Privacy

ICS encourages users to make use of Internet resources in a wise way. Users of ICS network are not permitted to reveal personal details of themselves or others on the Internet or store these details on computers. In this context, 'personal details' includes full names, home addresses, contact details, photos, physical characteristics etc. If contact details need to be provided for educational or research purposes, ICS address and/or phone number may be given, and only if directed by a member of staff.

If a student receives any message or communication that is inappropriate or makes them feel uncomfortable, they must report it immediately to a staff member.

## 5.2 Cyberbullying

Cyberbullying is bullying which is carried out using digital means, such as via websites, email, SMS and IM.

Students are not to partake in any form of cyberbullying. Any such practice will be treated as bullying, and will be responded to according to ICS's Policy for Dealing with Bullying.

For more information about cyberbullying, please refer to section 3 (Examples of Bullying) of the 'Policy for Dealing with Bullying'.

## 5.3 Copyright and Plagiarism

Students must ensure that any work created, modified or accessed on ICS computers is in accordance with ICS's policies on copyright and plagiarism, which are available from the Library.

# 6. STUDENTS PRIVATELY OWNED DEVICES (LAPTOPS OR TABLET COMPUTERS) BYOD

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Students may bring privately owned laptops or tablets to ICS for use to assist them in their learning.

Students may be provided with Internet access on privately owned devices through wireless connection to ICS's network. Students are required to adhere to the previously stated policies. All Internet access by students through ICS's Internet connection is logged. ICS staff will provide limited assistance to students to configure this connection should it be required.

ICS will not provide any other ICT support or helpdesk facilities for privately owned equipment.

ICS is not responsible for maintenance, insurance, loss or damage to privately owned devices.

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Using privately owned devices at ICS is a privilege, and may be revoked at any time.

**College staff may confiscate equipment if its use is in breach of this policy. Confiscated equipment will be collected by a parent/guardian from the Principal at the end of the school day.**

## 7. LIMITED RESPONSIBILITY AND LIABILITY OF ICS

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While all efforts will be made to ensure the availability and security of user's files, ICS cannot be held responsible for any loss of data, and users are advised to store important documents in multiple places and on different media (e.g. in their home directory, on a USB drive, on a home computer, in an email mailbox, on a CD or DVD etc.).

ICS cannot guarantee the accuracy or currency of information obtained from the Internet, and users should take appropriate steps to verify the legitimacy of any information they retrieve from the Internet.

ICS cannot be held liable for any financial costs resulting from unauthorised use of the Internet. An example of this may be where a student purchases an item over the Internet, which is expressly forbidden under this policy.