



## School IT Equipment and Systems

This message has been reviewed by the School Council and Senior Team and their recommendations have been included.

Our IT facilities are an important part of our School. The school IT system is provided for students to conduct research, complete homework and communicate with others. Access is a privilege, not a right, and that access requires responsibility.

It is important to remember that staff can look at files and communications in computer storage areas and on devices, to ensure that students are using the system responsibly. Users should not expect that files stored on the school system or other devices will always be private. Staff can remotely monitor all students' work on the school system. Staff can also view anything that is deleted from the school system.

CCTV is in operation around the school, including IT suites.

The following are examples of what is considered to be inappropriate behaviour:

- sending or displaying offensive messages or pictures
- using obscene language
- harassing, insulting or attacking others
- damaging computers, computer systems or computer networks, including intentionally downloading or writing 'malicious' applications
- violating copyright laws
- using others' passwords
- trespassing in others' folders, work or files
- intentionally damaging school equipment
- intentionally wasting limited resources

If students are found to be mistreating the school systems or damaging equipment then sanctions will be applied which include:

1. Close monitoring of a student's use of the school IT system.
2. A ban on the use of school systems and/or the internet.
3. Additional disciplinary action, including exclusion, for any serious incident.
4. The involvement of the police or local authority.

It is important to note that information regarding student behaviour, and any sanctions that are imposed, is placed on the student's record and this may be included on references requested by universities or future employers.