



High School Acceptable Use of ICT Code of Practice for Students

Canberra High School has a number of facilities which enable you to access information on computer networks such as SchoolsNET and the Internet.

To ensure fair and equitable access for all members of the school community who wish to make use of these facilities, all users are required to sign an agreement to abide by certain rules which are described in a code of practice. Most of these rules are ones you would be expected to follow on any computer network.

To make use of the School's networked computing facilities, please ensure that you have read and understood the following code of practice, then sign the agreement below.

Code of Practice

When using the School's facilities to access computer networks:

YOU MAY

- find, copy, and/or print information required for any of your school courses;
- collaborate or share information relevant to your courses with other students or teachers;
- download files containing information relevant to any of your School courses where this action does not involve a breach of copyright laws;
- access e-mail through your SchoolsNET g-mail account;
- register a device which can be defined as anything other than a small tablet or phone;
- use your device when it is deemed appropriate by your teacher. You must have permission.

YOU MAY NOT

- use your device without teacher permission;
- use your phone as a device;
- charge your device at school;
- e-mail or display offensive messages or pictures;
- damage computers, computer systems or computer networks;
- violate any laws, for example, those related to copyright and privacy;
- use others' passwords;
- trespass in others' folders, files or systems;
- intentionally waste limited resources;
- use the network for any purpose that is not directly related to your studies at Canberra High.

VIOLATIONS OF THESE RULES WILL RESULT IN

- loss of access and liability for any damage incurred.

I have read and understood the Canberra High School Students' Code of Practice for students. I agree to abide by the code and any other relevant rules that may be set by the school.

Name:.....ID No

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 Signed (student).....

Date:

I give permission for my son/daughter to use these computer facilities at Canberra High School in accordance with the above Code of Practice (tick boxes)

e-mail	<input type="checkbox"/>
Internet	<input type="checkbox"/>
SchoolsNET	<input type="checkbox"/>

Name: (Parent/Guardian) Signed:



ACT
Government

Education and Training

SchoolsNET

Parent Information Sheet on the use of SchoolsNET at Canberra High School

Canberra High School is connected to the ACT Government managed SchoolsNET computer network. This network connects all ACT Government Schools to a bank of centralised servers off-site.

Student Access:

A student will not be granted access to SchoolsNET until a “**Code of Practice for Students**” form is signed. This form is on the reverse side of this information sheet. This form also gives permission for student access to the internet.

Once SchoolsNET access is granted, students will have access to a number of network drives as well as the internet. Students will have a personal **H** drive that is only accessible by them, no one else has access to this drive, including teachers and IT staff.

There is also a shared drive - **T** (teaching) where teaching resources can be made available for students.

Logons and Passwords

Student’s logon is their Central ID number, this is a 7 digit number that they maintain throughout their school experience. It identifies them uniquely within the ACT Government Education system.

Their password is unique and once set is the responsibility of the student to maintain. Password complexity is quite high, with a minimum of 8 characters, including a capital letter, a number or special character. Due to the centralised nature of the network, password resetting is not a simple process so students are encouraged to create one that is secure and easily remembered.

Filtering

All SchoolsNET internet access, including Wi-Fi, has Content Keeper internet filtering set at an appropriate level for high school students. This is managed by the ACT Government.

Google Apps for Education (GAFE)

Google Apps for Education provides students with access to modern learning tools to support their education, including student gmail, google classroom, google drive and google chrome. A separate “**Cloud based services**” permission note needs to be signed before access is granted.

Student logon for GAFE is their student email address. studentID@schoolsnet.act.edu.au

Personal Devices

Canberra High School will allow student to bring a personal device to school to use when their teacher has given permission for this to occur. It is to be in their bag at all other times. A personal device is any chromebook, laptop or iPad that can connect to the school Wi-Fi.

Your device must be registered with your ACE teacher, otherwise you will not be allowed to use it in class **No small tablets or phones** can be used as a personal device.

Personal devices always remain the responsibility of the student, this includes security and battery management.

Due to ACT Government policy, no untagged electrical devices can be plugged into school powerpoints. Devices should be charged at home and their use managed during the day to maintain a charged battery.