

The Kilmore International School
COMPUTER & INTERNET USAGE POLICY

The Kilmore International School has facilities that allow students to access the Internet throughout the entire school. This enables students to use the Internet for research related to their subjects and as a means to contact people and resources world wide via electronic mail.

During classtime, teachers closely supervise students use, but at other times it is impossible to provide this level of supervision. Students accessing the Internet outside classtimes, must do so within the confines of the library or a supervised study room. Within these areas students are passively supervised (a teacher periodically checks on their progress).

With this privileged access to our computer network and the Internet comes the responsibility of students to not misuse the school's computer system hardware and software and to use the Internet in a responsible fashion. Access can therefore only be obtained after a student has agreed to abide by certain basic computer rules and parents also agree to their child's Internet access. The student will then be issued with a computer access and Internet password

COMPUTER & INTERNET ACCESS RULES

- Students will not misuse or damage any of the schools computer hardware or computer peripherals.
- Students will not tamper with, delete or add any foreign software to the schools software registry.
- Students will not tamper with, delete or add any foreign or inappropriate folders/files to the schools network drives.
- Students will not give or allow other students to use their computer network or Internet access password.
- Students who finish working on a computer will ensure they log off correctly at all times to prevent unauthorised access.
- Students will not eat food or drink whilst using any of the schools computer terminals.
- Students will adopt a responsible printer policy by keeping printer wastage to a minimum and will only print school-related material.
- Students will not use the school's computer network, to run or copy any executable files (exe), batch files (bat), including computer games from the Internet or from home, since computer games are a major source of computer viruses.
- Students will not bring to school or use on the school's computer network, any external storage devices containing pornographic or any other unsuitable material.
- Internet use must relate to class work. It is not to be used for downloading MP3 files for example. This also includes use by IB students during private study.
- If pornographic or undesirable material is accidentally located, students must notify a staff member immediately
- Students will not access Chat sites or Messenger services such as MS Messenger during class hours.
- Students will not send large numbers of frivolous emails to other students since this only serves to restrict the flow of essential data across the network.
- Students will not engage in any form of cyber bullying of other students or staff via the schools computer network or email system

CONSEQUENCES FOR BREACHING THE ABOVE RULES

ACCESSING OR COPYING UNACCEPTABLE INFORMATION ON EXTERNAL DEVICES OR THE INTERNET (INCLUDING EMAIL) WILL RESULT IN STUDENTS BEING BANNED FROM USING THE COMPUTER FACILITIES FOR UP TO 100 SCHOOL DAYS AND DEMERITS AND OR SUSPENSIONS MAY ALSO BE ISSUED. STUDENTS WILL THEN NEED TO SHOW JUST CAUSE WHY THEIR COMPUTER & INTERNET ACCESS SHOULD BE RETURNED.

**This policy is also supported by TKIS MOBILE/NON ACADEMIC DEVICE POLICY. (SEE TKIS website)