Expectations of the College

- Read a copy of the complete Windsor Gardens Secondary College ICT Acceptable Use Policy
- Sign and return the single page agreement to the Network Manager so that a valid User ID and password can be issued to you
- Accept full responsibility for all activity in relation to your ICT User ID and password
- Never share your User ID, password and network storage space
- Use the College’s ICT facilities and resources responsibly
- Show initiative, enterprise and innovation in your positive use of the College’s ICT facilities and resources
- Use the College’s ICT facilities and resources for school work only
- Report any misuse or abuse of the College’s ICT facilities and resources to a staff member immediately
- Maintain your network storage space and printing credit carefully. Regularly delete old, unwanted files

Steps for Success

- Use the College’s ICT facilities and resources creatively and productively for school work purposes only
- Look after and care for the College ICT facilities and resources so that all staff and students can utilise their full potential
- Share your ICT skills and knowledge freely and openly with staff and students whenever possible so that we can all benefit from the potential for excellence in our work together
- Celebrate the success of your work and others by allowing all members of our learning community the chance to see and hear the results of your achievements in the use of the College’s ICT facilities and resources

Talk to a student counsellor or a teacher you trust if you have a grievance or an issue that concerns the College environment.
### Information and Communication

#### Behaviours

- Misusing or tampering and misuses with another person’s files by logging in using another person’s password with or without their knowledge.
- Misusing or tampering with ICT equipment or operating systems settings. [hacking]
- Installing and playing of non-authorised educational games.
- Using the email to communicate on or off site with comments that:
  - are racist
  - are sexual
  - use offensive language
  - harass another person
- Misuse of the Internet by accessing sites that are:
  - racist
  - pornographic
  - inciting violence
  - dominated by offensive language
  - contain non-authorised educational games compatible with WGSC operating software system.
- Illegal use of the Internet by downloading and or distributing information that is:
  - racist
  - pornographic
  - inciting violence
  - dominated by offensive language
  - promoting illegal activity (e.g. illegal drugs or weapons)

#### Consequences

1. **Login disabled for 1 WEEK.**
   - Network Manager/Parents informed.
2. **Login disabled for 1 MONTH.**
   - Network Manager/Parents informed.
3. **Suspended.**
   - Network Manager/Parents informed.
   - Login disabled for time agreed at re-entry meeting.
1. **Login disabled for 1 MONTH.**
   - Network Manager/Parents informed.
2. **Suspended.**
   - Network Manager/Parents informed.
   - Login disabled for time agreed at re-entry meeting.
1. **Login disabled for 2 WEEKS.**
   - Network Manager/Parents informed.
2. **Login disabled for 1 MONTH.**
   - Network Manager/Parents informed.
3. **Suspended.**
   - Network Manager/Parents informed.
   - Login disabled for time agreed at re-entry meeting.
1. **Suspended.**
   - Network Manager/Parents informed.
   - Login disabled for time agreed at re-entry meeting.
2. **Exclusion.**
   - Network Manager/Parents informed.
   - Police informed if the material is printed or distributed.

#### Strategies

- Prior to students obtaining a login account they must have read, signed and returned the ICT Acceptable Use Agreement Form and ICT user policy.
- Each teacher at the beginning of each new course explains the expectations and protocol for the use of technology.
- Each teacher will explain their own classroom management processes in line with the room/work space that students are in.
- Policy and consequences are displayed and visible to students where the computers are being used.