



IT GUIDELINES

Reason for the Guidelines

To provide a safe work environment for staff and students, whilst giving all students an equal opportunity to use Information Technology (IT) to benefit their education at this school. These guidelines are often known as the computer rules of this school.

Network Security

Monitoring of network

- To maintain network security, Orroroo Area School has a monitoring system that monitors and records what users are doing. This is used to ensure that all students are abiding by the rules set out in these guidelines. If users are in breach of the rules a message may be sent to them informing them of this breach.
- Users will be locked out of their computer if what they are doing is a major offence, or a continual breach.
- Screenshots and event logs of user actions will occur.

User identification

- Users all have their own logins and passwords. This is to protect the student's work from other students. These logins and passwords **must not** be shared with others.
- All users will be accountable for any actions undertaken by their personal login.
- If you have any suspicions that someone has abused the rules whilst using your login, please notify a teacher as soon as possible – otherwise the above will apply. You are able to change your own password by pressing Ctrl, Alt, Delete then Change a password

Acceptance of conditions and rules

- Students and Parents must sign the general consent form given at the start of the year, or at the time of enrolling, accepting the conditions and rules set out in this policy regarding use of the computers and internet. **If these forms are not signed and returned by the date advised in communication students will not be able to access either the network or the internet.**
- Staff must sign the DfE Acceptable Use Agreement
- The library has a separate consent that requires signing, allowing students access to the community internet. Use of Public Library computers is only for out of school hours.

Computer Use

Portable Hardware

- If beverages need to be consumed near IT equipment including computers, laptops etc a closed container is needed eg travel cup.
- Any portable storage device that is used on the school network may be confiscated and subjected to scrutiny. Inappropriate files will be delete that have been used at school.
- It is the Computer Users obligation to ensure that no virus is transported from home to the school. Staff and students who knowingly infect the admin, curriculum or public library's networks with any form of virus or malicious program are liable for consequences.



Student Computer room use

- Only nominated Year 11 and 12 students may use the room unsupervised.
- A nominated Year 11 should start and check the computer suite computer each day.
- Year 11 and 12 students may ask a teacher on duty to unlock the computer room.
- The computer room and study suite are available at lunch and recess for Year-11 and Year 12 students.
- Computer room to be used only for schoolwork. No music, internet, private emailing or games allowed.
- No food or drink allowed in the computer room. If water bottles are needed, please store them on desks without computers.
- If you use the room in Lesson 6, ensure all windows are secure and heating/cooling is switched off.

Student Computer/Laptop Use

- At the completion of your lesson, it is the user's responsibility to **sign-out** of the computer.
- Colour printing to be used only for final copies, not drafts. Drafts should be printed in black and white.
- **Save** work into your **home** folder. Only save to the share folder if your work needs to be seen by other students. All school work is to be saved to the school server and/or OneDrive.
- USB's are only to be used to transport schoolwork to and from home only. As USB drives can be easily damaged and/or malfunction, the school highly recommends saving to OneDrive or the school server.
- If you experience **problems, please let a staff member know immediately!! Tell your teacher** so that the problem is reported. OR email help@orroroo.on.spiceworks.com
- Report any incidents in regards to the laptop, regardless of how minor it seems. Emailing help@orroroo.on.spiceworks.com is the easiest way to report it. If you are unsure on how to do something with your laptop, please see the IT department as soon as possible.
- **Do not load any software on the computers without teacher's and/or IT department's permission.** Consequences apply to students caught, such as loss of IT privileges.
- **Do not download or transfer any files** that are not directly related to a specific task as directed by your class teacher.
- **Do not play computer games** unless specified by teacher.
- **Approved computer games** can be played in the library during lunchbreak after seeking approval from an on-duty person. Approved games are: in the local games folder, eg Edalive games, etc. Online games must be approved by a teacher, BEFORE permission is granted.
- **No music or movies** to be played on the computer unless under the direct supervision of the class teacher.
- **Music, Movies, etc must not to be transferred or downloaded** from any media (USB device to USB device, or shared folder) or from the internet unless directed by your class teacher for a specific task.
- **Do not damage the equipment.** In the case of wilful damage, the student/parent will cover the cost of repairing or replacing the item. In the case of accidental damage, the student/parent may be invoiced for the first \$200 of repairs or replacement. A laptop will be made available during school time and will be borrowed through the library.
- Please ensure that your laptop is fully charged before bringing to the school! Having power cables lying around the room is a WHS issue. If your laptop needs charging during the day, this can be done during break times
- **To prevent work loss, please Save work into your Home folder** on the school server and/or OneDrive folder. Only save to the share folder if your work needs to be seen by other students, or use the share feature. We discourage students from leaving school work on USB and laptops. Engagement of OneDrive is mandatory for all students and staff to ensure documents are 'safe' and available, regardless of which device they access their work on.

- To ensure good connectivity to the school's network, please **Shut Down** your laptop at the **end** of the day and school. **Start** at the **beginning** of the day at school. This will ensure that any updates/files can be applied and all network drives and printers are available to you before the start of lessons.
- If the IT personnel requires devices for repairs/upgrade, the IT personnel will assume that there is no stored data and the staff/student has taken appropriate measures to ensure their work is not lost.
- On laptops which are school property, transferring/copying of copyrighted material is illegal. Distributing copyrighted files without school's consent is also illegal and the school can be fined for this activity. Cost of that fine will pass on to the users distributing the copyrighted files. Present fine is \$100,000 per offence.
- Students finishing Year 12 in 2024, 2025 and 2026 will own their laptop after paying appropriate yearly hire fees and finishing Year 12 at OAS. Yearly hire fee is \$150 for those in 2024 and 2025 and \$175 in 2026. **This scheme finishes with the Year 12's in 2026.**

Internet

Students have access to the internet using DfE Edpass system. This system is maintained externally from schools. Any problems with speed and difficulty in accessing sites may not be fixed easily by the site.

Curriculum E-Mail and Internet Access

- All students have individual e-mail and website searching abilities, this is accessed by using an individual logon and password. Primary students use this at the discretion of their class teachers.
- Year 1-12 students also have access to the Office365 system. This allows students with a DfE email account to access Microsoft office products onto their personal or family owned devices. <https://www.edupass.sa.edu.au> Download office after logging into Edpass by accessing <https://www.office.com>
- OneDrive can be accessed from any internet enabled computer type device. This is a cloudbased - online - storage system, which is hosted in Australia. This allows students to have access to their school work anywhere they have an internet connection, as well as another place to save.
- OneDrive is like a personal Flash Drive or USB stick connected permanently to the Internet. Only departmental IT technicians and the student can access their own OneDrive storage area. It also allows the student to do their studies on a personal tablet and/or phones. Or allows the student to finish off home work on any internet based computer or device WITHOUT the need to install Office onto that computer. And, if the document is saved on the OneDrive system, they can access it from school and home. No more lost work, due to "I lost my Flash Drive" or "I left it at school/home!" Most Secondary School Teachers now set student's work in Google Classroom, which works the same technology as OneDrive.
- If the student doesn't have reliable internet at home, please consult the school in regards to student's being able to do homework at home.

Student School Internet Use Guidelines

Student Responsibilities

- All usage is to be for educational purposes.
- Use of the Internet at Orroroo Area School is a privilege, not a right.
- If you do not use it properly you will lose this privilege, as determined by the school.
- You must take responsibility for your own actions.

Conditions of use

You need to be aware that:

- Only the online sites related to curriculum areas, specified by the teacher, are to be used.
- It is necessary to check that the information used from the Internet is accurate and appropriate, with bibliography attached to any information sourced from the Internet.

- You need to protect your password, so that others do not use it. If a users account is being used with or without the owners knowledge, then both accounts will be locked out.
- You are never to give out any personal information (like name, telephone number, address, credit card details, which school you attend) or information about your friends when on-line.
- Your use of the internet is monitored, at all times.
- You will be able to use email, providing appropriate language is used. DFE will block and report.
- On-Line chat can only be used under teacher supervision.
- Downloading of **programs, OR download/uploading and/or streaming of videos or music** (unless permitted by your subject teacher) is prohibited
- Social media is not to be used on school grounds. (ie No Facebook, Twitter, Snapchat etc)

Costing

Internet Cost

- Students are not charged for internet specific access, this is covered by Material and Services fees.
- Students are not to use the school's internet for streaming media, or to download large files. If a large download is required for school work, please consult the IT Department first.
- If in doubt, ask the IT personnel.

IT Equipment

Borrowing: *Digital cameras, laptops, voice recorders, and iPads are able to be loaned out from the library, as well as graphic calculators as an emergency or a backup.*

Digital Cameras, voice recorders and iPads

- There will be a booking sheet available from Library staff.
- Students and staff will fill out the booking form for after school use of items. Including all equipment that is needed.
- If the number of requests exceeds the quantity a hierarchy system will apply:
 - Laptops or other equipment
 - Staff
 - Year 12's
 - Year 11's etc
- Bookings for after school borrowing are to be in by the end of lunchtime, to give Library staff time to prioritise bookings.
- If the number of bookings for identical items (eg laptops) exceeds the quantity, only one item per household can be borrowed.
- If the student is unable to download the data off the device, Library staff may assist the student.

Graphic Calculators

- These are to be borrowed out to students **only** as an emergency or a backup, and **only** on a teachers request.
- There will be a \$300 replacement fee, if the calculator is damaged or not returned.

Primary student Procedures for use during the day:

1. Teachers will send students to the Year 5/6 classroom to collect a laptop
2. If there is a difficulty with the device, the student must inform the teacher and/or the IT personnel.
3. Students will return the laptop at the end of the lesson. Any faults with the laptop **MUST** be reported at this time, otherwise the last logged on student may be held accountable for damage to the laptop.

Procedures for overnight use:

1. Before borrowing, students and parents must sign the Laptop Computer Loan Agreement form, (this is on the General Consent Form signed at the start of the year).
2. Students must abide by the Rules as listed on Penalties for IT Guidelines Infringement.

3. The Laptop will be checked by library staff on its return, before being borrowed again.
4. If students do not abide by the Rules, they will not be able to use the Laptop for an appropriate period of time deemed relevant by staff. (See below)
5. Students on buses have priority for laptop use – Town students may be able to use Library computers after school.

Outcomes:

Students and staff are utilising the Laptop Computer to enhance their learning.

Rules

Previously stated conditions apply.

Returning

- Overnight items to be returned to Library by 9 am (latest) during Home Group.
- Returning will be prompt eg if borrowed for one lesson, device must be returned before next lesson.
- There will be penalties for late returning
 - Blacklist – list of those who haven't returned equipment on time, meaning that future borrowing may be compromised
 - Progressive penalties as per Penalties for IT Guidelines Infringement

Personal Electronic Devices

The Department for Education's policy requires all students at all department schools to keep personal devices 'off and away' between the start and end of each school day for Year 11 and 12, and while they are attending school activities off-site, such as camps and excursions. All other year levels are to hand their phones in during home group each morning.

Please see the schools Mobile Phone Policy for more detail.

Penalties for IT Guidelines Consequence

- **First Consequence** **One Week - no access**
- **Second Consequence** **Two Weeks - no access**
- **Third Consequence** **One School Term - no access**

Having no access to the schools or library's computer cannot be construed as an excuse for not handing in school work. The Library has many reference materials; and pen and paper is still acceptable for handing in assignments. Student may have limited access to computer if the student's course is entirely on-line or can only be completed on-line, under heavy supervision.

Plagiarism

At Orroroo Area School, we strongly encourage original work from our students. Plagiarism is not accepted here, as it is not accepted in universities and colleges either. We believe in preparing our students for their academic journey ahead by fostering integrity and authenticity in their work. Therefore, any instances of plagiarism will be addressed with support and guidance to ensure students understand the importance of creating their own work.

Any student that passes someone else's work off as their own may have that part of the subject failed instantly, with the possibility of no option to resubmit. As university and colleges will ban students from the course for plagiarism, Orroroo Area School feels that the students should be suitably prepared to avoid plagiarism.

If teachers feel that a student's work is not their own, the IT personnel have methods that will help in identifying plagiarism.