

# Computer Usage Policy

## All Students

### Guidelines for using workstations

**MBIS** provides access to various computer resources, our Local Area Network, and the Internet. These resources are available to enhance the learning process in a supportive school environment and to achieve quality learning outcomes for our students.

The school encourages students to become familiar with the use of Information Technology.

As responsible members of the school community, it is expected that all students and other members of the community will follow and adhere to the guidelines established below. These guidelines are based on **common sense, common decency**, rules established by **MBIS** and laws established by Japan.

For the benefit of all users, students are expected to observe the following:

### Use of Information Technology Equipment

*The school has endeavoured to ensure that all students' work can be saved, stored, and accessed in a secure manner. It is expected that all students will respect the right of other students to use the network resources.*

*It is expected that all students will respect that the Information Technology Equipment with which they have been provided, and realise that using this equipment is a **privilege, not a right. This privilege can be withdrawn if necessary.***

- ❖ Log in using your own appropriate ID.
- ❖ Use computers for the purpose directed by the teacher in charge. Students are not to play games or use any other software unless the teacher has given specific permission for this.
- ❖ Do not tamper with the computer system. It is unacceptable to seek access to restricted areas of the computer network.
- ❖ At the end of each lesson:
  - Log out of the network and return to Login screen;
  - Leave chairs pushed in at desks;
  - Return books to where they came from.
  - Make sure that the desks are clean and any waste paper is put in the recycle bin.
- ❖ Do not bring memory sticks into the computer room unless you have permission from the teacher.
- ❖ Do not bring drinks or food into the computer room.
- ❖ Do not enter a computer room unless a teacher is present.
- ❖ Do not swap around any equipment. That is, no changing of keyboards, mice or other equipment from one computer to another.
- ❖ Report all equipment faults to your teacher immediately.
- ❖ The computer room can be used for individual student work during lunchtimes, and on some days after school.  
***The computer room is only available at these times under teacher supervision.***

### Passwords

- ❖ Keep your password secret. If you suspect that someone may know your password, inform your teacher and it will be changed.
- ❖ It is unacceptable to gain, or to attempt to gain, another person's password or personal information.
- ❖ When a student has been allocated a password, it is **the student's responsibility to remember that password**. If a student forgets their password, he/she is to report to the IT manager to have it changed. The student will need to present their ID/library card as well.

### Printing

The school has provided printing facilities for students to obtain printouts of their work. Students are expected to use the printers for school purposes only and endeavour to keep paper wastage to a minimum.

- ❖ Before printing, proofread, spell check, and print preview your document.
- ❖ When completely satisfied with the final product, print the document.
- ❖ Place unwanted printouts in recycling boxes.

## **Use of the Internet**

### *What is the Internet?*

The Internet is a worldwide network of; individuals, groups, communities and organizations linked via a computer and telecommunication lines.

### *Why are educational institutions using the Internet?*

Teachers and students are using the Internet to locate information, send electronic mail, browse documents or images from various sites such as universities, libraries and other organizations in Japan and overseas. They are sharing or publishing information and ideas on topics of mutual interest. Students will use the Internet for educational purposes in curriculum projects and research with the assistance and guidance of their teachers.

Educational institutions use the Internet for:

- ❖ Electronic mail
- ❖ Accessing information
- ❖ Electronic publishing
- ❖ Collaboration with others
- ❖ Curriculum projects
- ❖ Support and in-service training
- ❖ Technical support

### *What about the availability of unacceptable material on the Internet?*

There has been a lot of media attention on the unacceptable materials found on the Internet. Given that there is no guaranteed means of preventing students' exposure to this material, other strategies must be adopted. This school has developed monitoring strategies, by providing appropriate levels of supervision to students using the Internet and checks of logs of sites accessed. The other part of our strategy is developing responsibility and an awareness amongst teachers, parents and students of possible problems and procedures for dealing with these.

### *What are the responsibilities of each member of the school community?*

#### ❖ **The Role of the School**

The school undertakes a commitment to provide appropriate physical and financial resources to facilitate the successful incorporation of access to online services throughout the curriculum.

#### ❖ **The Role of the Staff within the school**

The school expects that each staff member will aim to incorporate appropriate use of electronic information throughout the curriculum (as they would any other curriculum resource) and that teachers as well as the school Librarian and staff will provide guidance and instructions to students in the appropriate use of such resources.

#### ❖ **The Role of Parents**

Parents and guardians are ultimately responsible for setting the standards that their children should follow when using media and information sources, and ensuring that these standards are met.

This school expects that these standards will be in accordance with the School Mission Statement, Student Handbook and other school policies.

#### ❖ **The Role of Students**

Students are responsible for good behaviour on the school computer network as detailed in the school's Student handbook relating to general school behaviour. They must comply with specific computer facilities rules. Communications on the information networks are public and general school rules for student behaviour, conduct and standards will apply. Individual users of the school computer networks are responsible for their behaviour and communications over those networks. It is presumed that students will comply with school standards and will honour the agreements they have signed.

## **Copyright**

*Students are expected to respect and adhere to the laws concerning copyright and other people's ideas.*

Get permission before copying files from another user. Copying files or passwords belonging to another user or author without their permission, may constitute plagiarism or theft.

## **Breach of Rules**

Breaches of this policy may result in students being excluded from using the school's computer equipment and/or other disciplinary action. Where computer use is a course requirement, students will have to show cause as to why they should remain in the subject.

## Computer Access Agreement - Due: 7<sup>th</sup> September, 2010

This agreement must be signed by students and parents/guardians and returned to their homeroom teacher in order to have a computer account activated. Parents/guardians are encouraged to contact the appropriate personnel at the school if they require more information about this form.

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### Student

While I have access to the computer network, I will follow all rules as stated in the school's computer usage policy. I hereby agree that while using the Internet and other information technology services:

#### I WILL

- ❖ Only use the computers for the purpose directed by the teacher in charge
- ❖ Use the Internet solely for educational purposes
- ❖ Contact teachers via their school email only.
- ❖ Only use school email for all school related business.
- ❖ Observe all copyright laws, including those relating to computer software
- ❖ Respect the rights and privacy of other users
- ❖ Report any security lapses that I may discover
- ❖ Report to administration if any faculty member contacts me via non-school email.
- ❖ Immediately report to my teacher if I accidentally come across something that is illegal, dangerous or offensive

#### I WILL NOT

- ❖ Reveal any private information such as another person's address or phone number
- ❖ Attempt to retrieve, view or disseminate any obscene, offensive, pornographic or illegal material
- ❖ Contact teachers through Facebook (or any other social networking website) or
- ❖ Attempt to make a teacher a 'friend' on Facebook (or any other social networking website)
- ❖ Threaten, abuse or harass any other user
- ❖ Send offensive, racist or sexist messages
- ❖ Send anonymous or falsely addressed electronic mail
- ❖ Bring the school into disrepute in any way whatsoever
- ❖ Use file sharing software
- ❖ Allow anyone else to use my account or give my password to anyone else
- ❖ Use another student's account or tamper with another student's account in any way
- ❖ Download or print information without the permission from my teacher
- ❖ Use chat channels
- ❖ Play games unless authorised by the teacher in charge
- ❖ Use my account for business purposes for financial gain
- ❖ Use my account for political purposes
- ❖ Attempt to change or tamper with the computer network in any way
- ❖ Attempt to bypass security
- ❖ Disclose my home address, telephone number or any credit card or pin number

I understand that if the school decides I have broken this agreement, I may be prevented from using the school's computers for a period of time.

\_\_\_\_\_  
(Student Name – Please Print)

\_\_\_\_\_  
(Class)

\_\_\_\_\_  
(Student Signature)

\_\_\_\_\_  
(Date)

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### Parent or Guardian

- I understand that the school's computer system can provide students with valuable learning experiences. I also understand that, although unlikely, it may give access to information that is illegal, dangerous or offensive.
- I accept that, while teachers will always exercise their duty of care, protection against exposure to harmful information must depend upon responsible use by students.
- I give permission for \_\_\_\_\_ to use the school's computer network. I understand that students who break the school's computer usage policy may be prevented from using schools computers.

\_\_\_\_\_  
(Parent or Guardian Name – Please Print)

\_\_\_\_\_  
(Parent or Guardian Signature)

\_\_\_\_\_  
(Date)