



# Learning Technology Policy

*Effective for 2009*

An LJBC Learning Technology (LT) account provides students with the following benefits:

- a user name and password to access any student computer in the College
- a College email account
- access to the Internet
- access to individual hard-drive space to store class work

## **Student Code of Conduct**

Students and parents/guardians should carefully read this document before completing a Learning Technology Account Application.

## **A Conditions for Computer Use**

1. Students may only use computer applications that they have been given specific permission to use by the class teacher for a given period of time.
2. Students may only play educational games that are approved by the Learning Technologies Committee and only if they are invited to do so by the class teacher. **STUDENTS ARE NOT PERMITTED TO PLAY GAMES OF ANY OTHER TYPE.**
3. Students may not change any settings on a computer, such as desktops, wallpapers, screen savers, printers, taskbars, display properties, system files or any application found in the Control Panel.
4. Students should ensure that they report any damage/irregularities to the classroom teacher when they first approach a computer.
5. Students should tidy the area around their computer at the end of each class. At the end of the lesson students are to log off OR shutdown the computer if it is the last class of the day.
6. Students must log on to computers using their own user name and password. Use of other students' log-on information is not permitted. **YOU MUST KEEP YOUR PASSWORD CONFIDENTIAL SO NO ONE ELSE CAN ACCESS YOUR WORK OR ENTER PROHIBITED SITES FOR WHICH YOU MAY BE HELD RESPONSIBLE.** If a student uses a computer logged on as someone else, both parties will be banned from using school computers for a given period of time.
7. Students are allocated their own disk space. Students may not attempt to access any part of the network other than their own disk space. Any attempt to 'hack' into any part of the network will be treated as a very serious breach of the conditions for computer use and could jeopardise the enrolment status of the student.
8. Students are permitted to use USB flash memory devices and writable CDs in College computers, on condition that stored data is College work related, or specific permission is obtained from the IT Department. Students are not permitted to install software of any type onto a College computer. Students are advised to refrain from using floppy disks as these are obsolete and unreliable.

9. Students may not use the Learning Technology facilities to produce, store, transmit or access material that is contrary to the Christian ethos of the College.
10. Students must have completed the Learning Technology Account Application in order to have their LT account activated. Both the student and a parent must sign this form. Student usernames are located on the top of their printed timetables, which are distributed at the beginning of each year.

## **B Conditions for Internet Use**

1. The College's Internet account exists to provide access to curriculum related information. Students must not use this account to access material that is unrelated to the College curriculum.
2. Students may only access email during break times or when given specific permission by a teacher. Only the official College email account may be used on College computers. The use of Hotmail or similar email retrieval systems is not allowed. Students must not use email to communicate in a manner that contravenes any section of the LT Code of Conduct
3. Material and information dealing with pornography, drugs, violence, satanism or witchcraft are not permitted at the College. Students must not access any sites containing material of this kind, or any other material that is contrary to the ethos of the College.
4. Information published on the Internet may be inaccurate or may misrepresent a person or situation. Students should take care in their use of information found on the Internet. Students must not use the Internet to defame or denigrate any person.
5. Students must not use the Internet to menace or harass another person, or use it in such a way as would be regarded by reasonable persons as being, in all circumstances, offensive.
6. Students must not break copyright laws. Multiple copies of articles may not be copied or printed without the permission of the author. Students must read the copyright warning notices in all areas where computers are located.
7. All sources of information collected from the Internet and cited in students' work must be acknowledged in a list of references at the end of assignments as outlined in the 'College Guide to Referencing' which is located at the back of the Student Organiser.
8. Students are not permitted to use a Newsgroup service unless permission has been given from a Head of House.
9. Students are not permitted to reveal home addresses or telephone numbers, their own or anyone else's, via College computers.
10. Students are not permitted to forward emails to anyone unless they have the permission from the original author. Students are not permitted to forward chain emails using College equipment.
11. Students should make their Internet use as efficient as possible. Downloading large files such as videos, sound files and some graphics causes the College additional expense, and may only be done with the explicit permission of the classroom teacher.

## **C Consequences**

A pattern of breaches will result in a ban from the use of all computers within the College.

Serious breaches will incur a longer ban period and will be referred to the Head of Learning Area, Head of House or Deputy Principal Students who may take further action.

Students who intentionally damage Learning Technology equipment, attempt to 'hack' into other people's files, intentionally cause inconvenience by tampering with software or hardware, or engage in any other destructive activities may have their account privileges suspended indefinitely. Suspension from school may also result from such activity.

Students or parents/guardians may appeal against any consequence. Such appeals must be addressed in writing to the Deputy Principal Students. A final ruling will be made by a panel consisting of the Deputy Principal Students, the Head of Technology & Enterprise, the Network Administrator and the relevant Head of House.