



FOREST HILL  
COLLEGE

# COLLEGE NETWORK & INTERNET ACCESS

- All students of the College have access to the College Network and the Internet. If a parent wishes their child **not to have this access**, a note is required to this effect addressed to the Principal.
- For access to and use of Forest Hill College's Network and Internet facilities, students and parents need to read the following policy. This copy of the policy should be retained by students and their parents as a reminder of the agreement they have signed on the **confidential enrolment form**.

## **College Network & Internet Acceptable Use Policy**

### **Purpose**

The purpose of this policy is to establish the acceptable use of the College Network and the Internet as a tool for learning at Forest Hill College. In interacting with the world-wide community through electronic media, the user's code of behaviour is expected to be an extension of the College Code of Conduct.

### **Scope**

The following rules apply to **all** users of the College network.

### **Acceptable Use Rules**

Forest Hill College Network and Internet users will:

**1. Acknowledge that the aim of the Forest Hill College Network and Internet connection is educational**

Users must be able to demonstrate that the Network and Internet use is a valid component of research to support classwork.

**2. Respect College resources and equipment**

Access to the Network and Internet is a privilege and not a right and is to be available equally to all. It is not free, and requires care and respect of equipment to minimise damage and expense and to ensure availability. The educational opportunity of all users must be protected.

**3. Accept full responsibility and liability for their actions when using the Network and the Internet**

Whilst all due care will be taken by Forest Hill College to ensure responsible use of the Network and the Internet connection, all users will assume full liability, legal, financial or otherwise for their actions.

**4. Identify themselves in all correspondence – Anonymous proxy sites are forbidden**

Users will not masquerade as or misrepresent other users. Use of an anonymous proxy site or using another student's account will result in an immediate suspension of the student's internet and email accounts for 1 month.

**\*\*Please note the College has a sophisticated monitoring program which monitors network usage for all users.**



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### **5. Respect the rights, privacy and property of others**

- The work of other persons is theirs alone. If another person's work is used it must be properly acknowledged in accordance with copyright regulations.
- Do not copy files from another user without their permission. Copying files or passwords belonging to another user without permission may constitute plagiarism or theft.
- Do not disclose passwords to anyone
- Do not read the mail of other people
- Do not reveal personal addresses or telephone numbers.

### **6. Avoid public criticism of other people or organizations**

While debate is encouraged, public criticism can result in legal penalties. Be aware that there is no privacy on the College Network and the Internet and any e-mail message may be relayed to others. The sender of any message will be held responsible for the content. Forest Hill College reserves the right to inspect or review accounts and files for security and policy enforcement purposes.

### **7. Agree not to access inappropriate or illegal materials through the Forest Hill College Network and the Internet connection**

In accordance with the College Code of Conduct it is not permitted to access or create material that may be offensive to parents, teachers or other students. If the user wishes to search for material believed to be appropriate to research but that others might find offensive, then the user will seek written permission from the relevant teacher.

### **8. Accept that inappropriate behaviour such as accessing inappropriate sites whilst accessing the College Network and the Internet shall incur penalties**

Forest Hill College reserves the right to terminate, suspend or otherwise limit network/Internet access for misuse of the College system.

### **9. Accept that threatening or bullying electronically is the same as doing so in person.**

Forest Hill College endeavours to provide a safe, secure, inclusive, supportive and challenging learning environment in which the whole school community strives to pursue excellence in all endeavours. Any electronic bullying behavior whether on the school system or on the internet is treated seriously with the same consequences as if the offensive behavior had occurred in person.

### **10. Publication of Computer Images of Students**

There are two occasions on which students' photos might be published on the College Network or an internet site:

- When students are developing web pages they sometimes include a page about themselves. On these occasions students may use a digital photo of themselves on their page.
- Photos of students may be used on the College wide site or in College publications available on the web, eg newsletters

If parents do not wish their child's photo to be published on the web, they need to put this request in writing to the principal and the school will abide by the parents' request.

### **11. USB Memory Sticks, Ear Buds/Phones**

These are necessary items for students in any modern IT environment. Students are required to purchase these items as part of the booklist purchase.

Please note, participants in many IT activities will be severely restricted if students do not supply these items as sharing of ear phones especially can be a health hazard.