eLearning
2004

The complete staff guide to appropriate use of the BHSSC computer network

To be read in conjunction with the Box Hill Senior Secondary College Acceptable Usage Policy

Principles contained within are to be communicated by teachers to students working with ICT to ensure compliance across the school.
CONTENTS

Prevention and management of appropriate use of computers

Protection for exposure to unsuitable websites

Protecting students from harassment via emails

Problems of public chat rooms/discussion groups/bulletin boards

Preservation of emails and illegal use of MP3 files

Publishing students work online

Copyright

Browsing the web - printing and downloading

Browsing the web in the classroom and shareware and freeware

Trademarks

Victorian Privacy Laws - Information Privacy Act 2000

Student Internet Download and Print Account

Inappropriate use of computer network - staff roles and responsibilities
Prevention and management of inappropriate use of computers

Strategies to minimise risk are:
- Be familiar with the “Guidelines and Conditions for Appropriate Use of Computer Facilities” as outlined in the Acceptable Usage Policy
- Use technology for learning purposes rather than for technologies sake – relevant, engaging and purposeful.
- Provide clear step-by-step instructions
- Set achievable tasks
- Provide a list of websites to refine and support research activities
- Ensure that the activity works before using it in the classroom. If any problems arise during the run through, see an experienced staff member for support (see staff ICT skills database)
- Develop strategies for supporting students that need assistance – eg names on the whiteboard, student peer-to-peer support, on-line help
- Have extension activities at the ready for those that finish quickly
- Have an alternative activity ready if the technology fails – eg the network goes down
- Undertake the “getting to know the computer room” PD activity
- Promote stretching activities for extended periods at the computer

Maintenance of a good working environment in the computer room:
- Employ the “Guidelines and Conditions for Appropriate Use of Computer Facilities”
- Move around the room
- Use Netop to monitor students work
- Body language is a give away
- Report faulty or damaged equipment
- Display student work – create a positive working environment

Strategies – when problems occur:
- Verbal warnings – providing the student with a clear instruction and explanation of why their behaviour is inappropriate
- Talk to colleagues – share positive experiences and techniques
- Record incident in log – where “incident” is defined as a “repeated behaviour that has not stopped despite good classroom management strategies”
- Students should not be sent out of the room
- Notify Student Coordinators of incidents involving the viewing and/or downloading of pornographic material in writing using the incident report form.

See supplementary document: Inappropriate use of computer network – staff roles and responsibilities.

Back to Table of Contents
Protection for exposure to unsuitable websites

Key considerations:
- we have some degree of filtered Internet access
- we need to continue to monitor filtered access
- web resource directories – such as library and DEET databases are the best sources of web based information

Strategies to minimise risk are:
- students have clearly defined tasks
- students are task orientated
- suitable resources are available and recommended for student use – provide a list of suitable resource, check all links
- there is an appropriate level of supervision
- The Acceptable Usage Policy is enforced

Protecting students from harassment via emails

Safeguards for supporting safe environments for students and staff:
- do not give out personal details of staff or students in emails
- tell students to avoid requests for real life contact
- tell students not give out log information or passwords
- tell students to be cautious about giving financial information over the net (eg credit card details)
- tell students not to reply to offensive or threatening messages and report any such cases to a teacher

Problems of public chat rooms/discussion groups/bulletin boards

Safeguards for electronic discussion groups:
- use the BHSSC forum rather than a public one
- name the purpose for the discussion group
- be clear about the technical rules
- identify the netiquette (online etiquette or rules that govern communication in these forums)
- display disclaimers - copyright and privacy
- tell students to be wary of public bulletin boards
**Preservation of emails & illegal use MP3 Files**

Safeguards:
- follow email policies – emails regarding “incidents” become discoverable documents if related to legal proceedings. Once legal proceedings are instituted or likely, you have a legal duty not to delete or hide emails that are likely to be relevant.
- the downloading of music files in our school is banned (as it is illegal)
- tell students to use the schools collection of approved audio files for use in work projects

**Publishing students work online**

Safeguards to consider:
- ensure you have obtained the students and/or parent/guardians permission – students own the copyright to their works
- approach the administration for approval – suitability of material
- ensure copyright release has been obtained if it contains use of third party material such as images or audio
- ensure copyright has been released for the student work – written permission is desirable
- if you have developed your own web page ensure it meets the Acceptable Usage policy and employ quality assurance checks for accuracy, design and functionality

**Copyright**

**Who is the Crown?**

<table>
<thead>
<tr>
<th>Body</th>
<th>Is it part of the crown?</th>
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<tbody>
<tr>
<td>DE&amp;T</td>
<td>Yes</td>
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<tr>
<td>State Schools</td>
<td>Yes</td>
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<tr>
<td>Vocational Education and Training</td>
<td></td>
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<tr>
<td>Accreditation Boards</td>
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</tbody>
</table>

This means that all work created and used by BHSSC staff (as employees of the crown) are the property of the school.
What does Copyright protect – everything!

- Literary works – novels, song lyrics, articles, poetry
- Artistic works – drawings, paintings, diagrams, photographs, plans,
- Musical works -
- Dramatic works – plays, screenplays, choreography
- Computer programs
- Compilations – anthologies, directories, databases
- Films – feature films, TV programs and ads, music videos
- Sound recordings – music, voice television and sound broadcasts

Browsing the web- printing and downloading

Safeguard:
- read the copyright statement to establish if you can download and/or print material for educational purposes
- remember a simple rule is – “anything published on the Internet (including text and images) belongs to someone else” so acknowledge the source if used in the preparation of school material

Browsing the web in the class room and shareware and freeware

Safeguards:
- use Department recommended websites
- always read the licence agreement to establish the terms and conditions of the product

What are Trademarks?

A trademark is any work, symbol or other device which is used to distinguish on trader’s products and services from those of others

Staff and students should not use trademarks in classroom material
**Victorian Privacy laws – Information Privacy Act 2000**

Safeguards:
- the school has a written privacy policy available on request
- the school has a website privacy statement
- avoid using names accompanied by images and addresses (even email addresses) of students on websites
- ensure sensitive information about students is secure – place on a password protected and restricted network drive and/or password protect individual files. We advise staff to avoid saving such information on the hard drives of individual machines (particularly laptops) as they are subject to theft.
STUDENT INTERNET DOWNLOAD AND PRINT ACCOUNT  (I&P account)

2004
• All students start the year with a print credit. The total amount will cover both Internet access and printing.
• Your total credit at the beginning of the year has been allocated for use over the whole school year.
• Transfer of credits between students is not permitted.
• There is no refund of unused credits.
• Students will be required to pay for additional credit.
• Students enrolled in Information Technology units will receive additional credits.
• Separate arrangements will be made for colour printing for IT/Graphics students.

Exceeding your account limit cannot be used as a reason for not completing or submitting set work.

It is your responsibility to manage your I&P account, and to top-up your account if required. If unable to print work that is due for submission, work should be emailed to your subject teacher (see Submission of Electronic Work guidelines).

Managing your I&P Account
• It’s your responsibility to manage you I&P account.
• Internet and print credits should be used for school related work only.
• REMEMBER TO LOG OFF – the college will not take responsibility for “loss” of credits.
• Your subject teachers will organise “free” access to sites that are used regularly as part of a particular subject, eg CISCO, Aries, VTAC.

Examples of what it costs you

Printing: 10 cents per black and white A4 page  (ie $1.00 per 10 pages)

Internet download: 10 cents per megabyte download.

Approx size of some typical files:
10 page PDF Document = 1 megabyte ($0.10)
3 minute MP3 (Music) File = 4 megabytes ($0.40)
1 minute Windows media video = 5 megabytes ($0.50)
Web page with pictures = 0.05 megabytes ($0.005)
FAQ’s

What happens if I exceed my limit?
• You can top up your account by purchasing additional credit.
• Minimum top-up is $5.00.
• You will need to complete an I&P “top-up” payment form that will be available in IT rooms and at the General Office.
• Payment must be made at General Office.
• Credit will automatically be topped-up once payment is made.

How do I know how much credit I have available?

Using PC computers only: When you log-in on the PCs your account balance will be displayed.
# BOX HILL SENIOR SECONDARY COLLEGE
## INAPPROPRIATE USE OF COMPUTER NETWORK

### Roles and responsibilities

<table>
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<th><strong>Teacher</strong></th>
<th><strong>ICT Personnel</strong></th>
<th><strong>SCs</strong></th>
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| - Employ strategies in accordance with the BHSSC appropriate use of computer network guidelines. | - Check “Computer Incident” log weekly. | - Undertake appropriate action as per any other student discipline issue:  
  - Student interview  
  - Phone parent  
  - Parent Student Conference |
| - Monitor computer usage during class time. | - Notify SCs in writing (using an incident report form) of any incidents other than those related to viewing pornographic material that warrant action. Be sure to document the incident clearly so that non ICT staff understand the action taken by the student and its implications on the college network facilities. | - Outcome is to be determined by student coordinator, but may involve:  
  - A warning – issue letter  
  - Suspension of network rights for an agreed period – notify IT technicians and issue letter  
  - Suspension - Complete suspension documentation |
| - Record all incidents in “Computer Incident” Log. | | - Liaise with administration when student is involved in repeated incidents. |
| **Where incident is defined as a** “repeated behaviour that has not stopped despite good classroom management strategies”. | | |
| - Notify SCs of incidents involving the viewing and/or downloading of pornographic material in writing using the **incident report form**. | - Withdraw/reinstate student network access if required. | |

**BOX HILL SENIOR SECONDARY COLLEGE**

**INAPPROPRIATE USE OF COMPUTER NETWORK**