Appendix G – Information Services – Acceptable Use Policy

Background
The King David School is a community of learners dedicated to the pursuit of knowledge and understanding. The School motto of ‘Modern Thinking Judaism’ reflects this commitment to scholarship and development. The students are part of a learning community that is intellectually stimulating, just and egalitarian. All King David School students and staff are expected to respect each other’s rights. The School has an extensive computer network and students are able to access the Internet and the resources on this network.

The purpose of this policy is to outline the ethical and acceptable use of Information Technology (IT) facilities at The King David School. This policy is in place to protect both students and staff, to ensure that all users have access to reliable, robust IT resources that are safe from unauthorised or malicious use.

Policy
The acceptable use of Information Technology facilities by students relates to all computers, computer laboratories across the School together with use of all associated networks, Internet access, email, hardware, data storage, computer accounts and software. Access to the IT facilities is restricted to authorised users, and students are expected to look after the resources. Login access to the IT facilities is granted by The King David School IT Manager. The School may restrict access to the KDS network on the grounds that the user is in breach of this ‘Acceptable Use Policy’ and disciplinary action may also be taken. The School reserves the right to withdraw access for students if there have been evidence of misuse of IT facilities. In extreme cases, a disciplinary process may be implemented. The School accepts no responsibility for loss or damage arising from the use of its IT facilities.

Each user is responsible for:

- His/her computer account and password
- Logging off after using a computer
- Using the IT facilities in an ethical and lawful way
- Co-operating with other users of the IT facilities to ensure fair and equitable access to the facilities.

Disciplinary measures may result from:

- Unauthorised access to accounts
- Installation or use of peer to peer file sharing programs
- Unlawful use of the KDS network e.g. infringement of copyright, insult, access to unlawful content and game playing (including pornography).
Email
Students are entitled to use the School’s email facilities for lawful activities. Students must not:

▫ Send disparaging messages, harass or impersonate another person
▫ Send sexually explicit material
▫ Send unsolicited emails or spam
▫ Plagiarise or infringe copyright
▫ Send, without permission of the copyright owner, an audio or video file to another person using email.

Internet use
During their studies, students will be expected to make reasonable use of the internet for research and communications with staff and other students.

All internet traffic is recorded and can be traced to a particular username. If a user has reason to believe that others may have obtained his/her password, then the user must report it immediately to the Year Level Coordinator/Head of School.

Students are expressly forbidden to make digital files of commercially available recordings, music albums and videos.

Privacy and Surveillance
The School reserves the right to access and monitor email, websites, server logs and electronic files and any computer or electronic device connected to the KDS network should it determine that there is reason to do so.

▫ Students and parents are required to sign the Computer/Internet Code of Conduct form and return it to the Homeroom Teacher in the first week of school, or the students’ access to the School network may be denied.

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