

INTERNET USAGE POLICY



Internet resources are of critical importance in facilitating student learning at Dynamite Studios Academy. Internet access is provided to students for educational purposes only.

DSA has specific guidelines relating to internet usage. This document has been developed to inform users of their rights, responsibilities and obligations when using the DSA Internet to ensure that the internet is used in an ethical, legal and responsible manner. The requirements and rules set out below apply to all devices connected to the DSA Internet, including student laptops and mobile phones.

Please read this document carefully. Each student and his/her Parent/Guardian must sign the acknowledgment to confirm that they understand the requirements of responsible use and the potential consequences of a breach of this policy.

RESPONSIBILITIES OF USERS

- 1) Students must only access the DSA Internet for school work.
- 2) Students must not:
 - a. Buy or sell items or services over the internet;
 - b. Access social media sites, such as Facebook, Instagram and Snapchat;
 - c. Access or enter chat rooms;
 - d. Access, post or send inappropriate internet or email content, especially content that is illegal, dangerous, obscene or offensive;
 - e. Stream movies, videos or media clips that are not directly related to school work;
 - f. Deliberately install computer viruses or malicious programs;
 - g. Access or intercept emails sent to other persons.

- 4) Students should not display personal information about themselves or others in a way which is public. For example, students should not post their own or anyone else's address, telephone number or other personal details on the Internet or communicate these details in emails. Students should not distribute someone else's personal information without their permission.
- 5) Students should be aware that persons on the internet might not be who they say they are. Students must not arrange to meet persons who they have met on the internet.
- 6) Dynamite Studios Academy may be required by law to provide data, such as activity logs, and complete privacy and confidentiality cannot be guaranteed.
- 7) Students need to be aware that all emails sent from a student's email address (ending in: eq.edu.au) are monitored by the Department of Education. Obscene or offensive language will not be tolerated and the students will be contacted by the Department if they feel the student has sent an inappropriate email. It is highly recommended that all students set up a separate email account to communicate with friends and family.

CONFIDENTIALITY AND CYBER SAFETY

- 3) Students should be aware that material they post on internet sites (including social media sites) may be accessible by the public. The content of posts on these sites may have personal implications for students if, for example, potential employers access that material. The content of posts also reflects on Dynamite Studios Academy. Once information is on the internet it may not be possible to remove it.

RESPONSIBLE USE OF INTERNET

- 8) Where disclosure of personal information is made through authorised avenues, for example, by the use of email or an official website, students should be aware that invasions of privacy may sometimes occur and it is outside Dynamite Studios Academy's control to prevent such instances from occurring.

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CYBERBULLYING AND DEFAMATION

- 9) Students must not use email or the Internet to say mean, rude or unkind things about other people or send threatening, harassing or offensive messages.

SECURITY

- 10) Students must have anti-virus software installed on any computer that will be accessing the DSA Internet.
- 11) Students must select a secure password and keep their username and password information private. The password should be changed regularly and should be difficult for other people to guess.
- 12) Students must not use another person's name and password to access another device.
- 13) Students are strongly advised to log off their computer when they are not at their desk.
- 14) Students must report a suspected breach of security immediately.

COPYRIGHT

- 15) Copying or downloading material from the internet may be a breach of copyright or other intellectual property rights. Students must not use DSA Internet to copy, download, store or transmit any such material, this may include music files, movies, videos or any other form of media.

CONSEQUENCES

Students who breach this policy will be disconnected from the server.

Cases of serious, deliberate and/or criminal breach will be referred to external authorities and may result in civil or criminal proceedings.

I _____ have read and understood the Dynamite Studios Academy Internet Usage Policy. I agree to abide the rules and guidelines and understand that a breach of this policy may result in loss of internet privileges.

Parent / Guardian Signature:

Date:

Student Signature:

Date:
