

## **COMPUTER & PRINTING ACCESS POLICIES**

### **ePal**

ePal is the online learning hub for the Australian International Performing Arts High School. It is a main form of communication between parents, students, staff and administration.

The link for ePal is:

<http://www.aipah.nsw.edu.au/ePAL/login/index.php>

\Students are administered with an ePal login and can use this to refer to assignment due dates, homework tasks, important dates and latest news topics.

Parents are also encouraged to use ePal by their child's username or by clicking 'Login as a guest' to access the school calendar and Latest News.

### **Photocopying and printing**

When a student is enrolled into AIPAH they must contact the IT department to receive their student card and photocopying/printing privileges. All students are administered with a PAN number which they must use to log in and out of the printing facilities. Students are able to purchase printing and photocopying credit from the front office if they run out on their accounts.

## **Rules for the use of the computer lab**

### **1. General**

All computer users (staff, students, and others) are expected to be responsible for their own behaviour on the computer system, including the Internet. Users are reminded that their actions can represent the entire school community. This includes materials they choose to access, language they use, ideas they express, and other actions which they take.

### **2. Uncertainty**

If you are unsure of what to do, for instance in the case of an error message, a web site offer, a strange email, a hardware malfunction, etc., **ask the IT Manager**. It is better to wait and ask, than to take an action which will endanger yourself, the computer, or the network.

### **3. Administrative**

**No Noise** - So that everyone can concentrate, noise must be kept to a minimum. Please do not let your phone ring, have conversations, or listen to music without headphones in the lab.

**No Access During Scheduled Classes** - Students are not allowed in the computer lab when they have scheduled classes.

**Air Conditioning** - Because the labs are air conditioned, doors and windows must be kept closed. This is also to prevent insects which can damage the computers.

**Broken Equipment** - Do *not* try to repair equipment yourself. If you encounter problems with equipment, you should report this to the IT Manager.

**Cleanliness** - Smoking, drinking, or eating are NOT ALLOWED in the lab. Please keep the lab neat; clean up any messes, use rubbish bins, and leave equipment and furniture properly arranged.

### **4. Inappropriate Content**

Controversial content (e.g. pornography) is not appropriate in an academic setting. Users should expect that their browsing history will be recorded, and might be examined by system administrators. For more details, see sections below on Web and E-Mail Usage.

### **5. Account Usage**

Each user must have his or her own account. Accounts are not to be shared. This is for accountability and security. You must log out when you leave.

Users should not access other people's files unless permission has been given by the file's owner.

Programs (e.g. Skype Chat) may **NOT** be downloaded and installed from the internet. If you are unsure whether a web page is downloading a program, please ask the IT Manager. This is for security and uniform lab maintenance.

Personal program files may NOT be installed. This is for licensing and security reasons.

Personal work files, such as documents, may be brought into the lab, but must be scanned for viruses prior to use, to prevent system infection. Ask the IT Manager for details.

Hacking (attempting to gain unauthorised access to secured content, violate system policies and/or permissions, virus creation or propagation, etc.) is prohibited.

## **6. Web Usage**

Computer users browsing the World Wide Web are expected to avoid offensive materials. Should any user encounter any such material accidentally, they should report the circumstances immediately to a teacher.

Users should expect that their browsing history will be recorded, and might be examined by system administrators.

Users should note that the internet is available to all kinds of people, and that there are many scams and otherwise illegal or immoral activities on the internet. They should be just as cautious of information on the internet as they would be of information heard in the street from someone they don't know.

Bandwidth is a limited resource. When throughput is slow, you may be asked to cease high-bandwidth activity (e.g. music downloading).

## **7. Email Usage**

Computer users should realise that, in their on-line communications, their actions may be interpreted to represent the school community. Therefore, users should not to use any rude language, or communicate any offensive ideas.

Users should again note that the internet is available to all kinds of people, and there are many scams and otherwise illegal activity perpetrated through email. Email from unknown persons should be received very cautiously. You are cautioned against giving out your personal information (such as name, phone, address).

It is forbidden to forward chain letters/emails. These are defined as any e-mail which states that it should be forwarded to others. These especially include warnings of viruses, worms, security warnings, etc. Such warnings will be sent by system administrators only.

## **8. Rules & Updates**

These rules may be updated from time to time. Updates will be posted in the computer lab and on the web site. Users are responsible for being familiar with all rules, including new rules.

## **9. Common Sense**

Again, you are responsible for your own behaviour on the computer system. The above rules are not exhaustive, and even if a particular action is not listed above as prohibited, you must use your common sense - if it will reflect poorly on you or the school, if it will disturb others, or if it might damage computers or the network, **DO NOT DO IT.**