

# ICT Acceptable Use Policy



Launceston  
Grammar

EST. 1846

The following agreement covers your use of all ICT facilities and resources.

Launceston Church Grammar School provides all students, staff and members of the wider Grammar community with ICT facilities for educational and school related use.

The resources provided include computers and peripherals, access to network resources, email, the Grammar portal and web-based services and resources. To have access to the School's ICT resources, users must agree to abide by the School's Acceptable Use Policy.

As a member of the Launceston Grammar community, I will:

1. use ICT facilities and resources in an appropriate manner and for purposes which support my learning and educational research.
2. observe privacy and network security by:
  - i not accessing, distributing or storing material which is in any way damaging to the
  - ii reputation of the school or members of the Grammar community
  - iii not sharing passwords
  - iv not accessing other people's personal files, software and areas of the network not designated for my use
3. respect the State, National and International laws relating to ICT and use the facilities and resources in a lawful manner.
4. respect the school's security arrangements
  - i abide by software licensing arrangements
  - ii abide by Australian and International copyright laws in relation to any electronic format.
5. adhere to moral and ethical codes when using online resources:
  - i use online communication tools ethically
  - ii use all equipment with due care and diligence
  - iii report damage of equipment and relay information about inappropriate use of facilities
  - iv use social networking when permitted
6. respect back up policy and limits imposed for internet use, storage and printing.
7. not use the school's online services for personal gain or to the detriment of policies and facilities