



# Student Computer Use Agreement

Access to learning technologies such as networked computers, the internet and email communication offer wonderful learning opportunities for our students.

All students will receive a personal school account with a password providing them with access to the College's computer network. However, with such access comes important responsibilities. The equipment is very valuable and must only be used in appropriate ways.

The following rules apply to all students:

1. The College computer network is to be used only for legitimate educational purposes. It should be noted that student accounts are not private and authorised staff may access accounts to monitor, view and delete inappropriate files.
2. Students must not share their accounts. They must not use anyone else's account, allow anyone else to use their account or share their password with others. Printing Credits will not be reimbursed when accessed by other students.
3. Downloading, distribution and storage of obscene or illegal material is forbidden. Students who encounter such material must report the matter to a teacher. Students must accept full responsibility for all material associated with their account and for any data transferred over the network using their account.
4. Each student is responsible for the condition of their own computer and school workstations when they use them. Any damage, missing parts, computer malfunction, or evidence of these rules being broken, must be reported to a teacher at the beginning of the work session.
5. Students pay for excessive usage of printing once their allowance has been used up.
6. The network must not be used in any way that disrupts other users.
7. At school students are forbidden to, unless with direct teacher approval, download large graphic, sound, video files and games.
8. Students are never allowed to:
  - Plagiarise someone else's work;
  - Use unapproved social media network sites;
  - Create, place or spread a virus on the network;
  - Make copies of copyright protected material.
9. Students are not permitted to send digital communications that:
  - Do not meet the College's expectations;
  - Could be considered offensive in any way, eg. racist, sexist, obscene, inflammatory or defamatory;



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- Provide personal information which others may use inappropriately;
- Provide any other person's email address, postal address or phone number.

If any of the above rules are broken by a student, the following consequences may apply:

- Removal of access rights to the network, email or internet for a period of time, depending on the nature of the breach;
- Other action at the discretion of the College as deemed appropriate and according to DET regulations.

## **Student's Personal Computers and Mobile Devices**

- Personal devices as tablets, computers and mobile phones may be used for educational purposes at school with teacher approval.
- Students at the Junior Campus are otherwise not permitted to use their mobile phones between 8.50am and 3.03pm. Parents should telephone the office if they wish to contact their child at school.
- Students at the Senior Campus are permitted to use their mobile phones at recess and lunchtime only. Mobile phones must be switched off during class time and students are not permitted to make or take calls or messages. If this occurs, the phone will be confiscated and parents will have to pick it up from the school office.
- Photographs or videos may not be taken of staff or students without their permission.
- Parents and students must sign this personal device agreement before students are allowed to use their devices.

Personal devices will be allowed access to the school network under the following conditions:

1. Operating systems must be up to date. Any system no longer supported by their manufacturer will not be allowed.
  - Microsoft - Later than Windows 8.1
  - Apple - Later than OSX
  - Android systems should be up to date.
2. Virus Protection should be the latest and up to date. The school can install virus software for Microsoft and Apple systems at no cost to the user.
3. The school cannot and will not be responsible for loss, repairs and maintenance to staff and student owned devices. The school does not have insurance that covers personal equipment and will not be responsible for its loss. It is recommended that parents insure all personal devices used at school.



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4. The school will not be responsible for any loss of data occurring at the school or outside the school.
5. Students must agree to, and have signed, the Student Computer Use Agreement and it will apply to the use of their own devices at school.
6. Any attempt to use devices to bully, harass, pester, ridicule or denigrate community members will not be tolerated.

The school network will not be used for any other purpose than educational. The downloading of movies and music for personal use will not be tolerated.

Note that the College is not responsible for any disadvantage incurred by a student as a result of the removal of network access rights because of a breach of the above rules. Students should keep copies of important files off-campus.

This Agreement should be read in conjunction with the College's Bullying and Harassment Policy.

**Please retain pages 1 and 2 for your information and reference. Parents and students must sign the Agreement on page 3 and return it with the completed enrolment form.**



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## PARENT AND STUDENT AGREEMENT

I would like my child to have access to the technologies outlined in the Student Computer Use Agreement. I understand and accept the necessity for rules regarding computer and internet use at the College and agree to any consequences that may apply if my child breaches these rules. I accept responsibility for the printing and downloading costs incurred by my child.

Parent Name: \_\_\_\_\_

Parent Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Student: I understand the above rules and agree to abide by them.

Student Name: \_\_\_\_\_

Student Signature: \_\_\_\_\_

Date: \_\_\_\_\_