

COMPUTER USE POLICY

This School has a comprehensive student computer use policy in place. It relies upon student and their parents/guardians abiding by the terms of the Computer Use Agreement.

Computer Use Agreement

I UNDERSTAND THAT:

- Information and Communication Technology resources at Cordalba State School are provided for use in learning activities, as part of the school curriculum.
- Every student is given an account on the school's computer network and this is **private to the user**.
- No student may interfere with another account, nor share details of their own account.
- When using 'global' systems, such as the Internet, it is impossible to screen or filter out all material, which is controversial, inappropriate or offensive. It is therefore each student's **responsibility** not to initiate access to such material or to distribute such material by copying, storing or printing.
- Each student will receive enough Internet access for learning activities and Internet activity will be checked before any additional amount is given.

I AGREE THAT:

I will use information technology resources appropriately and legally as detailed below:

- **I will take care of information technology resources:**
 - I will not eat or drink near any school owned computer equipment.
 - I will not damage computer equipment or furniture.
 - I will use the word processing keyboards with great care.
 - I will not use school computer for **any** games that have not been approved by computer network administrators.
 - I will not attempt to break copyright (eg: be illegally copying software)
- **I will be considerate to other users:**
 - I will give educational purposes priority.
 - I will not monopolise equipment.
 - I will not deliberately waste computer resources (eg unnecessary printing)
 - I will not intentionally disrupt the smooth running of the network (eg: by downloading large files from the Internet at any time, or emailing large or unnecessary attachments through the system.)
 - I will not store inappropriate amounts of data or any unnecessary attachments through the system.
 - I will not scan or display graphics, record or play sounds, or type messages that could cause offence to others.
- **I will accept responsibility for privacy and security:**
 - I will not reveal my passwords to anyone else.
 - I will not attempt to use or otherwise interfere with any other user's accounts under any circumstances.
 - I will not use my own disks in any school computer without permissions from a Computer Administrator.
 - I will not attempt to "browse" or "explore" on the school network for any purpose.
 - I will not attempt to up load or create computer viruses or be involved with other forms of electronic vandalism.
 - I will report any security problems immediately to a class teacher or to the Computer Co-ordinator.
 - I will not reveal my personal address or phone number or those of other students or staff in any electronic communication.

Students and parents are then required to sign off on a statement of agreement relating to the **General Use of Computer Resources** and to **Internet Access**. The general agreement states that: *Breaching this agreement will result in my being taken off the network temporarily or permanently depending on the seriousness of the offence and that this will be recorded on my student record. For more serious matters where a criminal offence occurs, further disciplinary and/or legal action may be taken as outlining in the school's Behaviour Management Plan*

COMPUTER USE AGREEMENT

I accept that:

Breaching this agreement will result in my being taken off the network temporarily or permanently depending on the seriousness of the offence and that this will be recorded on my student record. For more serious matters where a criminal offence occurs, further disciplinary and or legal action may be taken as outlined in the school's Behaviour Management Policy.

STUDENT AGREEMENT

Name of Student:**Yr**

Network Account Name:(tba)

I understand and will abide by the conditions and rules as set out in the school's Computer Use agreement. I further understand that there will be consequences (including loss of network privileges) if I should commit any violation of these conditions.

Students Signature: **Date:**

PARENT / GUARDIAN AGREEMENT

General Use of Computer Resources

As a parent or guardian of this student, I have read the Computer Use Agreement. I understand that the computer resources of Cordalba State School are designed for educational purposes and that any violations of the conditions as set out in the agreement can lead to loss of privileges. I also understand that theft or damage to equipment will result in a bill for the cost of replacement parts or repairs.

Parent / Guardian Signature: **Date:**

Internet Access

As the parent or guardian of this student, I understand that it is impossible for the school to fully restrict access to controversial materials on global information systems such as the Internet. I also understand that while the school will take appropriate measures to limit access to illegal, dangerous or offensive materials, ultimately, it is each student's responsibility not to initiate access to such material. I hereby give permission for my child to be given access to electronic communication networks including the Internet.

Parent / Guardian Signature: **Date:**