

SPOTSWOOD COLLEGE

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STUDENT COMPUTER, INTERNET AND ICT USE AGREEMENT

Please read this with your parents/caregivers and ask if you don't understand any part of it. If you would like to discuss this document please contact the school on 751 2416.

Complete the bottom portion (including signatures) and return the form to the person who gave it to you. If you are unable to accept the terms of this agreement, you will not be able to use the computers. If you fail to keep your side of the agreement, you risk losing your computer access either temporarily or permanently.

Important terms used in this document:

- (a) The abbreviation "ICT" in this document refers to the term 'Information and Communication Technologies'
- (b) "Cybersafety" refers to the safe use of the Internet and ICT equipment/devices, including mobile phones
- (c) "School ICT" refers to the school's computer network, Internet access facilities, computers, and other school ICT equipment/devices as outlined in (d) below
- (d) The term "ICT equipment/devices" used in this document, includes but is not limited to, computers (such as desktops, laptops, PDAs), storage devices (such as USB and flash memory devices, CDs, DVDs, floppy disks, iPods, MP3 players), cameras (such as video, digital, webcams), all types of mobile phones, gaming consoles, video and audio players/receivers (such as portable CD and DVD players), and any other, similar, technologies as they come into use
- (e) "Objectionable" in this agreement means material that deals with matters such as sex, cruelty, or violence in such a manner that it is likely to be injurious to the good of students or incompatible with a school environment. This is intended to be inclusive of the definition used in the Films, Videos and Publications Classification Act 1993.
- (f) The term "parent" used throughout this document also refers to legal guardians and caregivers.

I understand and accept that:

1. **The only acceptable purpose** for the school computers, internet and other Information Technology resources is to support teaching and classroom learning.
2. **My computer login is for my sole use only** and I will not allow others to use it. I will not give my password to anyone else and I will never log on for anyone else using my own username and password. If at any time I suspect someone knows my password I will advise a teacher immediately. I understand I may be held responsible for misuse of my username and password if I do not take every necessary step to keep my password secret. I will never use someone else's username and password.
3. **I will not change or adjust any settings or the configuration** of any computers or other equipment.
4. **I understand that I must not at any time use ICT to upset, offend, harass, threaten** or in any way harm anyone connected to the school or the school itself, even if it is meant as a joke.

5. **I understand that the rules in this use agreement also apply to mobile phones.** I will only use my mobile phone(s) at the times that I am permitted to during the school day.
6. **I am not permitted to access or create material which is offensive** in any way (e.g. pornographic), dangerous, inappropriate at school, illegal or objectionable – and I am forbidden to pass any such material in any way at all by such means as copying, storing, sharing, emailing or printing. If I accidentally access inappropriate material, I will:
 1. Not show others
 2. Turn off the screen or minimise the window and
 3. Report the incident to a teacher immediately
7. I will not use any electronic communication (e.g. email, text, photographs, social media) in a way that could cause offence to others or harass or harm them, put anyone at potential risk, or in any other way be inappropriate to the school environment.
8. **I will not attempt to bypass any of the monitoring, internet filtering or security systems** by any methods at all. I will not access secure school systems or unauthorised areas.
9. **I accept that the Internet is for school related use only** and not for casual browsing.
10. **I will not play games or download, copy or install games** on any of the school computers.
11. **I will not store, download or copy music or videos** using the school computers. This makes sure the school complies with the Copyright Act 1994 and the Copyright (Infringing File Sharing) Amendment Act 2011. I also understand that anyone who infringes copyright may be personally liable under this law.
12. **I will not store, download, install, copy or run any programs** from any source including the Internet, CDs, DVDs, Memory sticks or any other means.
13. **I will not connect any device** (such as a USB drive, camera or phone) to, or attempt to run any software on, school ICT without a teacher's permission. This includes all wireless technologies.
14. **I will only save files on my own H:\ drive.** I will not save any files to the C: drive or any other hard drive, floppy drive or storage medium unless specific permission is given by a teacher.
15. **I will respect all ICT systems** in use at school and treat all ICT equipment/devices with care. This includes:
 - * Not intentionally disrupting the smooth running of any school ICT systems
 - * Not attempting to hack or gain unauthorised access to any system
 - * Following all school cybersafety rules, and not joining in if other students choose to be irresponsible with ICT
 - * Reporting any breakages/damage to a staff member

16. **I will be responsible for keeping myself safe on the Internet.** I will not give anyone information about myself or anyone else – this includes addresses, phone numbers, photos or credit card information.
17. **I will not use Internet chat rooms or social media websites while at school.**
18. **I will not use personal email in class time** without the teacher's specific permission.
19. **I am responsible for ensuring the space used by my files is reasonable.** If my space usage is considered unreasonable, some of my files may be deleted at any time without warning.
20. **I will only print with permission by a teacher.** I understand that I have a regular allowance for printing and any printing beyond that allowance will be at my own cost.
21. **Any of my files or work can be viewed or accessed at any time** by my teachers or anyone responsible for monitoring use of the school computers and Internet. I understand that the school may audit its computer network, Internet access facilities, computers and other school ICT equipment/devices or commission an independent forensic audit. Auditing of the above items may include any stored content, and all aspects of their use, including email.

Student Name: _____ **Wh nau class:** _____

I have read this agreement and agree to follow the rules. I accept that if I break these rules the school may inform my parent(s) and/or I may lose the right to use the computers and/or the Internet and that this may affect the subjects I have chosen. I also understand that I will be required to cover the cost of any repairs or cleanup that may be necessary because of my actions. The school or police may also take other disciplinary action against me as appropriate.

Signature of student: _____

Internet Permission – Parents/Caregivers:

I understand that while the school will do its best to restrict student access to offensive, dangerous, inappropriate or illegal material on the Internet or through email it is the responsibility of my child to have no involvement with such material.

I give permission for my child to be given access at school to global information systems such as the Internet and email.

Parent/Caregiver name (print): _____

Signature: _____

Please note: This agreement for your child will remain in force as long as he/she is enrolled at this school. If it becomes necessary to add/amend any information or rule, parents will be advised in writing.