



# *Computer Usage Agreement*

## *STUDENT ACCEPTABLE USE POLICY COLLEGE COMPUTERS and NETWORK FACILITIES*

The College has made computers, networked facilities and online services available for the purpose of assisting directly with student studies. Students are required to act responsibly when using any asset or service attached to the College Network at all times. Students who fail to respect this policy can expect to be excluded from use of the College Network Facilities. Security of the College Network is a priority. Any attempt to access any area of the College Network to which the user does not have authorised access is in breach of this policy.

### *GENERAL COMPUTER USE*

Students must ensure that all work brought into the College is free of viruses.

All files created, manipulated and/or stored in a student's individual file area (Students Drive) must be for curriculum purposes only. Any unauthorised programs, images, videos, animations, sound or music files found in any student's individual's file area (Student Drive) or storage devices will be considered a breach of this policy. These storage areas must also not contain illegal, offensive, dangerous or inappropriate files.

All work is to be saved in the individual's folder area, not on the Hard Disk Drive / C drive of the machine. The personal Folder areas are to be maintained by the student. It is the student's responsibility to ensure that nonessential data is removed from their folder at regular intervals throughout the year.

Students are not permitted to alter any computer settings. E.g. Folder names, screensaver, desktop etc.

Care is to be taken to ensure that material stored on any section of the College Network complies with conservative copyright standards. Students are expected to respect and adhere to the laws concerning copyright and other people's ideas and work. Copying passages of work or files belonging to another user or author without their permission may constitute plagiarism or theft.

An array of software packages are provided to assist in student learning. No software other than that installed by IT team is to be loaded onto the College Computers or Network. Software being defined as:

- Files with an .exe or .com file extension
- Shareware of any description
- Java script, visual basic script or other script files
- Computer games of any description
- Screensavers and wallpapers

## *SECURITY AND PRIVACY*

Each student is supplied with a unique username and password to access various systems and resources on the College Network. Students must adhere to all password rotation policies and must not divulge their password to any other person.

Students are not to access other students', staff or administration areas in any circumstances. They are required to actively avoid observing the use of passwords, particularly as other students and/or staff logon to the System.

Students are expected to adhere to the College Privacy Policy. Students are forbidden to disclose any unsanctioned information about themselves, other students or staff members via any form of electronic, written, printed or verbal communication to any outside party.

## *INTERNET, INTRANET AND ONLINE SERVICES*

The College provides an array of online services. Students are expected to adhere to appropriate standards when utilising such services.

Internet use is strictly monitored at all times. Students are responsible for material they choose to view, and may be excluded from activities for infringements of the College standards of behaviour/ responsibility in this regard. Students should avoid all sites, which are likely to contain either explicit or suggestive material of a sexual, violent or antisocial nature.

Students should use the Internet to access academic or research material only. The College does not promote recreational use of the Internet during school hours. Such usage is more appropriate in the home environment.

Software must not be downloaded from the Internet. In general, students should not download anything from the Internet without seeking permission.

The following activities are prohibited unless authorised by the class teacher:

- Sending and receiving of web based personal electronic mail (email)
- Playing of games over the Internet.
- Participation in `Chat` rooms or any other type of messaging service.

All web areas on the College Intranet are to reflect the highest moral and ethical standards at all times. Publishers on the Intranet are to show respect for others and act in a responsible manner at all times, being aware that the age range of users extends throughout the Primary and Secondary areas of the College. Students should avoid presenting material, which is likely to contain either explicit or suggestive material of a sexual, defamatory, violent or antisocial nature. Publishing of photographs and names of fellow students or staff is strictly forbidden unless prior written consent is obtained.

## *STUDENT AGREEMENT AND CHANGES TO THIS POLICY*

Due to the rapidly changing nature of information and communication technology, the College reserves the right to change this policy at any time. Students will be required to adhere to any future amendments or updates of this policy. Agreement to this policy is part of the conditions of enrolment of all students at St Peter's Anglican College.

## *BREACHES OF STUDENT AGREEMENT CONSEQUENCES*

### **LEVEL 1 OCCURANCE:**

Examples: Changing of settings, inappropriate usage. Consequence: 7 days exclusion from all College network facilities and services. A letter will be sent letter to parent/guardians outlining any breaches. Students will not be given special consideration for individual lessons and/or assessment.

## LEVEL 2 OCCURANCE:

Examples: Repetition of Level 1, inappropriate usage that is illegal, offensive, dangerous or explicit. Consequence: 30 days exclusion from all College network facilities and services. A letter will be sent letter to parent/guardians outlining any breaches. Students will also be required meet with the Head of School and enter into a `limited usage contract'. Students will not be given special consideration for individual lessons and/or assessment.

## LEVEL 3 OCCURANCE:

Examples: Repetition of Level 2, deliberate damage and/or theft relating to College equipment, software or services. Consequence: External Suspension plus 30 days exclusion from all College network facilities and services. Parent/Guardians and students will also be required to meet with the Head of School and the Director of IT. Students will need to adhere to a `limited usage policy' for the remainder of the year. Students who repeat any further breaches will be referred directly to the Principal. Students will not be given special consideration for individual lessons and/or assessment.



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## 2010 Sapphire Coast Anglican College Computer Usage Agreement

I \_\_\_\_\_ have read and accept the Computer Usage Policy of Sapphire Coast Anglican College. I understand that breaches of the conditions outlined above can lead to removal of access privileges, fines and/or disciplinary action by the Head of School.

Signed: \_\_\_\_\_ (Parent) \_\_\_\_\_ (Student)