



Sapphire Coast Anglican College

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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 files and hardware brought into the College are free of viruses.

All files created, manipulated and/or stored in a student's individual file area (Student Drive) must be for curriculum purposes only. Any unauthorised programs, images, videos, animations, sound or music files found in any student's individual file (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 / 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 computer settings eg 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 is provided to assist in student learning. No software other than that installed by the IT Administrator 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 College Privacy Policy. Students are forbidden to disclose any 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 the 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 defamatory, 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.

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 web based personal electronic mail (email).
- Playing games over the Internet.
- Participation in "Chat" rooms or any other type of messaging service.
- Accessing Social Networking sites.

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 Sapphire Coast Anglican College.

CONSEQUENCES FOR BREACHES OF STUDENT AGREEMENT

Level One Occurrence

Examples: Changing settings, inappropriate usage.

Consequence: 7 days exclusion from all College network facilities and services. A letter will be sent to parents / guardians outlining any breaches.

Level Two Occurrence

Examples: Repetition of Level 1, inappropriate usage of the College computer systems.

Consequence: 30 days of exclusion from all College network facilities and services. A letter will be sent to parents / guardians outlining any breaches. Students will also be required to meet with the Head of Junior or Senior School and enter into a “limited usage contract.”

Level Three Occurrence

Examples: Repetition of Level 2, deliberate damage and / or theft relating to College equipment, software or services.

Consequence: External suspension plus 30 days of exclusion from all College network facilities and services. Parents / guardians and students will also be required to meet with the Head of Junior or Senior School and the IT Administrator. 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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SAPPHIRE COAST ANGLICAN COLLEGE COMPUTER USAGE AGREEMENT

We _____ and _____
(Print Parent / Guardian Name) (Print Student Name)

have read and accept the Computer Usage Policy of Sapphire Coast Anglican College. We understand that breaches of the conditions outlined above can lead to removal of access privileges and / or disciplinary action by the Principal.

Signed: _____ (Parent/Guardian)

Signed: _____ (Student)

Date:

