

STUDENT ICT GUIDELINES

In signing this agreement, all users agree to abide by the following:

- Confidential information should never be sent through the College network.
- Emails are to be used for education related purposes and not be used inappropriately.
- Students are required to seek advice from a staff member if another user is seeking excessive personal information i.e asks to be telephoned, offers gifts etc.
- Students must ensure to log off at the end of each session to ensure that the account is secure and cannot be misused.
- Do not communicate with other students, staff or parents through social networking sites (ie Facebook, Twitter, MySpace etc).
- Do not provide any person with their private information (ie telephone numbers, photographs, address etc).
- Take precautions to prevent others from using your account(s).
- Comply with all policies and guidelines in relation to laptops.
- Report any breaches of the policies to an appropriate College staff member.
- Do not send/forward content which is considered offensive, defamatory, obscene, pornographic, discriminatory, insulting or disruptive to any other person.
- Do not send chain mail, gambling or participating in online games.
- Do not distribute copyright material including software, databases, documents, pictures, articles or text.
- Do not intentionally disseminate any computer viruses.
- Report any viruses or spam (unsolicited email) to an appropriate College staff member or if a message is received that is inappropriate or makes the user feel uncomfortable.
- Do not use someone else's identity or password to access information system resources or otherwise attempt to evade, disable or 'crack' passwords or other security provisions of the systems on the network.
- Do not use college email for personal advertising or for profit making/commercial purposes.
- Use appropriate privacy controls for all internet and app based activities. i.e. location settings
- Do not use the service to threaten, bully or harass others or make unreasonable demands.
- Do not give false or defamatory information about a person or organization.
- Do not use the school name or school logo without the written permission of the Principal.

I agree to abide by the Policy and Guidelines at all times. I understand that if I breach any item within the Guidelines or the Policy, I will be subject to the appropriate consequences. This may result in the suspension of my email account and further investigations may occur depending on the seriousness of the violation.

Student Name: _____ Year Level: _____

Student Signature: _____ Date: _____