The College offers students the opportunity to access the Internet and other online services as part of the College Curriculum.

The following guidelines will also apply to all students accessing resources through the College's online network:

1. Students must have written permission from a parent/guardian to access the College network.

2. By selecting “OK” during your log in you are accepting this agreement.

3. Network storage and email are areas that will be treated like school lockers. Network administrators may review files and communications to maintain system integrity and ensure that students are using the system responsibly. Students should not expect that files stored on the College's computer services will always be private. The College reserves the right under “Duty of Care” to access files and email as the Head of ICT deems necessary.

4. Quite specifically, the following actions are not permitted:
   a. Sending or displaying offensive messages or pictures;
   b. Using obscene language;
   c. Sending full school or large group emails;
   d. Harassing or insulting others;
   e. Damaging computers, computer systems or computer networks (e.g. by the creation, introduction or spreading of computer viruses, Trojans, physically abusing hardware, altering source codes or software settings, etc.);
   f. Violating copyright laws. The legal rights of software producers and network providers, and copyright and license agreements must be honoured (e.g. downloading copyrighted games, videos or music files could result in legal proceedings, resulting in a fine);
   g. Using other users' ID and passwords;
   h. Supplying your username and password to others;
i. Trespassing in others' folders, work or files;

j. Intentionally wasting resources, e.g. playing games rather than using the system for educational purposes;

k. Using the network for discussion about or supply of prohibited substances such as drugs and alcohol.

l. Employing the network for commercial purposes or activities by for-profit institutions or organisations, product advertisement or political lobbying;

m. Using the network to disrupt use by other individuals or by connecting networks.

5. Students must respect others' privacy and academic property.

6. Each student wishing to use the network will be issued with an account which can be used to access online information services. Each account owner is responsible for all activity under that account.

7. It is the student’s responsibility that his password is kept secure at all times. If the individual’s account is used by others, the student must accept responsibility for its use. Students must LOG OFF at the conclusion of a lesson. Failure to do this may leave the student liable if an account is misused.

8. Cyber-bullying: Harassment or cyber-stalking via SMS messages, mass-emailing, chatrooms, blogs and message boards will not be tolerated and must be reported to the Head of ICT immediately. Acts of cyber-bullying by students upon students outside school hours should also be reported immediately.

9. Transition of any material / emails in violation of any state, federal or international regulation is prohibited. This includes, but is not limited to: copyrighted material, threatening, harassing or obscene material, pornographic material, or material protected by trade secret.

10. All communication and information accessible via the network should be assumed to be private property. Any sources used in research must be cited and credit given to the author.

11. Laptop Use
   a. Students have full access to the network on College computers in the boarding areas as well as the College wireless network through their College provided laptops.
   b. The College reserves the right to supervision and random audit of student owned laptops/tablets/phones/PCs or other computing devices as it sees fit, in order to fulfill our Duty of Care. The College reserves the right to remove any laptops/tablets/phones/PCs or other computing devices for the purpose of inspection with the full knowledge of the student(s) concerned and the Head of Boarding.
12. Security problems must be brought to the immediate attention of the Head of ICT. The problem must not be demonstrated to other users.

13. The running (executing) of programs including illegal use of “command prompt” on the system that have not been sanctioned by the Head of ICT will be deemed illegal and appropriate action taken.

14. Assessments - students should be aware that the failure by electronic means (either by email, disc or any type of transferring device) to hand in assessment items by the due date will be treated in the same manner as failure to submit an assessment on time. Failure of hardware or software will not be deemed as an acceptable reason for late submissions of an assessment task. It is the students’ responsibility to back up their work electronically or in hard copy form.

15. Email is provided by the College for College use. The College understands that personal emails are sometimes received. Students should be aware that at times email is checked to make sure that system integrity and College policies are maintained. Therefore emails should never be looked upon as being secure.

16. Vandalism will result in cancellation of privileges. Vandalism is defined as any malicious attempt to access, change or destroy data of another user, the Internet or any of the above listed agencies. This includes, but is not limited to, the uploading or creating of computer viruses or Trojans. Hardware and software vandalism will result in students having to pay all costs to repair damage including any labour charges.

Mr Graeme Kachel
Director of Innovation and Technology
January 2014
ONLINE ACCESS: RULES AND NETWORK RESPONSIBILITIES

INTERNET, INTRANET AND EMAIL AGREEMENT

Student Name: ______________________________________________

Year Group : 7 8 9 10 11 12

Date of Commencement:_____________________________________

USER ID Number (please indicate if known): ____________________

School currently attending: ____________________________________

The College reserves the right to suspend students from the use of the computer facilities for breaching this agreement. Students may also be withdrawn from computer courses if there are serious and/or repeated breaches of this agreement.

I understand and will abide by the ONLINE ACCESS: RULES AND TECHNOLOGY NETWORK RESPONSIBILITIES. I further understand that any violation of the regulations is unethical and may constitute a criminal offence.

Student Signature: __________________________ Date: ________________

As a parent/guardian I have read the document ONLINE ACCESS: RULES AND TECHNOLOGY NETWORK RESPONSIBILITIES. I understand this access is designed for educational purposes. I also recognise it is impossible for the College to restrict access to all controversial materials and I will not hold the College responsible for materials acquired on the network.

Parent/Guardian Signature: _____________________ Date: _________