

2024 YEAR 7-9 CONTRACT FOR STUDENT USE OF THE COLLEGE ICT RESOURCES

I undertake to take good care of the school computers and the programs that are loaded on them because I am aware that:

- Computers are an important tool that will help me to be successful with the education tasks I need to carry out
- The settings on the computer are there to make the computer easy for everybody to use
- It is very expensive to repair damage to computers and the software programs on them
- Any damage caused to computers and software affects all students including me

I understand that:

- St Margaret Mary's College will both passively and actively monitor the use of its Internet connection. This includes the Internet sites visited and the language used in email messages for the purpose of the protection of students, the public and the College's reputation
- My use of the College's network, Internet and email facilities is a privilege and that this privilege can be withdrawn at the discretion of the College
- USB sticks and removable hard drives are an unreliable storage medium and are not suitable for storing school files.

I understand and agree that:

- The use of mobile 'hotspots' or any attempt to bypass the College network, while on the College grounds is strictly forbidden. All internet traffic must go through the College network and security filters
- I will, at all times, behave responsibly and ethically and respect the rights of others when interacting online
- **I will shut down my netbook at the end of each day to allow for important security and software updates to be carried out**
- **I will bring my laptop to school fully charged, each day**
- **I will store my laptop in the school-issued laptop bag at all times when not in use at school**
- **I will store my netbook in my locked school locker, when not in use, during the day**
- I will not use any other student's device
- All work that I do using school computers must be saved to my network or Google Drive. I will make a folder in my drives for each of the subjects that I study
- If I work on a file at home, I will ensure that a copy is saved in Google Drive and if required update the file to my network drive at school the next day
- I must not breach copyright regulations by downloading and/or storing files such as illegal copies of music, videos or images, etc.
- I must only use the College Internet for school related tasks
- I will not attempt to retrieve, view or share any obscene, offensive or illegal material
- If, by accident, I find information that is offensive or inappropriate, I will exit the site immediately and inform the teacher of the event
- I will not write, send or forward any electronic communications that use offensive language, are abusive, threatening or that constitute harassment or bullying
- I will not use my school email account to sign up for or create a personal account for any non-school related sites
- I will not use email to forward memes, spam or send multiple copies of a particular email to any person, including staff members
- The College does not permit me to access internet chat or forums unless under direct teacher supervision or on College-designed sites
- I will not take photographs or videos of other students or of College staff without their expressed permission
- My privileges to use the College's information technology facilities may be withdrawn if I offend or engage in inappropriate conduct
- My enrolment at the College may come under consideration if I am involved in serious misuse of information technology resources

Student Signature: _____ **Date:** ____ / ____ / ____

Parent Signature: _____ **Date:** ____ / ____ / ____