Acceptable Use Agreement

Information and Communication Technologies

Students

I, _______________________________________ of Year ____________,
Understand that the use of Information and Communication Technology (ICT) resources at Mt Crosby State
School is a privilege, which involves the acceptance of certain responsibilities. I understand and agree to the
following:

1. ICT includes computers, printers, scanners, digital cameras, Internet and email and any other electronic
hardware or software.
2. I will not use ICT resources to access, copy or distribute any material that is controversial, inappropriate
or offensive. I will immediately report accidental access to any such material. I understand that the
system administrator can track and view my computer files, emails and Internet use.
3. I will not download or install any software without the permission of my teacher.
4. I will not access the control panel, or make any changes to settings, passwords or configurations.
5. I will not directly access the computer file system or move or delete any files without prior approval
from my teacher.
6. I will use ICT resources only for appropriate learning tasks.
7. I will be considerate of other users. I will respect their privacy, and not seek access to files or messages
intended for, or belonging to others.
8. I will not attempt to send, transfer or create computer viruses.
9. I will not be involved with electronic or physical vandalism.
10. I will immediately report any damage, errors or faults with ICT resources.
11. I will not reveal my personal address or phone number, or those of other students or staff, in any
electronic communications.
12. I will not log onto any computer or the Internet using another student’s or a teacher’s username and
password.
13. I accept that breaching this agreement will result in me losing access to ICT resources temporarily or
permanently, depending on the seriousness of the offence. For more serious matters further disciplinary
action may be taken.

Signed: __________________________________________ (Student) ____________ (Date)

Parents/ Guardians

I have read the above agreement, and I:

1. Give permission for my child to access, produce and communicate information using ICT resources
including the Internet.
2. Understand that my child’s computer files and Internet and email usage will be checked by the system
administrator.
3. Understand that should my child breach the above agreement that consequences will be applied

Signed: ___________________________________________ (Parent/ Guardian) _____________(Date)
ICT Acceptable Use agreement

Privacy and Security
Students are not permitted to load floppy disks or USB drives into any workstation without the permission of their teacher.

At no time are students to access or use another student’s or a teacher’s home directory or files. Students must not tamper with, delete, modify, or access files not belonging to them.

Students are not permitted to download software, access streaming media such as sounds, music, videos and games without teacher permission.

Teachers, parents and officials have the right to access and inspect the contents of student files and emails at anytime. Random audits of student files will be carried out regularly. Students found to violating this policy or any law will receive the appropriate consequences.

Unauthorized Computer System Access
Access to any unauthorized section of a computer system is not permitted. Students attempting to access unauthorized sections of the school computer system with be dealt with severely. There will be no exceptions to this rule.

Printing
Students must only print material related to their educational program.

Consequences for misuse of computer resources
1. Students found going to inappropriate web sites will:
   a. The first time – have their Internet access denied for one week.
   b. The second time – have their Internet access denied for 6 weeks.
   c. The third time – have their Internet access denied for up to a year or as determined by the Principal.

2. Students found sharing or using another person’s (student or teacher) logon name will:
   a. The first time – have their computer access denied for one week.
   b. The second time – have their computer access denied for 6 weeks.
   c. The third time – have their computer access denied for one semester or as determined by the Principal.

3. Students found attempting to access unauthorized sections of the computer systems will:
   a. The first time – have their computer access denied for one week.
   b. The second time – have their computer access denied for 6 weeks.
   c. The third time – have their computer access denied for one semester or as determined by the Principal.

4. Students found using email inappropriately (this involves using Spam and using email for social reasons during class time) will:
   a. The first time – have their email access denied for one week.
   b. The second time – have their email access denied for 6 weeks.
   c. The third time – have their email access denied for up to a year or as determined by the Principal.