



# Digital Technologies Student Use Notification

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Students must access computers and computing resources responsibly. This includes school software, both local and remote access, to the school network and any sites, including portals, to which the school has provided access, such as your user folder, your google account, devices and the Internet.

Failure to follow this policy will result in suspension of your access to ICT at school. Alternate work will be provided. Serious breaches of this policy may result in permanent exclusion from all computers at school. Other consequences may also apply.

## **Students should:**

- Use the computing resources for educational purposes only. This includes:
  - ✓ Working on assignments and tasks set by teachers
  - ✓ Creating artwork, documents, spreadsheets and multimedia material for schoolwork
  - ✓ Accessing online encyclopaedias and other references
  - ✓ Conducting research for school activities and projects
  - ✓ Accessing CDs, DVDs, USB memory sticks and files made available across the school's network
- Communicate with other students and teachers to enhance learning
- Develop computer literacy skills
- Always use the computers and network resources with care and respect
- Submit work to teachers electronically as appropriate
- Report immediately to the supervising teacher, technician or computer manager any malfunctioning device. This will ensure maximum access for educational purposes for all students.

## **Students must never:**

- Access, download, distribute or publish offensive material.
- Use obscene, offensive, disrespectful or aggressive language towards others
- Give away your own (or anyone else's) login details or personal contact details
- Use another person's log-in details
- Use a personal account on a school approved IT equipment such as Chromebooks
- Install any software not approved or provided by GEC on school provided Chromebooks
- Change or damage computers, computer settings, printers or any other equipment
- Send email "Spam" or access email services such as gmail
- Use "Chat" programs without teacher permission
- Connect external hard drives and devices such as iPods to any college computer without permission
- Play computer games (unless specified by your teacher)
- Alter any files not in your own folder
- Use the Internet for commercial purposes (buying, selling and online banking)
- Violate copyright laws. Students will acknowledge the source of material quoted from the Internet
- Eat, drink or have liquids near computers
- Upload photos or images of students or other people

## **Students should also be aware that:**

- You are responsible for the contents of your own user folders.
- Your user account or folder is an extension of your workbook – it is not a place to keep your secrets! For maintenance and management reasons, network administrators have full control over all folders. The College reserves the right to inspect the contents of any file stored on any computer or file server or on any transportable storage medium including USB memory sticks, CDs or DVDs which are on College property.
  - Inappropriate or offensive emails sent by you may be redirected to the network administrator.



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- Once the initial printing / internet entitlement is used (given at the beginning of each semester) parents/carers will pay the cost of additional printing

Students and their parents/carers are asked to read, discuss and sign this document. Access to the school's domain and network will be assigned to students once we have received signed confirmation.

We have read the above document and agree that ..... will adhere to the procedures outlined.

**We acknowledge that inappropriate Computer or Internet usage will result in withdrawal of Computer and Internet access and may incur other consequences as determined by the College.**

Signed ..... (student) Date: .....

Signed ..... (parent / carer) Date: .....