



## Beaufort Secondary College Network/Computer Access Policy

### Preamble:

Access to computers and the Internet at Beaufort Secondary College is provided for the purpose of educational research and learning. The purpose of this policy is to provide guidelines for the appropriate use of these facilities within the school. It is understood that the existing student Code of Conduct for the whole school should be used in conjunction with this policy. Students and parents are asked to carefully read and then sign the following agreement.

### Student Agreement

I understand that the use of the computers and accessing the Internet at Beaufort Secondary College must be in support of educational research and learning and I agree to the following guidelines:

- I will not use chat rooms.
- I will not access sites that are considered pornographic, racist, violent, illegal or offensive.
- I will immediately notify the teacher in charge should I find anything connected to the above dot point on the Internet (including email).
- I will refrain from using obscene, harassing or abusive language and will report any cases of such usage against me to my teacher, librarian or the computer administrator.
- I will not download or store on the school's computers, software, games, music, graphics, videos or text material that are copyrighted.
- I will not use streaming audio or video unless specifically instructed to do so by my teacher.
- I will not reveal personal information including names, addresses, school name, credit card details and telephone numbers including mobile numbers of others or myself.
- I will use internet and printing money allocated each term for educational purposes only.
- I will not change or damage computers, computer systems or networks. This includes:
  - unplugging and/or swapping mice, keyboards, cables etc.
  - adding shortcuts, folders, screen savers, backgrounds and programs to an individual work station (Desktop and C: drives) and the network server.
  - changing the domain on the log in screen
  - attempting to access other student's accounts
  - changing the default settings for programs without permission from the classroom teacher or computer administration.

Furthermore, if I discover any methods of causing such damage or misuse, I will report them to the Teacher-In-Charge and I will not demonstrate them to others.

- I will respect equipment in all computer areas and will not take any equipment without a teacher's permission.
- I will report any theft I am aware of to the Computer Administration.
- I will abide by the log in procedure to access the computer network.
- I will not bring offensive or inappropriate material from elsewhere to be accessed or stored on the school's computers.
- I will not supply my password and/or account information to any other student.

*If I violate any of the terms of this agreement, I will be subject to the consequences listed in the student account agreements.*



**Beaufort Secondary College  
Network/Computer Access Policy  
AGREEMENT FORM**

**Agreement to abide by the Beaufort Secondary College  
Computer Usage Policy for the use of  
Computer Hardware and Software Including the Internet**

- I promise to follow the College rules for the use of computer hardware, software and the internet.
- I understand that failure to follow the agreement will result in my being BANNED from using the computer for a period of time.
- I will be responsible for **PAYMENT** for any repairs or replacement of equipment and materials and costs associated with incorrect use of internet and printing, as nominated by the Computer Co-ordinator. (Senior Information Technology students will need to negotiate with the Computer Co-ordinator).
- Serious breaches of rules will result in further action as outlined by the College Policies.

**Name of Student:** .....

**Signature of Student:** .....

**Date:** .....

I, the Parent/Guardian of ..... have read and do understand the Beaufort Secondary College Computer Use Agreement. I agree that my child shall observe these guidelines and conditions, and agree to support the College in administering the appropriate consequences should the agreement be broken.

**Name of Parent/Legal Guardian:** .....

**Signature of Parent/Legal Guardian:** .....

**Date:** .....