



Beaufort Secondary College

Information, Communication and Technology Access Policy

Preamble:

Access to computers, notebooks, tablets and the internet at Beaufort Secondary 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, Anti-bullying policies, school values and cyber safety practises 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 Information, Communication and Technology (ICT) resources at Beaufort Secondary College must be in support of educational research and learning and I agree to the following guidelines:

- I will not breach any copyright laws, privacy laws, the Spam Act or Charter of Human Rights and Responsibilities.
- I will not engage in any form of cyber-bullying of other students or staff. This includes sending sexually oriented messages or images.
- I agree to follow all teachers and support staff instructions regarding the use of activities on the computer.
- I will abide to online safety practices by not revealing the names, address, school name and other sensitive information of myself and others while online.
- I will not circumvent school internet filtering to access websites that have been banned by the school, such as Facebook or similar sites.
- I will not misuse the College's computers by accessing illicit or socially inappropriate sites or pornographic material. If pornographic or undesirable material is accidentally located I will notify teaching staff or the network administrator immediately.
- I will not give or allow other students to use my computer network or internet access password, and will respect the privacy of my fellow students. I realise that I will be responsible for activities that occur with my username, and password.
- I will take great care of all computer resources, desks and chairs. I will not unplug the keyboard or mouse without the permission of the network administrator. When finished I will leave the workstation neat with the chair pushed in.
- I will clean out my server folder at the end of each year knowing that all files could be automatically deleted at the end of each school year. I will save my school work in at least two appropriate locations i.e. the school server, USB or storage device.
- I will abide by similar rules when using iPads and other mobile technologies.



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AGREEMENT FORM

**Agreement to abide by the Beaufort Secondary College
ICT Usage Policy for the use of
ICT resources and internet**

- I promise to follow the College policies for the use of ICT resources, knowing that email and internet traffic is monitored.
- I understand that failure to follow this agreement will result in myself being limited from using ICT resources for a period of time.
- I will be responsible for **PAYMENT** for any repairs or replacement of equipment, materials and cost associated with incorrect use of ICT resources.
- 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: