Acceptable Usage Policy Agreement

The following provides a summary of the Guidelines and Conditions for Appropriate use of Computer facilities. A full version of the policy is available on the College's webpage. The form Lyndhurst Secondary College Acceptable Usage Policy Agreement signed by both the student and parent/carer should be returned to the college.

Summary of Guidelines and Conditions for Appropriate Use of Computer Facilities

1. General Policies

- Students are given their own logon and storage space for the college computer network. It is student's personal responsibility to keep all passwords confidential and to not allow other students access to their storage space and only store files that relate to class work on the school's network. Students are not to logon to a computer/internet for another person's use

- All computers and ICT infrastructure are the property of Lyndhurst Secondary College and are only to be used for educational purposes. The college administration reserves the right to search and administer any part of the network, including student home directories and devices plugged into the computer, for inappropriate, unacceptable or illegal material

- Consideration must be given to avoiding inconvenience to other computer users. e.g. leave computers ready for the next user to log in; not leave programs running on computers when you leave; not leave rubbish or paper lying around computers; replace furniture to normal positions when you leave

- Students will respect the feelings of others and conform to the college's ICT Cybersafety Policy

- Playing of any game, apart from educational games as instructed by the classroom teacher, is strictly prohibited during class time

- Printing and internet usage costs money and while students may be given a base amount the beginning of the year they must be prepared to top up this amount from their own resources when the initial amount has been used

2. Computer hardware

- Computer facilities are expensive, sensitive and must be treated carefully

- Students must not do anything likely to cause damage to any equipment, whether deliberately or carelessly and must report any damage they find immediately

3. Software and operating systems

- Students must not use or download unauthorised programs, including games on college computers or change any computer settings

Copying any copyrighted software to or from any computer, or duplicate such software is not allowed

Internet usage

- Internet access is expensive and has been provided to assist with students' education. Students must use it only with permission, and not in any unauthorised way. It is not intended for entertainment

- Students should follow accepted practices known as Netiquette

- Appropriate language must be used in all communications including email messages, web pages and other forms of electronic communication

- Students should not reveal their personal address or the phone numbers of students or colleagues

- Social media sites and messaging services are **NOT** to be used by students under any circumstance

- Students will not deliberately enter or remain in any site that contains nudity, obscene language or sexual discussion intended to provoke a sexual response, violence, criminal activity, racism, information on making or using weapons, booby traps, dangerous practical jokes or "revenge" methods and must report any such sites that they unintentionally access

Possible penalties

More than one may apply for a given offence. Serious or repeated offences will result in stronger penalties.

- Temporary ban on using computers

- Removal of internet access privileges

- Removal of network access

- Detention

- Paying to replace damaged equipment

- Removal from classes where computer use is involved

- Suspension

- Criminal charges may be laid with the police

LYNDHURST
SECONDARY
COLLEGE

Acceptable Usage Policy Agreement

For the use of College eLearning technology resources

Before a student can use ICT facilities at Lyndhurst Secondary College the following contract must be completed, signed and returned to the school. The agreement binds the student to the terms of the College's acceptable usage policy. If any of the terms or conditions is broken then appropriate penalties will be applied.

Name of student: _____Home Group: _____

Student Number: _____

This section must be completed by the student.

I have read the *Guidelines and Conditions for Appropriate Use of Computer Facilities* document and agree to obey the guidelines and conditions in it.

Signature of student: _____ Date: _____

This section must be completed by the parent/carer of the student.

Name of parent/carer: _____

I have read and understand the *Guidelines and Conditions for appropriate use of Computer Facilities* document. I agree that my child shall observe these guidelines and conditions.

If you wish to restrict information about, or pictures of your child being used on the College internet site, please contact the College in writing. The College will at all times attempt to ensure compliance with these requests, but it must be recognised that accidental inclusions may occur with large website events (such as photos of massed school activities). In such cases, it is important that the College is immediately informed of the offending web page so changes may be made. It is also the responsibility of students to notify the network administrator that an unauthorised picture or name has been posted on the website.

Signature of parent/carer: _____ Date: _____

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