Marymount College
Internet & Network Services
Acceptable Use Agreement

At Marymount College, Internet and Network Services are used to enhance teaching and learning through the use of computers, the school network and Internet for communicating, publishing, research and for learning skills.

Agreement
As a computer user at Marymount College I will adhere to the following:

1. I will use the computers only for the task I am meant to be doing and I will only access information that is useful to me in my studies.
2. I will care for and respect all computer equipment and will not copy, install or download any software.
3. I will not attempt to alter any network or computer settings.
4. I will not inconvenience other people; for example, by:
   - printing more copies than I need
   - Downloading large files. [e.g. Music or Video files]
5. I will keep my password/s to myself and not use the passwords of others.
6. I will store my own work in my folder/file, or on my own USB, disk or CD.
7. I will not look for anything that is illegal, dangerous or offensive on the Internet.
8. If I receive any messages that I do not like or come across any information which makes me feel uncomfortable I will click on the home or back button and immediately tell a teacher.
9. I will only send messages that are polite and appropriate, which I would let my teachers and parents read. I will not use the computer to annoy or offend anyone else.
10. I will not intentionally spread viruses by e-mail or post unnecessary e-mail. If I receive email from an unknown sender/source or one that is suspicious I will delete it without opening.
11. I will not give out or publish personal information, identifying details such as my surname, any address (e.g. school, home, parents work or email) and phone number or that of my parents or others, unless I have permission from my parents/guardians.
12. I will not publish a picture or email a picture of myself or others without first checking with the teacher.
13. I will not meet or call any person I have ‘met’ online, unless my parents say it is OK and they are with me.
14. I know that the school may check my computer files and may monitor the Internet sites I visit.
15. I know that the school will take all reasonable precautions to ensure that I cannot access inappropriate materials but it cannot be held responsible for the material I access through the Internet.
16. I know that the school will not be responsible for any loss of data or for the accuracy of the information I obtain through the school’s computers.
17. I will not copy other people’s work and call it my own, including material I find on the Internet and Network.
18. I will not harass, insult or attack others.
19. I will not damage computers, computer systems, or computer networks.
20. I will not violate copyright laws.
21. I will not intentionally waste limited resources, including through the use of "chain letters" and messages broadcast to mailing lists or individuals.

Violations may result in a loss of access as well as other disciplinary or legal action.

Student Agreement
I have read and understand the school’s Rules for Acceptable Use of Internet and Network Services. I will use the school’s computers and Internet and Network Services in a responsible way and obey these rules. If I break any of these rules, then I will have discussions with my Home Room Teacher, my Year Level Coordinator or the IT Staff and, others if necessary, including my parent(s)/guardian(s). Following these discussions, appropriate consequences will be applied. These consequences may include, but are not restricted to, temporary restrictions to access of the computer network or on-line facilities.

Student’s Name_________________________________________________

Signature ____________________________________________

Date _____________________________

As parent or legal guardian of the student signing above, I grant permission for the above student to access networked computer services such as electronic mail and the Internet. I accept responsibility for providing guidance to the above student about appropriate use of the Internet and Internet Resources both inside and outside of the school setting.

Parent’s/Guardians Name__________________________________________

Signature ______________________________________________

Date _________________________

*If you wish to view the complete version of the policy ICT policy it can be obtained via the front office.