



## ROMA STATE COLLEGE

### STUDENT AND STAFF COMPUTER ACCESS AGREEMENT

*Roma State College encourages you to take an interest in the development of Information Technology and its use in the curriculum. Before you can access the Internet at school you must read and understand this Computer Use Policy. You (and your parents/carers) will then be asked to sign the accompanying agreement and return it to the school office. If you require more information about this form, speak to your Teacher or Head of Campus. If you are unable to agree to this policy and/or are found in breach of it, you will be denied access to Roma State College connections.*

#### INTRODUCTION

As a user I understand that the Internet can connect me to useful information stored on computers on Local Area Networks (LANs) and Wide Area Networks (WANs). The primary objective for using school computer facilitates and internet resources is to enhance teaching and learning in a supportive school environment. Access to these computers is a privilege and not a right. Consequently, access entails responsibilities and these are outlined below:

#### ONLINE TERMS AND CONDITIONS OF USE

##### Logging of Activity, the Law & Police Access:

- I understand that my computer activities are logged and monitored and the school is obliged by law to provide copies of logs to police on request.
- I will abide by Australian laws regarding computer and Internet use.

##### Security of My Personal Account:

- My account will remain private and I will not share my password because I am solely responsible for all activity on my account, including internet sites accessed, files used and file security. I will not record my password in any obvious place and I will change my password regularly, about every two weeks, or earlier, if I suspect someone has discovered it.
- I will respect the privacy of others on the computer system and not seek to gain access to another user's account under any circumstances. Should I accidentally discover information or password of another user I will not use or share that information.

##### Conduct on the school computer system /internet:

- Netiquette: I will act in a friendly and respectful manner when communicating with others on the network or Internet with due consideration as to their rights as individuals. Any offensive or intimidating behaviour will be met with loss of computer rights and disciplinary action.

##### Personal Safety and the Internet:

- Threat to safety of children and teenagers from Internet predators' intent on using the net to satisfy their sexual needs has become a major public issue. Such net-behaviour is dangerous and students need to be aware of the seriousness of engaging in such encounters. Do not give your (or another student's) phone number or address to anyone on the Internet.
- If you suspect contact with a predator, contact your teacher, parents or the police.
- Do not use the school facilities to arrange social meetings with friends outside of the school. The school has a duty of care and you must arrange your social engagements outside the school with your parent's consent.
- Internet Chat is Not allowed.

**Copyright:**

- I understand that running programs brought into the school such as games & utilities or copied music files could damage the system or violate copyright. I acknowledge that this is not permitted.
- I will abide by copyright laws when downloading, using or copying materials from the Internet.
- I understand that the use and storage of copyright material will lead to computer access restrictions, Internet restrictions and possibly denial of access to the school computer network.

**Hacking and computer hardware:**

- I agree not to tamper with the software or hardware that runs the computer system or use the system to hack other computers. will not bring in or use software to discover passwords or probe the system for information.
- I will not attempt to fix broken computers or swap parts around but report problems to staff
- Computer vandalism is considered a serious offence.

**Acceptable Network/Internet Usage:**

- I agree to use the Network/Internet for educational purposes only.
- I agree to store data only educational data files in my account.
- I will not save or run programs, games or utilities using my account unless at the time use of the file is appropriate to a subject and I have express permission of the school.
- I will not to seek out or use inappropriate material of offensive or sexual nature.
- I will delete files and old assignments at regular intervals.
- I understand that the storage of inappropriate material will lead to computer access restrictions and possibly denial of access to the school computer network.

**Students need to be aware of the severe consequences of plagiarism/cheating:**

- Copying another person's assignment or part of an assignment, pre-done assignments from the Internet or using materials from a document or the Internet without recognizing the author and the document is known as plagiarism and is a form of cheating
- Plagiarism results in a student receiving zero for an assessment item and casts doubt on the person's integrity and honesty.
- Accusations of plagiarism can have an impact on later employment prospects.
- Correctly using and referencing information and articles is considered to be a high-level skill and will greatly improve your results.
- Giving others access to my assignments will devalue my result if the work is copied.
- I am aware of the consequences of plagiarism.

**System Reliability and Assignment Due Dates**

- I will endeavour to complete assignments a few days ahead of schedule to allow for computer network failure. I will plan to meet assignments deadlines with this in mind.
- I will back up any important information and assignments on a disk or send via email to my home.
- I am aware that I should perform virus checks on important documents.
- I will make multiple versions of my assignments during their development (eg Draft 1, Draft 2..• Draft 17)

