
STUDENT COMPUTER & CELLPHONE USAGE

Access to the Internet at Totara College provides you with the opportunity to communicate with others in far reaching parts of the world.

It is a privilege not a right to use school computers: you will lose the privilege if you break with the following procedures.

Students wishing to access the Internet will receive a copy of the Totara College Internet Procedures document and must sign the ICT and Cyber Safety Use Agreement Contract for students.

Use of Internet

- Do not divulge to anyone your passwords that you will receive.
- Use all equipment with care and report any problems immediately to a staff member.
- Obey legal safeguards. Internet forum and discussion groups can be read by millions of people. You must be careful about what you write. Do not criticise or defame individuals inside or outside Totara College.
- Approval for going on to internet and subject matter to be accessed must be gained from your teacher before going onto the internet. Downloaded material maybe checked by the teacher.
- Do not download files, programs and Internet Community Chat rooms from Internet onto the Totara College network without gaining prior approval.
- Music/movie downloading is banned, as Torrents and other sites often have attached spyware and viruses.
- Illegal, unsuitable, offensive, (including pornographic) material is not to be accessed.
- All users are responsible for legal, financial and other obligations resulting from their use of the Internet.
- Random checks will be made by ICT staff to ensure that all communication by users and the information accessed is appropriate, and amount of bandwidth used, maybe checked also.
- The school will investigate instances of misuse of the Internet and appropriate disciplinary action will be taken.
- Plagiarism-Representing as one's own work any materials obtained on the internet (such as essays speeches, articles, etc.) is not permitted. Internet sources used in a student's work must be cited by the author, publisher, and website address.
- Copying Software-Copying or downloading software without the express authorization of the system administrator is not permitted.
- Misuse of Passwords/Unauthorized Access-Sharing Passwords- Using other users' passwords without permission and/or accessing other users' accounts is not permitted.
- Students will use Office 365 and Teams in accordance with the above restrictions.

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Use of Laptops/ Tablets/USB/Cell Phones/Games

No laptop, tablet or cell phone other than the school laptops can be used at school without permission from the teacher.

- If a laptop, tablet or cell phone is approved, it may be checked by staff at any time.
- No games or data that is not pertaining to schoolwork, are to be brought from home. Use only what is on the computers already.
- Cell phones must be used in accordance with Totara Colleges computer usage policy.

Use of E-mail

The Internet is a public forum. All individuals representing Totara College on the Internet are expected to follow the highest standards of ethical conduct at all times. This includes E-mails.

- You should note that all E-mail that leaves Totara College has a Totara College return address identifier, therefore they are only to be used for sensible and appropriate communication, not chatrooms.
- Do not send E-mail to any group or organisation without the consent of your teacher.
- Include a signature/electronic address or other means to allow for follow-up contact. Do not give personal details.
- It is your responsibility, on receiving inappropriate e-mails, to tell your teacher.
- No student is to participate in chat rooms, Face Book, instant messaging etc while at school.

OOS (Occupational Overuse Syndrome)

Repetitive Strain Injury (RSI) is a potentially disabling illness caused by prolonged repetitive hand movements, such as those involved in computer use. Symptoms include intermittent shooting pains in the hands, wrists, forearms, and back.

- It has been suggested that, for RSI prevention purposes, you should take a five minute break after every 20 or 30 minutes of continuous activity. If you are suffering from RSI you should clearly take more frequent and longer breaks.

Physical property or Software

- No computer console is to be opened or tampered with or repaired by a student. No software belonging to the school may be copied and exported from the school, electronically or by any other means, and no software brought to school.

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ICT and Cybersafe Use Agreement contract for students

I understand that Totara College will:

- Do its best to keep the school cybersafe by maintaining an effective cybersafe program. This includes working to restrict access to inappropriate, harmful or illegal material on the Internet or school ICT equipment/devices at school and enforcing the cybersafe regulations and responsibilities detailed in the Use Agreement.
- Keep a copy of this Use Agreement on file.
- Respond appropriately to any breaches of this Use Agreement.

I have read the school policy and the code of conduct and agree to abide by the letter and spirit of the policy. I understand that I am a representative of the school and shall always act in the best interests of the school when using the internet. I shall surf only the area specified by my teacher. If I find myself in unsuitable locations I shall immediately close that site or inform the teacher. If I fail to do this I understand I may lose the use of the Internet for a specified time.

- I accept that the Internet is for educational purposes.
- I shall at all times be courteous and use appropriate language.
- I shall respect the school's equipment and resources.
- I take full responsibility and liability arising from my use of the Internet, including any personal printing costs that I may incur.
- I shall not disclose my name, address and telephone number or the name, address and telephone number of others without the permission of my teacher.
- I will not share my username or password with other students.
- I shall respect the rights, privacy and property of others. This includes their passwords and files.
- I shall respect copyright and protect the school from infringement of copyright.
- I shall avoid public criticism of other people or organizations when on the Internet.
- I agree not to access unsuitable, offensive or illegal material. This includes any material that is pornographic, racist, sexist, unethical, obscene, sexual or violent in nature.
- I am aware my e-mail and internet use may be checked by staff on occasions and I consent to this.
- I understand that inappropriate use of the Internet may result in disciplinary action.
- I will use my cell phone in accordance with the above restrictions otherwise I understand that I may have it confiscated and lose the privilege of bringing it to school.
- I will acknowledge the author and website address of any materials obtained on the internet.
- I will use Office 365 and Teams in accordance within the terms of this document.

Student Name _____ Signature _____ Date _____

PARENT/CAREGIVER STATEMENT

I have read and understood the school policy on the use of the Internet. I give permission for my child to use the Internet for research associated with class work, to publish their own work, to send and receive E-mail, to participate in Office 365 Teams and I accept responsibility for their use.

Parent/Caregiver Name _____ Signature _____ Date _____