



WOODRIDGE STATE HIGH SCHOOL

Computer Code of Conduct

for Student Usage of Computers, Internet, Intranet and Email

To enable maximum use of technology by all students, it is the responsibility of each student:

- To take due care of computer equipment, printers and scanners;
- To abide by the Computer Code of Conduct.

Therefore, I will:

- Treat the computer hardware including printers, scanners and furniture properly;
- Use computers, Internet, Intranet and Email for educational purposes only;
- Treat the computers with respect by not tampering with, changing, moving or deleting files;
- Not reveal home addresses or phone numbers - mine or that of any other person;
- Not install any programs of my own (using any storage device);
- Ensure that all my personal storage devices are checked for viruses and malware before I connect them to any school computer;
- Log on to the network using only my own username and password and not that of another student;
- Report immediately any damage I discover or observe happening.

While I have access to the Internet, I will:

- Use it only for appropriate research of topics being studied in class;
- Avoid searching for anything that is illegal, dangerous or offensive;
- Avoid breaching copyright by making multiple copies of anything I have downloaded.
- Notify my teacher immediately if I accidentally access illegal, dangerous or offensive sites and close that site directly.

While I have access to E-mail, I will:

- Use it only for appropriate communication to assist me with my school studies;
- Avoid sending an E-mail which could be considered offensive, intimidating, dangerous, illegal or immoral;
- Avoid sending emails containing copyright material

If I break any of these codes of conduct, I can expect:

- Loss of computer access for a period of time;
- Loss of Internet access for a period of time;
- Extended loss of computer and/or Internet access for repeated offences;
- Parents being informed of my breach of the Code of Conduct.
- Suspension or exclusion for serious offences involving access to, use of, offensive materials.

Student

_____ (Students name)

_____ (Students signature)

_____ (Date)

Parent or guardian

I understand that the school provides my child with access to the school's information and communication technology (ICT) facilities and devices (including the internet) for valuable learning experiences. In regards to internet access, I understand that this will give my child access to information on computers from around the world; that the school cannot control what is on those computers; and that a small part of that information can be illegal, dangerous or offensive.

I accept that, while teachers will always exercise their duty of care, protection against exposure to harmful information should depend upon responsible use by students/my child. Additionally, I will ensure that my child understands and adheres to the school's appropriate behaviour requirements and will not engage in inappropriate use of the school's ICT facilities and devices.

Furthermore I will advise the school if any inappropriate material is received by my student/child that may have come from the school or from other students.

I understand that the school does not accept liability for any loss or damage suffered to personal mobile devices as a result of using the department's facilities and devices. Further, no liability will be accepted by the school in the event of loss, theft or damage to any device unless it can be established that the loss, theft or damage resulted from the school's/department's negligence.

I believe _____ (Name of student) understands this responsibility, and I hereby give my permission for him/her to access the Internet under the school rules. I understand that students breaking these rules will be subject to appropriate action by the school. This may include loss of Internet access for some time.

_____ (Parent/guardians name)

_____ (Parent/guardians signature)

_____ (Date)