

MOURA STATE HIGH SCHOOL

Strive today to build tomorrow

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INTERNET/COMPUTER/ELECTRONIC DEVICE USE & EMAIL ACCESS AGREEMENT Updated (11/2022)

Once completed this Internet/Computer/Electronic Device Use & Email Access Agreement is valid for the duration of the student's enrolment at Moura State High School. Moura State High School has the right to amend the agreement at any time if deemed necessary.

Computer Equipment/Electronic Device and Expectations Policy

For students to derive maximum benefit from their studies that involve the use of any of the school's computer/electronic device facilities, it is important that students have the advantage of access to the usage of essential hardware, software and other necessary materials and that they utilise these resources to the fullest extent.

The following guidelines will be managed by the Principal:

1. Computer equipment includes: CPU, monitor, keyboard, mouse, laptop computers, tablets, cables, chairs, printer, disk drives, data projectors, CD-ROMs, electronic devices, computer furniture and air conditioners where installed.
Any computer equipment/electronic device used by the student is to be kept in good condition and ANY hardware or software fault/damage MUST be reported to the teacher AT ONCE or the cost of repairing the computer equipment may need to be met by the student. Computer equipment/electronic device will be checked for damage *after every lesson* by the Classroom Teachers and Computer Coordinator.
2. Students who show any disregard for the care of computer equipment/electronic device will have their privilege to use the facilities revoked. It is expected that students will take special care of our resources and it is imperative that all equipment be treated accordingly.
3. All computer equipment/electronic devices and materials provided are the property of the school and may not be removed without permission.
4. Games, videos &/or music are not to be played on the school's computers/electronic devices.
5. Computers/electronic devices are to be used exclusively for school work only.
6. Students are not to touch any network or electrical cabling without the permission of their teacher. If problems arise, students are to report them immediately to their teacher.
7. An adequate amount of printing is allotted for each student.

No games, videos or music are to be transferred from email, the internet, USBs or other portable devices onto the student's school drive unless prior permission is attained.

If a student is not utilising his/her time and/or computer equipment appropriately in the opinion of a teacher or the Head of Department, the student may be required to show cause why he/she should be allowed to continue to use the school's computer equipment/electronic devices.

Internet & Email Access Policy

As a school, we understand that the internet can connect students to much useful information stored on computers around the world. While students have access to the internet at Moura State High School they:

- Will use it only for educational purposes (no games)
- Will not look for anything that is illegal, dangerous or otherwise inappropriate
- Will not reveal home addresses or telephone numbers – theirs or that of any other person
- Will not use the internet to annoy or offend anyone else
- Will only use their own user name and password

If students accidentally come across something that is illegal, dangerous or offensive, they should:

- a) clear any offensive pictures or information from the screen, and

- b) immediately, quietly inform the teacher

Should a student contravene this policy, appropriate action will be taken. This may include loss of internet access.

Internet & Email Agreement Form

Please read this information carefully and then complete each section of the agreement form.

This agreement must be completed by both the student and his/her parent/carer.

Student

I understand that the internet & email can connect me to much useful information stored on computers around the world. While I have access to the internet/email at Moura State High School:

- I will use it only for educational purposes
- I will not look for anything that is illegal, dangerous or otherwise inappropriate
- If I accidentally come across something that is illegal, dangerous or offensive, I will:
(a) clear any offensive pictures or information from my screen, and
(b) immediately, quietly inform my teacher
- I will not reveal home addresses or telephone numbers – mine or that of any other person
- I will not use the internet/email to annoy or offend anyone else
- I will not use anyone else's internet/email access
- I will not use any web based email eg: Hotmail, Gmail, Live other than my school supplied email address
- I will not access any social media platforms such as Facebook, Snapchat, Instagram etc
- I will not download large or inappropriate files, including music
- I understand that my usage will be monitored and tracked and that my emails may be checked and monitored by the school.
- I understand that if the school decides I have broken these rules, appropriate action will be taken. This may include loss of my internet/email access.
- I note that if I am a student in Yr 7, 8, 9 or 10, I will not bring my mobile phone to school
- If I am in Yrs 11 or 12, I will comply with the school mobile phone policy

Student Name: _____

Student Signature: _____ Date: _____

Parent/Carer

I understand that the internet/email can provide students with valuable learning experiences. I also understand that it gives access to information on computers around the world; that the school cannot control what is on those computers; and that a very small part of that information can be illegal, dangerous and 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 the student.

I believe _____ (Name of Student) understands this responsibility and I hereby give my permission for him/her to access the internet/email under the school rules.

I understand that my child in Yrs 7, 8, 9 and 10 will not bring a mobile phone to school, and if my child is in Yrs 11 or 12 they will abide by the school's mobile phone policy

I understand that students breaking these rules will be subject to appropriate action by the school. This may include loss of internet access.

Parent/Carer Name: _____

Parent/Carer Signature: _____ Date: _____