The College is firmly committed to the proper and responsible use of technology, including computers, by its staff and students and to this end requires strict adherence to the terms and conditions of this policy.

This policy is intended to inform parents and students of our school’s expectations when students are using the services provided by the College and when using their personal equipment to communicate to or about members of the school community.

The school reserves the right to capture, store and review all Internet browsing, and emails across our College network.

This policy also refers to the use of mobile phones, which through advancements in technology have become video and still cameras as well as portable computers.

**Terms and Conditions:**

1. Access to computers (including the Internet) at De La Salle College is a privilege and not a right. This privilege can be suspended at any time and for any reason at the discretion of the supervising teacher and may be withdrawn at any time and for any reason at the discretion of the Principal.

2. To be eligible for use, a student and his or her parent or guardian must read this policy and sign the consent form which it contains. On receipt of the signed consent form the student will be issued with a licence that will entitle him or her to use the school computers (including Internet access), during the currency of this licence subject to the terms and conditions of this policy. Normally the licence shall be renewable at the start of each school year.

3. Students will be issued with a username and password. At all times, a student **MUST NOT** divulge his or her password to any other student, or use another student’s password to logon to a computer or the Internet. Students must ensure they log off at the end of each session to ensure that nobody else can use their e-learning account.

4. Student use of the Internet will be monitored to ensure compliance with these terms and conditions, and to measure the volume of information downloaded from the Internet by each student. If the amount of information displayed or downloaded by a student exceeds the reasonable limit set by the College, an additional fee will be charged before the Internet can be used again.

5. Student use of printers in classrooms will be monitored to measure the number of pages printed by individual students. If the number of pages printed by a student exceeds the reasonable limit set from time to time by the College, an additional fee will be charged before any more pages can be printed.
6. Acceptable Use

A student may use school computers or electronic equipment for legitimate educational purposes including, by way of example only, any of the following:

- to research assigned classroom projects;
- to undertake any activity under the direction of the supervising teacher;
- to send or obtain electronic mail to and from other users; and
- to communicate with other students in other schools.

7. Unacceptable Use

A student must not use the College computers for any purpose which is unlawful, dangerous, unacceptable, pornographic, objectionable or offensive. In particular, and by way of example only, a student must not use College computers or electronic equipment for any of the following reasons or in any of the following ways:

- to display, send or obtain pictures or files which are sexually explicit or contain words or illustrations which are obscene, abusive or profane;
- to copy, store or play files (including programs, games, videos and music), except when such activity is specifically related to course objectives and is approved by the relevant teacher of that subject;
- to display, send or obtain any material, information or software in violation of any local, State or Commonwealth law;
- to display, send or obtain any material which is dangerous, threatening or otherwise inconsistent with the proper and responsible use of computers;
- to infringe on copyright or plagiarise materials;
- to buy or sell goods or services;
- to gain unlawful access to or interfere with someone else’s computer system;
- visit sites through a proxy site;
- deliberately use the electronic identity of another person to send messages to others or for any other purposes;
- enter ‘chat’ or ‘social networking’ sites without the permission of a teacher;
- damage or disable computer systems;
- disclose personal information about another person;
- take photos or videos of members of the College community without their consent.

When using school services students will never knowingly initiate or forward emails or other messages containing:

- messages sent in confidence;
- a computer virus or attachment that is capable of damaging a recipients computer;
- chain letters or hoax emails;
- spam, eg unsolicited advertising material.

When using school services and non-school services students will never send or publish either through Internet sites, email or mobile phones:

- unacceptable or unlawful material or remarks, including offensive, abusive or discriminatory comments;
- threatening, bullying or harassing material or make unreasonable demands;
- sexually explicit, or sexually suggestive material or correspondence;
- false or defamatory information about a person or organisation;
8. At all times while using computers at the College, a student must act with honesty, integrity and respect the rights and sensibilities of others (including other computer users) and in accordance with the general expectations of the College in relation to matters such as good manners, etiquette and responsible behaviour.

9. Disciplinary Action
Students need to be aware that all use of Internet and email services can be monitored and traced to the accounts of specific users. A student who violates any term or condition of this policy will be dealt with according to the school’s general Discipline Policy and his or her license to use school computers will be immediately withdrawn for an indefinite time, including permanently, at the discretion of the Principal.
A student who does not have a license or whose license has been withdrawn is not permitted to use a College computer.

10. Students issued with school owned laptop computers

The Australian Government has funded schools to purchase laptop computers for the personal educational use of some secondary students while enrolled at the school. Students and their families who receive a laptop computer have the following additional responsibilities:

- To care for the laptop to the best of their ability.
- To keep the laptop secure and protect it from any malicious damage.
- To bring the laptop to school each day in readiness for use in the classroom - this includes having the battery charged and electronic files effectively managed.
- To replace or repair any damaged, lost or stolen laptop at their own cost.
- To return the laptop computer (and any inclusions such as power cords and carry case) in good order when leaving the school.
- Laptops can be used in the Library at lunchtime
- Laptops can not be used outdoors unless it is during a specific lesson under teacher supervision

I/We have discussed this policy with my/our son/daughter and agree to uphold the expectations of the College in relation to the use of email, Internet, and mobile phone services both at school and where relevant, outside of school. We understand that a breach of this policy will incur consequences according to the school’s Pastoral Care Policy.

PARENT SIGNATURE: ________________________________ Date ______________

I have read and discussed this policy with my parent/guardian and I agree to always uphold these rules.

STUDENT NAME: _______________________________________________________

STUDENT SIGNATURE: __________________________________________________