

The information below specifies the behavioural parameters within which students are expected to operate.
It must be read in conjunction with the IT Use Policy not instead of the policy.

1 Care and Maintenance of IT Hardware

- 1.1 Students are solely responsible for their personal hardware. The College takes no responsibility for lost, broken or damaged equipment.
- 1.2 Inappropriate behaviour that could damage College hardware is strictly prohibited, including eating or drinking (including water) near computers, rough or careless treatment of computers, and touching another person's computer whilst it is in use.
- 1.3 Damage caused to College computers and/or hardware, that is a direct result of inappropriate use, and any associated costs for repairs or replacement will be the responsibility of the student and/or their family.
- 1.4 In the event that a student observes any faulty or damaged IT hardware they must report it to their supervising teacher and not attempt to repair it themselves.

2 The College Network

- 2.1 The College network must only be used for learning related activities and not for aimless gaming or surfing which may expose students to inappropriate material and waste bandwidth on the network.
- 2.2 The College reserves the right to check the contents of student folders on the network.
- 2.3 Students are strictly prohibited from tampering with system files or attempting to bypass filters on the internet.
- 2.4 Students must not attempt to access any other student's or staff member's password or login information.
- 2.5 Students are strictly prohibited from uploading any inappropriate or unapproved material to the College network.

3 The Internet

- 3.1 The College reserves the right to track or monitor the internet activity of any student.
- 3.2 The College may determine, from time to time, that certain websites are prohibited. Current sites that are strictly prohibited include adult sites, social networking sites (e.g. Facebook), open source chat sites (e.g. MSN), gambling sites, violent/hate filled sites.
- 3.3 The internet must not be used for any illegal purposes (e.g. spreading viruses).
- 3.4 Students must not use the internet or College network to bully, harass or harm any member of the College community.
- 3.5 Students must not copy information from the internet and submit it as their own work; this may constitute copyright or plagiarism.
- 3.6 Students are strictly prohibited from downloading any inappropriate or unapproved material (e.g. movies).
- 3.7 Students are strictly prohibited from uploading any inappropriate or unapproved material to any public forum.

4 Portable Computers (e.g. laptops and iPads)

Students are permitted and encouraged to have and use portable computers whilst at school (except EDs with any form of telephone function). However:

- 4.1 The College reserves the right to inspect installed programs, folders and files on any student laptop.
- 4.2 Before use students must submit their laptops to the Director of Systems and Technology for inspection. A list of all students in the College using portable computers will be kept.
- 4.3 Students must not store or display any inappropriate material on their laptop whilst at the College. This may include but not be limited to; adult/violent videos, inappropriate images and/or music.

5 Cameras and video

- 5.1 The College reserves the right to check the content of student cameras and/or video recorders.
- 5.2 Student use of cameras and/video recorders, including those on a mobile phone are strictly prohibited during any College activity unless permission has been granted by a member of staff.
- 5.3 Students are strictly prohibited from storing or displaying inappropriate material on cameras or video recorders.
- 5.4 In the event permission is granted to take photos and/or footage whilst at school or during any College activity such photos and/or footage must not be uploaded to any website, distributed or published without permission from a Director of Learning or the Principal.

6 Mobile phones or equivalent device

Students are permitted to have their mobile phones at school. The use of such devices is therefore subject to the following conditions of use.

- 6.1 The College reserves the right to inspect all contents of a student's mobile phone/equivalent device.
- 6.2 Mobile phone use is strictly prohibited unless consent has been granted by a College staff member. Stage 6 students may use their mobile phone during recess and lunch.
- 6.3 Accessing the College network is strictly prohibited without the direct permission of the Director of Systems and Technology.
- 6.4 If permission is granted, browsing on the internet on mobile phones is governed by the conditions of use identified in the section titled (The Internet).
- 6.5 Students must not store any inappropriate material on their mobile phone whilst at the College. This may include but not be limited to; adult/violent videos, inappropriate images and/or music.

7 Personal music devices

Students are permitted to have personal music devices at school. The use of such devices is therefore subject to the following conditions of use.

- 7.1 The College reserves the right to check the contents of a student's personal music device.
- 7.2 Personal music device usage is strictly prohibited unless permission has been granted by a College staff member for a specific purpose related to a teaching and learning activity. Stage 6 students are permitted to use personal music devices during independent study periods.
- 7.3 Earphones/headphones must not be visible/worn throughout the school day.
- 7.4 Students must not store or display any inappropriate material on their personal music device whilst at the College. This may include but not be limited to; adult/violent videos, inappropriate images and/or music.

8 Electronic Communication between Students and Staff

- 8.1 Email communication between students/parents and staff is only permitted using the College email system.
- 8.2 Apart from exceptional circumstances/emergencies staff will not communicate with students/parents via a personal mobile phone or equivalent device.
- 8.3 Students and staff must not engage in any form of social networking (e.g. Facebook).