Tarremah’s computers, network and Internet services are provided for educational, communication and research purposes for all members of the School community. Students’ use of these facilities at Tarremah Steiner School is subject to certain guidelines.

1. Student behaviour and responsibilities

The School’s Code of Conduct, the Five Cs must be applied in relation to the use of the School’s computer facilities.

*Care, courtesy, consideration, communication and cooperation* are some of the values on which the School is based. These values should be reflected in the way the School’s equipment is used.

Exemplary behaviour is expected in relation to computer use. Students should act in a responsible, ethical and legal manner, especially with regard to the following:

- maintaining confidentiality of usernames and passwords
- respecting the privacy of other users
- downloading only appropriate materials
- reporting to teachers any incidences of inappropriate use by other students
- respecting the law and ethical issues such as copyright
- avoiding large downloads and chain/group emails
- printing only as necessary
- using only appropriate language and conventions when communicating on the School network.

2. Educational purpose

The School’s facilities are provided for educational use and to support students’ educational programs. Facilities should not be used for private, commercial or political purposes.

Games and social networking or chat sites should not be used during the school day, unless directed by a teacher.

3. Care of the School’s equipment
While all School equipment is covered by warranty and insurance, the responsibility for care of equipment is a shared one. Misuse of the School’s equipment or infrastructure will result in appropriate consequences and withdrawal of privileges.

The School has ownership of all equipment and may withdraw access to, and use of the facilities at any time.

4. Use of the Internet

All Internet use is monitored. The School has facilities to manage Internet use by all members of the School community. Internet filtering is in place to exclude inappropriate content, and a detailed record is kept of all student activity. Students will receive a warning if they attempt to access sites which are inappropriate. Limits may also be placed on download size and speed.

All activity and files stored on the School network may be viewed by the e-Learning Facilitator and the ICT Manager who will take any necessary action in relation to student misuse. Consequences might include a withdrawal of privileges and in extreme cases, legal action.

5. Cybersafety

Students are expected to act responsibly in relation to their own safety and security by:
- securing their own username and password
- logging out of the network when finished
- protecting their personal details
- not engaging in any form of bullying or harassment using computers
- reporting to a teacher any known incidents of cyberbullying.

6. Personal plug-in devices

The guidelines for computer use at Tarremah apply to all personal items of hardware used at school, including portable plug-in devices owned or used by students.

Students are expected to keep all private devices connecting to the School’s network virus free.
This is an agreement between the School, the student and parents and is intended to ensure that all users of the School’s computer facilities are aware of the School’s expectations.

I understand that:
- the School’s Code of Conduct and policies must be respected when I use the School’s computer facilities;
- the School provides computers to help me with my education and for educational purposes only;
- the School owns the equipment and the School may stop me using any of its equipment at any time; and
- parents may be expected to pay for any uninsured costs arising from misuse or damage deliberately or negligently incurred.

I am aware that I am responsible for the good care and security of School computer facilities.

I have read and understood the School’s Computer Guidelines and I am aware of the School’s expectations in regard to the use and care of computers.

I understand that I am responsible for the backing up of my work when necessary with the support of the School’s staff.

*Students who are unable to abide by the School’s guidelines may experience consequences in line with the Tarremah Behaviour Management Process. For a severe breach of the Computer Agreement the student will be dealt with as appropriate.*

Student’s signature _____________________ Date __________

Endorsed by Parent/Guardian __________________________ (Name)

_____________________________ (Signature)

Please return the completed form to your Class Guardian