



RESPONSIBLE USE AGREEMENT OF ICT/DIGITAL TECHNOLOGY IN SCHOOL

Mana College has policies and procedures in place to support teaching and learning in school using ICT. The school provides access to the internet and other communications technologies because we believe that they enhance the teaching and learning process.

The school encourages responsible behaviour by students when using technology to help protect themselves and each other from experiencing harm online and to safeguard the hardware from any damage. Students can experience challenges when using technology, and the school will make every effort to support students to manage those challenges effectively.

All students are required to complete the form below in order to use computer/ICT responsibly at Mana College. Caregiver's signature is required so they are aware of the policy. Non-return of this form will mean students will be denied access to the computer suite.

Contract between (student's name), their caregiver and HOD Information Technology

I agree to:

- Keep my password confidential. I will be held responsible for anything that is done under my login.
- Get my USB/memory stick checked for viruses by the IT Department before I use it on a school computer.
- Remain seated during the class, stay on task, and never to play games, unless I have permission to do so.
- Never connect devices like Ipods, MP3 players, cell phones, etc to the computer.
- Never put harmful/inappropriate files onto the computer network except for my work and other files I have been given permission for.
- Never access any information that would be offensive or harmful to myself, other students, parents or teachers, and the school.
- Never use obscene, harassing or abusive language on the computers, break any copyright laws, or produce anything on the computer that discredits Mana College.
- Never damage school equipment (both hardware and software) or else I will have my user privileges cancelled and will be charged the full consequential costs of any damage.
- Use printing sensibly and top up my account when required.

If I break any of the above rules, I am aware the consequences will be that I am banned from using computers at Mana College for a period of time, that will be vary according to the severity of the offence. Any work missed out on during that time I will make up in my own time. In severe instances the consequences will be more serious and the police may also be involved.

EMAIL/E-LEARNING

You will be given school email account for education purposes such as to log in on Moodle (online courses) and My portfolios, and to communicate as required. You are to keep your password confidential and not misuse this email in anyway. **Please see the LAH IT to get your account activated.**

Signed: _____ (Student) _____ (Parent) _____
(Date)

Please return this form to Mana College with your enrolment form – thanks.