



COOLABUNIA STATE SCHOOL COMPUTER USE CONTRACT

Rules for Computer Use

Coolabunia State School Computer Network is provided to allow students and staff with access to a variety of computers, software and information, including the Internet and email. Use of the computer network is a privilege and not a right. Inappropriate or unacceptable use will result in restriction or cancellation of this access. Coolabunia State School and Education Queensland reserves the right to monitor, record and review computer and Internet accounts, including saved files and usage logs. The monitoring and review process is for the purpose of administration and to ensure acceptable use and compliance with these policies.

As a user of the Coolabunia State School Computer Network, I

- Will only access the computers with the permission of a teacher or teacher aide for school work approved by my teachers.
- Will only use my own Username and Password to access the computers and will not share my username and password with anyone else.
- Will not add or remove any software, programs or hardware.
- Will not alter computer settings (system files, configurations, folders or technical data)
- Will not mistreat or vandalise the computers or other equipment in any manner.
- Will not interfere or change another person's files.
- Will not prevent a teacher/ teacher aide from monitoring my work.
- Will not bring floppy disks or CD roms from home, without permission.
- Will not move any computers or other equipment without permission.
- Will report any problems that I experience.
- Will only print pages needed in my school work.

Student Agreement

It has been explained to me and I hereby agree that, should I breach the Computer Use Rules, I could be jeopardising my access to and use of computers at Coolabunia State School for a set period of time. This agreement will continue until I complete my education at Coolabunia State School.

.....
(Student Signature)

Parent Agreement

I..... have read and understood the above rules and hereby agree, should our son/daughter/ward breach the Computer Use Rules, they could jeopardise access to computer use at Coolabunia State School for a period of time. This agreement will continue until..... completes their education at Coolabunia State School. Consent maybe revoked by writing to the Principal.

.....
(Parent/Guardian Signature)

Date: ___/___/___



Coolabunia State School

Education Queensland, through Managed Internet Service, controls and filters access to the internet and email. This service endeavours to filter and block access to inappropriate sites.

Student Internet Agreement

I understand that the school's information and communication technology (ICT) facilities and devices provide me with access to a range of essential learning tools, including access to the internet. I understand that the internet can connect me to useful information stored on computers around the world.

While I have access to the school's ICT facilities and devices: I will use it only for educational purposes; I will not undertake or look for anything that is illegal, dangerous or offensive; and I will not reveal my password or allow anyone else to use my school account.

Specifically in relation to internet usage, should any offensive pictures or information appear on my screen I will close the window and immediately inform my teacher quietly, or tell my parents/guardians if I am at home.

If I receive any inappropriate emails at school I will tell my teacher. If I receive any at home I will tell my parents/guardians.

When using email or the internet I will not:

- reveal names, home addresses or phone numbers – mine or that of any other person
- use the school's ICT facilities and devices (including the internet) to annoy or offend anyone else.

I understand that my online behaviours are capable of impacting on the good order and management of the school whether I am using the school's ICT facilities and devices inside or outside of school hours.

I understand that if the school decides I have broken the rules for using its ICT facilities and devices, appropriate action may be taken as per the school's *Behaviour Management Policy*, which may include loss of access to the network (including the internet) for a period of time.

I have read and understood this procedure/policy/statement/guideline and the [Code of School Behaviour](#). I agree to abide by the above rules / the procedure/policy/statement/guideline.

_____ (Student's name)

_____ (Student's signature) (Signature of student not required Prep-Yr3)

_____ (Date)



Coolabunia State School

Education Queensland, through Managed Internet Service, controls and filters access to the internet and email. This service endeavours to filter and block access to inappropriate sites.

Parent Agreement (Internet)

I understand that the school provides my child with access to the school's information and communication technology (ICT) facilities and devices (including the internet) for valuable learning experiences. In regards to internet access, I understand that this will give my child access to information on computers from around the world; that the school cannot control what is on those computers; and that a small part of that information can be illegal, dangerous or 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 students/my child. Additionally, I will ensure that my child understands and adheres to the school's appropriate behaviour requirements and will not engage in inappropriate use of the school's ICT facilities and devices. Furthermore I will advise the school if any inappropriate material is received by my student/child that may have come from the school or from other students.

I understand that the school is not responsible for safeguarding information stored by my child on a departmentally-owned student computer or mobile device.

I understand that the school may remotely access the departmentally-owned student computer or mobile device for management purposes.

I understand that the school does not accept liability for any loss or damage suffered to personal mobile devices as a result of using the department's facilities and devices. Further, no liability will be accepted by the school in the event of loss, theft or damage to any device unless it can be established that the loss, theft or damage resulted from the school's/department's negligence.

I believe _____ (name of student) understands this responsibility, and I hereby give my permission for him/her to access and use the school's ICT facilities and devices (including the internet) under the school rules. I understand where inappropriate online behaviours negatively affect the good order and management of the school, the school may commence disciplinary actions in line with this user agreement or the *Behaviour Management Policy*. This may include loss of access and usage of the school's ICT facilities and devices for some time.

I have read and understood this procedure/policy/statement/guideline and the [Code of School Behaviour](#).

I agree to abide by the above rules / the procedure/policy/statement/guideline.

_____ (Parent/Guardian's name)

_____ (Parent/Guardian's signature) _____ (Date)

The Department of Education through its [Information privacy and right to information procedure](#) is collecting your personal information in accordance with the [Education \(General Provisions\) Act 2006 \(Qld\)](#) in order to ensure:

- appropriate usage of the school network
- appropriate usage of personal mobile devices within the school network.

The information will only be accessed by authorised school employees to ensure compliance with its [Information privacy and right to information procedure](#). Personal information collected on this form may also be disclosed to third parties where authorised or required by law. Your information will be stored securely. If you wish to access or correct any of the personal information on this form or discuss how it has been dealt with, please contact your child's school. If you have a concern or complaint about the way your personal information has been collected, used, stored or disclosed, please also contact your child's school.

