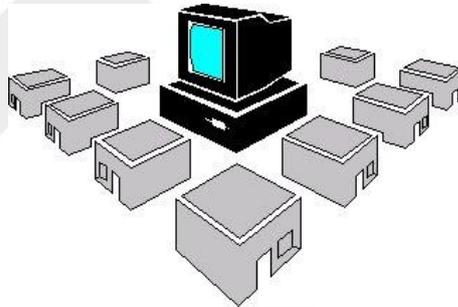




St Patrick's College GYMPIE

Let your light shine

St Patrick's College Gympie Student Computer Usage Parent/Guardian Agreements



St Patrick's College

"Let Your Light Shine"

Fostering Talent
Providing Challenge
Pursuing Wisdom

2-12 Church Street, Gympie Qld 4570 | P (07) 5482 3816 | F (07) 5482 7972

E sgympie@bne.catholic.edu.au | W www.spcgympie.qld.edu.au

Some Key Points

These agreements must be read, signed and returned before a laptop is issued or given access to the College network.

A comprehensive 'Technology Handbook' with detailed information about policies and obligations is available on the College Portal or printed version on request.

- 1. If you are given an individual laptop it is up to you to make sure it is charged and kept in good condition**
 - 2. Any damage, accidental or otherwise must be advised via an incident note**
 - 3. There is a mandatory \$50 excess on all damages that occur, including accidental damage.**
 - 4. Should you lose or damage your charger you will be charged the full retail replacement of that charger.**
 - 5. All students, staff and parents must abide by all copyright laws if using college network or equipment**
 - 6. Only music, movies or pictures legally owned by you and required for your studies can be placed on the network or Laptops..**
 - 7. Make sure only YOU know your passwords**
 - 8. DO NOT share passwords or logon for another person**
 - 9. The college network is for educational purposes – Do Not store private pictures or documents of any kind on the network or laptops.**
- ✓ **The device you receive remains the property of the College. Should you remain at the college until Year 12 you may be able to take the device when you leave, subject to certain conditions. There is no guarantee that you will take a laptop when you leave.**

St Patrick's College Student Agreement Individual Laptop allocation and use



- 1) The device I receive remains the property of the College
- 2) I will take good care of my laptop and know that I will be issued the same laptop each year.
- 3) I will not leave the laptop unattended and store it in my 'locked' locker when not with me.
- 4) I will not loan out my laptop to other individuals at college or at home.
- 5) I will bring my laptop to college each day fully charged.
- 6) I will take my laptop to all classes unless specifically instructed by my teacher.
- 7) I am aware that failure to have, or charge my laptop will be dealt with as a 'Behaviour Management' issue by my teachers.
- 8) I am aware that I may not receive a loan laptop should mine not be available.
- 9) I will keep food and drink away from my laptop as they may cause damage to the computer.
- 10) I will not disassemble any part of my laptop or attempt any repairs.
- 11) I will protect my laptop, at home and college, by only carrying it in the bag provided.
- 12) I will not place decorations (such as stickers, markers, etc.) on the laptop or carrying case.
- 13) I understand that my laptop is subject to inspection at any time without notice and remains the property of the St Patrick's College.
- 14) I will file a police report in case of theft, vandalism, and other acts that may require it.
- 15) I will be responsible for all damage or loss caused by neglect, abuse or misuse.
- 16) With damage covered by Insurance, I understand an excess may still be payable.
- 17) I will advise of all damage to my Laptop and complete an 'Incident report' in all cases, even if the computer is still functional.
- 18) I agree to return the laptop, case and power cords in good working condition when required.

Student Name: _____ (Please Print)

Student Signature: _____ Date: _____

Parent/Guardian Signature: _____ Date: _____

Student Computer Access Agreement

Both student and parent sign, and return to the office at school

I agree that while using the Internet and other information technology services:

I WILL

- ❖ Only use the computers for the purpose directed by the teacher in charge
- ❖ Use the Internet solely for educational research purposes
- ❖ Observe all copyright laws as required by law.
- ❖ Respect the rights and privacy of other users
- ❖ If I accidentally come across something that is illegal, dangerous or offensive, I will report it immediately.

I WILL NOT

- ❖ Reveal any private information such as my or another person's address or phone number
- ❖ Attempt to retrieve, view or disseminate any obscene, offensive, or illegal material
- ❖ Post offensive, racist or sexist messages or files on the internal network or internet
- ❖ Send anonymous or falsely addressed electronic mail
- ❖ Allow anyone else to use my account or give my password to anyone else
- ❖ Use another student's account or tamper with another student's account in any way
- ❖ Use chat rooms or social networking sites unless specifically requested by a teacher
- ❖ Use my account for business, political or financial gain
- ❖ Attempt to change or tamper with the computer network in any way
- ❖ Upload College images, Student images, College logos or Movies to public sites
- ❖ Store personal images, data or music on the school network.

*I am aware that material posted on Internet sites (including Facebook and other social media sites) is **public**. The content of public posts may have personal implications for Students. The content of posts also reflects on our educational institution and community as a whole. Once information is on the internet it may not be possible to remove it.*

I understand that if the school decides I have broken this agreement, I may be prevented from using the school's computers for a period of time as set out in a behaviour management plan.

(Student Name – Please Print)

(Class)

(Student Signature)

(Date)

Parent or Guardian

I understand that, although unlikely, the internet may give access to information that is illegal, dangerous or offensive. I accept that, while teachers will always exercise their duty of care, protection against exposure to harmful information must also depend upon responsible use by students.

I give permission for _____ to use the school's computer network. I understand that students who break the school's computer usage policy may be prevented from using schools computers.

(Parent or Guardian Name – Please Print)
