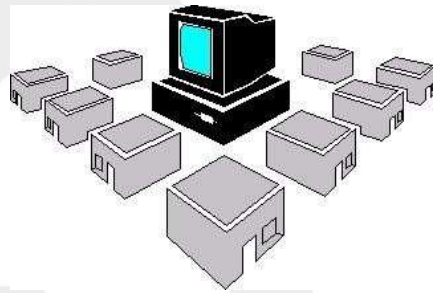




St Patrick's College GYMPIE

Let your light shine

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



*Fostering Talent
Providing Challenge
Pursuing Wisdom*

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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.

- 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 minimum \$50 excess on all accidental damages**
- 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 details**
- 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 and must be returned when leaving the College either at Graduation or if enrolment is terminated for any other reason.**

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



- 1) I will have the same Computer for approximately 3 years.
- 2) The Computer remains the property of St Patrick's College.
- 3) I will return the Computer, case and power cords in good working condition when required. The Computer must be returned when graduating or if enrollment is terminated.
- 4) I will not install any software, including games, without approval from IT support
- 5) The Computer is subject to inspection at any time without notice.
- 6) I will be responsible for all damage or loss caused by neglect, abuse or misuse.
- 7) With damage covered by Insurance, I understand a \$100 excess may still be payable.
- 8) I will advise of all damage to the Computer and complete an 'Incident report' in all cases, even if it is still functional.
- 9) I will file a police report in case of theft, vandalism, and other acts that may require it.
- 10) I will not disassemble any part of the Computer or attempt any repairs.
- 11) I will not leave the Computer unattended.
- 12) The Computer will be in my 'locked' locker when not with me.
- 13) I will bring the Computer to College each day fully charged.
- 14) I will not loan the Computer to others.
- 15) I will take the Computer to all classes unless instructed by my teacher.
- 16) I will carry the Computer in a protective case at all times.
- 17) I will not place stickers, markers, etc. on the Computer or college carrying case.
- 18) I will comply with the "St Patrick's College Student Agreement - Computer Access Agreement"

Student Name: _____ (Please Print)

Student Signature: _____ Date: _____

Parent/Guardian Signature: _____ Date: _____

St Patrick's College Student Agreement - Computer Access

I agree that while using a College computer and other IT services such as the College Portal and Internet services

I WILL

- ❖ Only use the computers for the purpose directed by the teacher in charge
- ❖ Observe all copyright laws as required by law
- ❖ Respect the rights and privacy of others
- ❖ If I accidentally come across something that is illegal, dangerous or offensive, I will report it to my teacher immediately

I WILL NOT

- ❖ Reveal any private information such as my or another person's address or phone number
- ❖ Post offensive, racist or sexist messages or files on the internal network or internet
- ❖ 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
- ❖ Attempt to change or tamper with the computer network in any way
- ❖ Upload College images, Student images, College logos or Movies to public sites. (This includes Social Networking sites such as Facebook, Pinterest, Tumblr etc.)
- ❖ Store personal images, data or music on the College network or devices

I will be held responsible for all my actions when using Computers and online services

The misuse of computers or online services may result in the withdrawal of access to equipment and services, there may be further consequences following the College behaviour processes.

Be aware that all use of internet and online communication services can be audited and traced to the internet accounts of specific users. The primary purpose of collecting this information is to enable the School to provide a safe environment for schooling to students enrolled at the school, exercise its duty of care, and perform necessary associated administrative activities.

(Student Name – Please Print)

(Year Level)

(Student Signature)

(Date)

Parent or Guardian

I understand that 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 also depends upon responsible use by students.

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

(Parent or Guardian Name – Please Print)

(Signature)

(Date)