

## ICT POLICY AGREEMENT

### ICT STUDENT ACCEPTABLE USE AGREEMENT

ICT and the related technologies such as email, the Internet and mobile devices are an expected part of our daily working life in College. This Acceptable Use Agreement is designed to ensure that all students are aware of their responsibilities when using any form of ICT. All students are expected to sign this agreement in their planners and adhere at all times to its contents. Any concerns or clarification should be discussed with the College's ICT Systems Manager.

### COLLINGWOOD COMPUTER NETWORK RULES

- I will only use my own login and password, and I will keep my password secret.
- I am responsible for my files and understand that the College will check my files and monitor the websites I visit and emails I send.
- I will only email people I know or those that my teacher has approved.
- My emails will be polite and sensible as they could be forwarded to unintended readers.
- If I receive an offensive email I will inform my teacher immediately.
- I will not give out any personal information in my emails or over the Internet, for example, my mobile number or address, or arrange to meet anyone I do not know.
- I will be responsible for my behaviour when using the Internet. This includes resources I access and the language I use.
- I will not enter chat rooms or play Internet games, at any time, without my teacher's permission.
- I will report any faulty equipment to my teacher immediately and will not rearrange the hardware or attempt to mend it myself.
- I will not download or install software on College computers.

**If I break any of these rules I know I may be stopped from using the College computers**

#### User Signature

I agree to follow this Acceptable Use Agreement and to support the safe use of ICT throughout the College.

Student's name .....  
(please print)

Signature ..... Date .....