



## Electronic Network Use Guidelines – For Students at St Mary's College

### General Guidelines

The use of a network account is a privilege, not a right, and inappropriate use will result in disciplinary action by school officials. A student's activities while using the network in this school must be in support of education and research, and consistent with the educational objectives of St Mary's College. In addition, a student accessing the network from a school site is responsible for all online activities that take place through the use of his account. When using another organisation's network or computing resources to and/or on the Internet, the student must comply with the rules appropriate for that network.

### Security

The school reserves the right to examine or delete any files that may be held on its computer system or to monitor any Internet or computer activity by students. Users **should not expect** that files stored on school file servers or disks, or email accounts will always be private.

### Email

Email is **not available** for students on the College network.

### Chat and User Groups

Independent student use of chat and user groups is not permitted.

### Acceptable Uses of the Network

- all activities which support learning and teaching at St Mary's College
- users are encouraged to develop uses which meet their individual needs and which take advantage of the network's functions: electronic conferences, bulletin boards, data bases, and access to the Internet but only under the supervision of a teacher.

### Examples of Unacceptable Uses of the Network

- using impolite, abusive or objectionable language;
- using the network in ways that violate federal, state, or local laws;
- activities which cause congestion of the network or otherwise interfere with the work of others;
- using the network for commercial purposes or financial gain;
- sending or receiving copyrighted materials without permission;
- using the network for accessing, storing or retrieving obscene materials;
- circumventing security and/or authentication measures;
- vandalising network resources, including the uploading or creation of computer viruses;
- falsifying one's identity to others while using the network;
- installation of unauthorised software on the computer networks e.g. games
- use of network resources to commit forgery, or to create a forged instrument.
- Accessing another student's workspace
- Allowing another student access to your workspace

# **ELECTRONIC NETWORK USE GUIDELINES FOR STUDENTS**

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## **CD's Floppy Disks & USB Sticks or Removable Storage Medium**

As a general rule students will not be allowed to use CD's on the College computers unless under direct teacher supervision. **No burned CD's will be permitted at any time.** Only work relevant to class activities can be transferred

to and from home on floppy disks or USB sticks & a teacher must supervise. Any breach of these rules will result in disciplinary action. All student work is backed up every night via the network backup system and is therefore secure.

## **Use of College Printers in the Computer Rooms**

The use of college printers located in the computer rooms is for academic or administrative use only. Students are not permitted to use the college printers without permission from a staff member.

## **St Mary's College Network User Agreement and Parent Permission Form**

After reading the St Mary's College's Guidelines for Network use, please complete this form to indicate that you agree with the terms and conditions outlined. The signatures of both the student and parent/guardian are mandatory before access may be granted to St Mary's College network.

**Student:** I understand and will abide by the provisions and conditions of this contract and realise the network user account is designed for educational purposes only. I understand that any violation of the above provisions may result in disciplinary action, the revoking of my use of the College network, and any appropriate legal action. I will not hold my teacher or my school responsible for or legally liable for materials distributed to or acquired from the network. I also agree to report any misuse of the network account to the network system administrator or to my teacher. Misuse can come in many forms, but can be viewed as any messages sent/received that indicate or suggest pornography, unethical or illegal solicitation, racism, sexism, inappropriate language and other issues described above.

**Student Name (Print)** \_\_\_\_\_ **Student Signature** \_\_\_\_\_

**Parent/Guardian:** As the parent/guardian of \_\_\_\_\_, I have read this contract and understand that the St Mary's user account is designed for educational purposes only. I also understand that it is impossible for the school to restrict access to all controversial materials. I will not hold the teacher, school, or St Mary's College responsible for or legally liable for materials distributed to or acquired from the network. I will also agree to report any misuse of the information system to the network system administrator or teacher. Misuse can come in many forms, but can be viewed as any messages sent/received that indicate or suggest pornography, unethical or illegal solicitation, racism, sexism, inappropriate language and other issues described above.

**I also give permission for my son's work and photo to be published on the College Web Site with only his first name attached. I understand that if this changes I am responsible for notifying the College.**

If you wish to restrict information about, or pictures of your child being used on the college Internet site, please contact the college in writing. The College will at all times attempt to ensure compliance with these requests, but it must be recognized that accidental inclusions may occur with large website events.

**Parent / Guardian Name (Print)** \_\_\_\_\_

**Signature** \_\_\_\_\_ **Date** \_\_\_\_\_