

# BISHOP VIARD COLLEGE

## STUDENT CYBERSAFETY USE AGREEMENT

*The computer facilities and other communications technology at Bishop Viard College can be a tremendous resource for research and learning by both staff and students. Access to and the use of these resources must be for educational purposes and within the charter, objectives and special character of the College. Any other communication technology equipment used within the school environment (e.g. mobile phone) will be used in accordance with the school regulations. This agreement remains in force for the duration of the student's enrolment at Bishop Viard College, and is subject to any amendments that may be necessary from time to time to align it with advances in technology.*

*(Please retain these two pages for future reference. The third page is to be signed and handed in to the school office to go on your file.)*

### I understand that:

1. I cannot use the school computers or access the internet at school without signing and handing in this signed usage agreement.
2. The only purpose for school computers and other Information Technology resources is to support teaching and classroom learning.
3. The school will do its best to keep me safe while using global information systems such as the computer and the Internet.
4. When using a global information such as the Internet it may not always be possible for the school to filter or screen all material which is inappropriate (e.g. legal pornography or any material contrary to the Catholic Character of the school), dangerous (e.g. bomb designs), or illegal (e.g. child pornography or stolen credit card numbers). It is therefore **each student's responsibility** not to initiate access to such material, to distribute such material by copying, storing or printing, or have any involvement with such activity.
5. If I use e-mail at school, I am **not permitted** to send any messages which are offensive, dangerous, inappropriate at school, or illegal\*. The school reserves the right to monitor and filter all messages coming through the school system.
6. I may use the Internet or e-mail at school only if there is a teacher supervising me.
7. The school will view seriously involvement in any incident in which communication technologies are used to facilitate misconduct, e.g. harassment, bullying, plagiarism, exam cheating etc.
8. The school reserves the right to check at any time, work or data related to communication technologies in the school environment.

### I understand how important it is and I agree to:

- 1 **Take care of Information Technology resources, such as computers and the Internet.**
  - I will be careful with equipment and furniture and use resources with due care.
  - I will pay the full costs of any damage caused by my deliberate action or by irresponsible negligence.
  - I will respect and observe all relevant copyright laws.
  - I will use only school software on school computers.
  - I will use only my home directory to store data.
  - I will not plagiarise by illegally copying text without referencing the source.
- 2 **Be considerate of other users.**
  - I will share and not monopolise available equipment.

- I will allow students wanting to use equipment for study purposes to take priority over my personal or recreational use.
- I will be careful not to waste computer resources, e.g. paper.
- I will not intentionally disrupt the smooth running of any computer or the school's network.
- I will not scan or display graphics, record or play sounds, or type messages which could cause offence to others.
- I will never use obscene, harassing or abusive language or graphics on any communications technology or produce anything that discredits Bishop Viard College.
- I will remove immediately from the screen any material that would not be allowed at the school which I accidentally come across, **and tell the teacher right away** without disclosing the material to any other student.

### **3 Be responsible for privacy and security.**

- I will not reveal any information about myself or anyone else – this includes address, phone number, photograph or credit card information in cyberspace.
- I will ensure that in the transfer of data I will not contaminate the school computer system with viruses or spyware.
- I will tell the teacher **immediately** if I come across a virus or security problem and I will not attempt to upload or create computer viruses or be involved with other forms of electronic vandalism.
- I will never give my password to someone else, log in as anyone else or try to gain anyone else's password knowing that I may be held responsible for anything that is done under my login.

I accept that:

Breaching this agreement (or any involvement in such a breach) may result in my access to the Computing and Communication Technology resources at Bishop Viard College being withdrawn, which could make me ineligible to continue studying a particular subject. I also understand it could result in disciplinary action by the School.

*(If not collected at enrolment, return the Use Agreement to the school office after it has been signed.)*

*Students:*

- \* *Please ask your parent or teacher if you need any of these terms explained to you.*