Student Use of ICT Facilities Guidelines

Scope

This document outlines the guidelines given to students regarding their use of ICT facilities at Oxley Christian College.

Rationale

Clear directions need to be given to students about the expectations which apply in the use of ICT facilities at the College. The instructions need to be easily read by students.

Guidelines for the use of ICT Facilities

Students should be regularly reminded about the rules which apply to their use of the ICT facilities. This is to be achieved by providing a pop-up message when students access the internet.

The initial pop-up message reads:

> *The Oxley Christian College ICT facilities are provided for school activities only. By using these facilities, you agree to abide by the Guidelines for the use of ICT Facilities at Oxley Christian College.*

The link will produce the following message:

Guidelines for the use of ICT Facilities

The ICT Facilities at Oxley Christian College are provided to staff and students for curriculum activities.

To use it I agree to:
- Use the network for school activities in a lawful and ethical way, in accordance with our Christian philosophy.
- Allow monitoring of my files and email, and internet sites I have visited.
- Only use applications which have been installed by Oxley Christian College ICT Services
- Use the Outlook email system provided by the school, and not to use other forms of email (e.g. Hotmail, Gmail)
- Not to tamper with the computer equipment, software or systems.
- Not download or view anything for personal use. (This includes programs, games, movie files, music etc).
- Not play internet games, or install and play games.
- Not use internet chat/social networking services (e.g., MSN, facebook, myspace, etc.)
- Not harass or offend others using any electronic medium.
- Not give my password to anyone else, or give permission for someone else to use my computer account
- Not attempt to bypass any filtering or computer security measures, or access password protected files or systems
- Report any issues/problems to ICT staff (such as computer damage, inappropriate internet sites, and things not working).

These rules must be obeyed unless specifically directed to do otherwise by a teacher.

If you do not follow these rules then you may have your access to the Network and Internet removed.

If you have a question about any of these rules please speak to your teacher or contact ICT Services staff.

Additional details providing more direction for LMC Ltd staff are outlined in the "Staff Use of ICT Facilities Guidelines".

Facilitator: Head of ICT Services

Related Documents
- Staff Use of ICT Facilities Guidelines