TECHNOLOGY CODE OF CONDUCT

Using the School Computer’s, Network and Student Netbook Computers

1. The school computer system is provided for students to use for educational purposes only. As such access to it is a privilege not a right. Each student will receive an individual login name and password that will allow access to the system and the internet.

2. Students may save their files onto their home directory or “My Locker” where they are secured by the student’s password. The entire computer network and data remain the property of the school, and as such may be checked by the Network Manager for inappropriate files and information at any time.

3. Passwords must be kept secure at all times and must be changed from time to time by the user. Students are not to enter the system under any name other than their own or attempt to enter the system using another person’s password. Doing so will result in disciplinary action.

4. Vandalism or any malicious attempt to harm or destroy school IT equipment or materials, and/or the data of other users of the system is prohibited. The school reserves the right to require students to pay any costs associated with repairing damage caused by these activities. The introduction or use of software that has the purpose of damaging the school’s computer system is considered vandalism. Any vandalism will result in the cancellation of system access privileges and other disciplinary action.

5. Software that does not belong to the school is not to be loaded or used on any school computer. Students are not to copy or load any software (including music, CD’s, files), which would constitute a breach of the copyright conditions attached to that software and the use of the associated data.

6. Students may not access the operating system of any computer or enter or change any settings of the computer network including print manager or the network management tools.

7. Printers are provided in most areas. Students may print material via the networked printer after obtaining permission from the teacher in charge. Paper wastage is to be avoided.

8. Students attempting to avoid supervision of staff by utilising the ‘Alt’ ‘Tab’ controls on the keyboard will have their actions interpreted as improper use of the system and this will result in disciplinary action.

9. Any student who does not conform to the Technology Code of Conduct will have their privileges to operate the computer system and Internet revoked for a period of time (minimum 2 weeks).

10. DER Netbooks are on loan to students until the completion of Year 12.

11. Students are responsible for the care of the netbook issued to them by the DET. In case of theft, damage or loss the reporting procedures must be followed. (refer to “Laptop Incident Report” on next page).

9.9 On-Line Conduct

1. Students are responsible for the proper use of the system. The use of the Internet is a privilege, not a right and inappropriate use will result in the student’s computer access being suspended or revoked.

2. Students may not publish any material onto the Internet relating to Tweed River High School.

3. System users shall not submit, publish or display any knowingly inaccurate and/or objectionable material on the school's computer systems.
4. Students are not to use any software for communicating through the network. The use of the network messaging system is prohibited.

5. The downloading of any files from the Internet using school computers is prohibited unless directed to do so by your teacher. Copyright laws are to be complied with at all times.

6. The school system is to be used for educational purposes only; consistent with DET guidelines. Software installed by the school can trace all search paths of individual users on the system. Students found using the Internet for non-school related purposes will face disciplinary action.

9.10 DAMAGE OR LOSS OF NETBOOK
9.9.1 All laptops and batteries are covered by a manufacturer’s warranty. The warranty covers manufacturer’s defects and normal use of the laptop. It does not cover negligence, abuse or malicious damage.

9.9.2 Any problems, vandalism, damage, loss or theft of the laptop must be reported immediately to the school.

9.9.3 In the case of suspected theft a police report must be made by the family and an event number provided to the school.

9.9.4 In the case of loss or accidental damage a witnessed statutory declaration signed by a parent/carer should be provided.

9.9.5 If the laptop is damaged or lost by neglect, abuse or malicious act, the Principal will determine whether replacement is appropriate and/or whether or not the student retains access to a laptop for home use.

9.9.6 Students will be required to replace lost or damaged chargers.