The following documentation will need to be read and signed by both the Parent/Guardian and student for full participation in the Netbook Program and access to wifi.

Usage Guidelines:

- Students will be required to bring their Netbooks to Korumburra Secondary College fully charged every day. Battery management is the responsibility of each student who should ensure that sufficient battery life is available for the anticipated usage each day. Students should not expect to have access to power points for recharging throughout the day.
- Students must carry the computer in the hard shell case at all times.
- Deliberate attempts to avoid the college’s restrictions of access to sites deemed inappropriate are forbidden and will be dealt with under the college’s Internet Use Policy.
- The set up and configuration of the KSC partition of the Netbook is not to be changed. This does not preclude students from installing home printer drivers and configuring the Netbook for access to home networks and home Internet Service Providers. However, it is the responsibility of the student to ensure that the Netbook remains in a state ready to be connected to the college network.
- Students may not disassemble any equipment.
- Netbooks must be secured in lockers with a lock whenever they are not in the student’s direct possession, such as at recess, lunchtimes and during PE and Sport classes. Netbooks should not be left unattended in bags or in classrooms. This does not preclude students from using their Netbooks during recess and lunchtime.
- Students are responsible for backing up personal data. This should be done regularly.
- Students are responsible for the safety and integrity of the data on the Netbook. Students are encouraged to use the school’s network storage areas and not to rely solely on the Netbook storage areas for the safety of their work. The College accepts no responsibility for lost data.
- Reformatting of the hard drive will be undertaken when deemed necessary by the College’s technicians. Reformatting causes all programs and files on the computer to be erased and the computer to be returned to its original state.
- Netbook storage areas, including email storage and any storage device connected to the Netbook, are to be considered public access for the purposes of security. Students should not store private or sensitive information on the Netbooks.
- Network administrators may review files and communications to maintain system integrity and ensure that users are using the Netbook responsibly. Users should not expect that files stored on the Netbook will always be private. This includes any and all files contained on a memory stick or other storage device connected to the Netbook.
- The student is responsible for the appropriateness of all files and data stored on the computer, including all files and/or data contained within cookies, caches and temporary internet storage areas.
- Students may not add or remove any identifying labels on the Netbook as this will void any warranty.
Transport to and from school:

- Netbooks must be carried inside the hard case shell in the student's school bag.
- Netbooks must be carried at all times and not left unattended.
- Students should avoid putting the bag on the ground as the student travels to and from school.
- Netbooks must be removed from the school bag as soon as the student gets home.
Korumburra Secondary College

COMPUTER AND INTERNET CONDITIONS OF USE POLICY

Korumburra Secondary College is committed to providing and maintaining a comprehensive network of excellent computer facilities at the College.

Access to computers and on-line resources at Korumburra Secondary College give students every opportunity to improve their learning outcomes and increase their confidence in using these tools. The purpose of providing these facilities is to give students every opportunity to engage in learning using these technologies.

For personal safety and confidentiality reasons, students should under no circumstances:

- Disclose personal information, such as their home address, phone number or photograph, on web sites, in e-mail messages or during chat sessions.
- Disclose the school name or address.
- Agree to meet a chat friend in person without first obtaining Parent/guardian permission.

The Korumburra Secondary College Computer and Internet Conditions of Use Policy is designed to enhance self-discipline and respect for the rights of others. It promotes an environment that maximises the opportunity for all students to achieve their full potential.

**CONDITIONS OF USE**

When using the computer network within Korumburra Secondary College students must adhere to the following conditions of use and, together with their parent or guardian, sign the attached agreement.

1. Students are expected to take responsibility for their individual login account and will take necessary precautions to prevent others from being able to use their account. Under no circumstances should they provide anyone with their password. Students are not to use other students' login accounts to access the computer network and/or the Internet.

2. Students are not allowed to download or install any programs or other executable files, games or other files without first consulting the supervising staff member.

3. Students' USBs are not to contain any programs or files that may interfere with the network and/or its' computers, or contain offensive material. USBs can be checked for these materials at any time.

4. Students should not deliberately attempt to disrupt the computer network, destroy or alter any component of an individual computer [either hardware or software], or spread computer viruses.

5. When using the Internet, students should not attempt to locate sites that may be offensive or potentially harmful to themselves, parents, teachers or other students. If such a site is accidentally accessed, they should immediately close down the screen and inform the supervising staff member.

6. Students should respect the rights of others to privacy, and when using e-mail or posting any material online, students will only write messages using language they would be happy for their parents and teachers to read.
Korumburra Secondary College

COMPUTER AND INTERNET CONDITIONS OF USE POLICY

CONSEQUENCES

Should a student be found to be in breach of the 'Conditions of Use' they will be subject to the following consequences.

For Less Serious Items 1-2:
1. In the first instance, a warning and advice on appropriate behaviour and correct procedures.
2. In the subsequent instance temporary suspension from the use of the facilities (eg. for a week) and a report made to the appropriate Year Level Coordinator.
3. Further transgressions will invoke the serious items consequences.

For More Serious Items 3-7:
4. Immediate suspension from the use of the facilities and a report made to the Year Level Coordinator by the supervising staff member.
5. After discussion with the student, possible suspension of rights from the use of facilities for a period of time.
6. Year Level Coordinators will inform teaching staff of those students who have been suspended from the use of the facilities.
7. Year Level Coordinators will contact parents to inform them of any serious transgression of this policy.
Complete and return this form to the General Office

KORUMBURRA SECONDARY COLLEGE ACCEPTABLE USE AGREEMENT including

COMPUTER & INTERNET USE POLICY.

I acknowledge that I have read and agree to abide and adhere to ALL the guidelines and requirements outlined in this agreement including computer and internet use policy.

Parent/Guardian name: ________________________________

Phone: ______________________

Signature: ________________________________

Date: ______________

Student name: ________________________________

Home Group: ______

Signature: ________________________________

Date: ______________