INTRODUCTION
The College recognizes that familiarity with computerized equipment, electronic research skills and data manipulation are now required as essential knowledge for student studies and future employment. The College actively supports access by students to the widest variety of information technology resources.

In order to do this the College has an Ethernet and Wi-Fi computer network. Staff are committed to professional development. Our network provides students with access to over 100 desktop machines and students in Years 9 to 12 have access to an 11.6” netbook on a 24/7 basis. This gives the College a ratio of 1:1 computer to student ratio.

Students at Years 7 & 8 will be provided with access to computers during class time and filtered World Wide Web internet access is provided for the purposes of educational research and learning. However access is a privilege and not a right. Whilst all due care will be taken by Mansfield Secondary College to ensure responsible use of the computer facilities, all users will assume full liability, legal, financial or otherwise for their actions. Access entails responsibility.

Students are expected to abide by the rules governing the network. These rules apply to electronic databases, information and software as well as physical equipment.

*Failure to follow these guidelines will result in disciplinary action and consequences ranging from limitation or withdrawal of network account privileges to civil or criminal liability under federal or state law.*
Acceptable use rules
The following rules apply to all users of the College network.
Users will:

- Acknowledge that the purpose of the Mansfield Secondary College computer facilities is educational.

  Users must be able to demonstrate that use of these facilities is a valid component of supporting class-work.

- Respect College resources and equipment

  Access to the computer facilities is a privilege, not a right and is to be available equally to all provided they meet acceptable use standards. Access requires care and respect of equipment to minimise damage and expense and to ensure availability. The educational opportunity of all users must be protected. Any interference with, or unauthorised manipulation of, equipment is unacceptable. This includes such things as changing settings, damaging fittings and ‘hacking’ files.

- Agree not to access inappropriate or illegal materials through the Mansfield Secondary College ICT resources or bring into the College disks containing such files.

  In accordance with the College Code of Conduct it is not permitted to access or create material that may be offensive to parents, teachers or other students. If the user wishes to search for material believed to be appropriate to research but that others might find offensive, then the user will seek written permission from the relevant teacher.

- Adhere to appropriate standards in correspondence.

  Do not masquerade as, or misrepresent, other users. Refrain from the use of offensive or inappropriate language. Avoid public criticism of other people or organisations. While debate is encouraged, public criticism can result in legal penalties. The sender of any message will be held responsible for the content. Mansfield Secondary College reserves the right to inspect or review accounts and files for security and policy enforcement purposes.

- Respect the rights, privacy and property of others

  Unacceptable behaviour includes such things as
  
  o failing to acknowledge another person’s work in accordance with copyright regulations.
  o copying files from other users without their permission. This may constitute plagiarism or theft.
  o disclosure of passwords to others.
  o reading the mail of other people.
  o revealing personal addresses or phone numbers of others.
• Report any problem with a computer or the network as soon as possible to the classroom teacher.

  This includes any problem with the security of the network.

• Make efficient and effective use of the College Computer facilities.

  This includes such routine measures as regularly reviewing printing privileges, saving work, managing files and previewing print runs. Printing costs such as paper, toner and equipment maintenance are five cents per page.

  Each semester students are given seventy copies (this averages ten per Middle School unit). To keep printing costs to a minimum students are encouraged to download files to disks, use print preview before printing and be selective in what is printed. By paying two dollars (for forty pages) to the Office, students may purchase additional printing rights. Downloading material from the Department of Education safe cache is free. Students will be provided with five dollars of internet credit.

• Accept that inappropriate behaviour whilst accessing the Internet shall incur penalties. Mansfield Secondary College reserves the right to terminate, suspend or otherwise limit network/Internet access at any time, or invoke other sanctions available under the College Code Of Conduct as deemed necessary in their judgment.

Student Agreement:

I have read and understood the Acceptable Use rules detailed above. I agree to abide by these when making use of the College computer facilities.

Student Name........................................................................ Home Group..............

Student Signature.................................................. Date.....................

Parental Agreement:

As the parent / guardian of______________________________ I hereby acknowledge that I have read the agreement on student use of computers and the Internet and discussed it with my child. I understand that this use is designed for educational purposes. I understand that breaking of these rules may result in the withdrawal of network privileges or other sanctions.

I recognize that while every effort will be made to monitor student’s use of the facilities it is impossible for Mansfield Secondary College to continually monitor and restrict access to all equipment and materials. I further acknowledge that while questionable material exists on the Internet, the user must actively seek it and therefore is ultimately responsible for bringing such material into the school. I therefore do not hold the staff of Mansfield Secondary College responsible for any material acquired from the Internet.

Parent Signature .................................................. Date ......................