Computing and communication devices are to be used by students in accordance with all related policies established by the Department of Education and Communities, extracts of which are included in this document.

**Access and Security**

- Students must not damage or disable computer, communication or network equipment provided by the Department of Education and Communities.
- School internet and online communication services should be used for genuine curriculum and educational activities and with the permission and supervision of a teacher. Users must not deliberately or carelessly waste or monopolise resources.
- Students are responsible for ensuring they have back-up copies of any digital work. Equipment failure will not be considered a valid excuse for the late submission of work.
- Students must not deliberately or inadvertently bypass virus protection, spam and security filtering, nor should they download unauthorised software, graphics or music.
- Contact with peers, friends or family members unless authorised by a teacher is prohibited.
- Students must never send or publish:
  - unlawful material or remarks including offensive, abusive, threatening, harassing, bullying or discriminatory comments.
  - sexually explicit or suggestive material or correspondence.
  - false or defamatory information about a person or organisation.

**Privacy and Confidentiality**

- Login information should not be shared or used by any other than the official user. Users should log off at the end of each session to avoid access to their accounts and data by others.
- Students must:
  - not publish or disclose the email address or other personal information of any staff member of other student without that person’s explicit permission.
  - not reveal personal information including names, addresses, photographs, credit card details of themselves or others.
  - ensure privacy and confidentiality is maintained by not disclosing or using any information in a way that is contrary to any individual’s interests.

**Intellectual Property and Copyright**

- The school retains ownership of any student information held by staff, both imprinted and in electronic forms.
- Students will:
  - not plagiarise information and will observe appropriate copyright clearance, including acknowledging the author or source of any information used.
  - ensure that permission is gained before electronically publishing users’ work or drawings and always acknowledge the creator or author of any material published.
  - ensure any material published on the internet has the approval of the principal or their delegate and has appropriate copyright clearance.
Misuse and Breaches of Acceptable Usage

- Students will be held responsible for their actions while using computing and communication devices and any misuse may result in disciplinary action which includes, but is not limited to, the withdrawal of access to services.
- Students will be held responsible for any breaches caused by them allowing any other person to use their login information to any computing or communication service.

Monitoring, Evaluation and Reporting Requirements

- Students must report
  - any internet site accessed that is considered inappropriate
  - any suspected technical security breach involving users from other schools, TAFEs or from outside the NSW Department of Education and Communities.
- Students should be aware that their emails are archived and web browsing is logged. These records are official documents and may be used on investigations, court proceedings or for other legal purposes.

Related documents include but are not limited to the following list of DEC publications.

<table>
<thead>
<tr>
<th>DEC school policies and procedures</th>
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<tr>
<th>Use of the Internet and online communication services (PD/2002/0046/V04)</th>
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<tbody>
<tr>
<td><a href="https://www.det.nsw.edu.au/policies/general_man/general/accep_use/PD200220046.shtml?level=Schools&amp;categories=Schools%7Ccrriculum%26school%26work%7Ctechnology">https://www.det.nsw.edu.au/policies/general_man/general/accep_use/PD200220046.shtml?level=Schools&amp;categories=Schools%7Ccrriculum%26school%26work%7Ctechnology</a></td>
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<tr>
<th>Communication Devices and Associated Services Guidelines (Intranet only)</th>
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**Student Agreement**

I understand that my use of computing and communication devices for the duration of my enrolment at this school must be in accordance with the NSW Department of Education and Communities acceptable usage policies including but not limited to the policies specified in this document. I understand that any breach of this agreement may result in immediate loss of computer privileges and further disciplinary action.

Student Name ___________________________ Date of Birth _____/_____/_____

Signature ___________________________ Date Signed _____/_____/_____

Parent/Caregiver ___________________________

Signature ___________________________ Date Signed _____/_____/_____

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