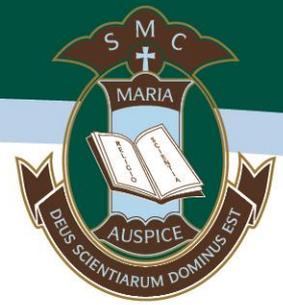# St Mary's College
ICT Guidelines

The St Mary's College computer network provides access to resources, Internet and Internet communication for use by students. All students who use these facilities have a responsibility to be familiar with these guidelines and abide by its regulations.

It is the student's responsibility to care for the laptop and not let others use it or interfere with it. Reciprocally, each student is responsible to not use or interfere with another student's laptop. The College will not accept responsibility for damage or loss.

Families are strongly encouraged to insure for accidental damage and loss and accept responsibility for such, if they choose not to insure. In the event of an accident involving two or more parties, the College will facilitate discussion as to who is responsible for the cost. The College does not hold insurance for student laptops.

1. Students are expected to exercise responsible behaviour when using Network and Internet resources, in accordance with the accepted standards of behaviour within the College. Users are held responsible for their own actions when using Network, Internet and related resources.
2. Unacceptable use of the Network and Internet resources will result in the suspension of access privileges. Unacceptable use of Network and Internet will be considered in the same way as other breaches of College Rules. Misuse of the resources may result in the temporary or in extreme cases permanent suspension of access to network resources.
3. Students are expected to use the facilities ethically and lawfully by:
   - respecting the laws of copyright and acknowledging the source of all material used;
   - accessing only authorised networks, computers and data resources;
   - respecting the privacy of others;
   - using only authorised copies of commercial software.
4. Students are expected to use the facilities appropriately by:
   - using appropriate language (not abusive or offensive or untruthful or inaccurate) in any communications sent or received;
   - not downloading and/or sharing copyright and/or illegal material (movies, TV, music, software etc.)
   - not using the Internet for the transmission of unwanted advertising or for accessing material, which is harmful, abusive, unlawful, objectionable or not in accordance with the principles embraced by St Mary's College;
   - not using the network for financial or commercial gain;
   - taking care to use computer resources and consumables efficiently
5. Students are expected to use the facilities cooperatively by:
   - allowing other students fair access to the equipment;
   - making use of printers sensibly and only when needed;
   - not altering computer configurations
   - not attempting to download public domain or shareware software as this could introduce viruses and infringe copyright;

- not attempting to use any proxy bypass or other security bypass systems to try and circumvent College network security systems.
6. Students are expected to use the facilities safely by:
   - taking care not to divulge private personal information such as names, addresses, and telephone numbers while using the Internet or web-based communication.
7. Students are encouraged to always ask permission when taking someone's photo.
8. Junior students and parents sign an acceptance of ICT Guidelines at commencement of the school year.

May 2019 (April 2020)