

MANOR LAKES COLLEGE

ICT APPROPRIATE USE

GUIDELINES



When at school I will agree to*:

Tier 1 - Low Breach

- talk to my teacher or another adult if:
 - I need help online
 - I feel that the welfare of other students at the school is being threatened
 - I come across sites which are not suitable for our school and someone writes something I don't like, or makes me and my friends feel uncomfortable or asks me to provide information that I know is private.
- not reveal my password to anyone except the system administrator or classroom teachers
- think about how I use content posted on the internet and not simply copy and paste information from websites
- not interfere with network security, the data of another user or attempt to log into the network with a user name or password of another student

Tier 2 - Medium Breach

- behave accordingly to my school's Code of Conduct
- not bring or download unauthorised programs, including games and movies, etc., to the school or run them on school computers
- Run these games / applications during class time when not authorised.
- not deliberately enter or remain in any site that has obscene language or offensive content (e.g. racist material or violent images)
- abide by copyright procedures when using content on websites (ask permission to use images, text, audio and video and to cite all references where necessary, such as research

Tier 3 - High Breach

- use the internet at school for educational purposes and use the equipment properly
- not use social networking sites, unless for educational purposes, and only as directed by teachers
- use appropriate language when talking to and working with others online and never participate in hate mail or acts of harassment
- protect my privacy rights and those of other students by not giving out personal details including full names, telephone numbers, addresses and images
- not post offensive or illegal material either on my laptop or on the internet, which other students, staff and parents would find inappropriate.

Tier 3 - High Breach

- Parental contact will be made.
- Student internet privileges will cease for a 2 week period.
- Student will not take the laptop home for a 2 week period.
- Student will be required to complete a 'Cyber Smart' educational activity based on appropriate laptop and internet usage.

Tier 2 - Medium Breach

- Parental contact will be made.
- Student internet privileges will cease for a 1 week period.
- Student will not take the laptop home for a 1 week period.
- Student will be required to complete a 'Cyber Smart' educational activity based on appropriate laptop and internet usage.

Tier 1 - Low Breach

- Student will be warned and a discussion will take place with the teacher regarding the unacceptable behaviour.
- Student will be required to complete a 'Cyber Smart' educational activity based on appropriate laptop and internet usage.

