NORTHWOOD COLLEGE
FOR GIRLS

GDST

COMPUTER RESOURCES POLICY

Student Guidelines

The school has provided ICT facilities to support your learning and for your fellow students. You are encouraged to use and enjoy these resources and help to ensure they remain available to all. You are responsible for good behaviour when using the resources and on the Internet, just as you are in a classroom or a school corridor.

Equipment

- You may not install or attempt to install programs of any type on the computers.
- Please treat all equipment with respect. Damaging, disabling, or otherwise harming the operation of computers, or intentionally wasting resources puts your work at risk.
- Only use the computers for educational purposes. Activities such as buying or selling goods are inappropriate.
- You may only connect mobile equipment (e.g. laptops, tablet PCs, PDAs etc.) with permission. Your security and antivirus software must be up to date; your device must be free of viruses.
- Protect the computers from spillages by eating or drinking well away from ICT equipment.

School Chromebooks

- If you are a Year 5, 6, 7, 8, 9 and 10 student the School will have provided you with a School Chromebook. This is for school work only.
- Your Chromebook should come to School fully charged and able maintain charge throughout the school day.
- You will report any damages or issues immediately to your form tutor or to the IT Department.
- You will only install applications as approved or if requested by a teacher or the IT Department.
- You will provide access to your Chromebook immediately without hesitation should a teacher or IT Department request.
- See the Northwood College for Girls 1:1 Chromebook Code of Conduct and NWC Digital Device User Agreement for further information.

Bring Your Own Device (BYOD) – Year 11 and above

- If you are a Year 11, 12 or 13 student you should bring to school every day a personal laptop (or tablet with keyboard). Your device should come to School fully charged and able maintain charge throughout the school day.
- Your personal device will have the most up to date anti-virus protection and the most up to date operating system. Failure to have this will result in your device being restricted from the School network.
- You are fully responsible for your own device and will bring it to school in a protective case or bag. Any damages occurred are your responsibility.
- You will provide access to your device immediately without hesitation should a teacher or IT Department request.
- When connecting your own devices to the Schools network or using your own devices to access School systems such as email, you must adhere to this policy during all such use.

Security and Privacy

- Protect your work by keeping your password to yourself; never use someone else's log-on name or password.
- Never reveal your home address, telephone number, school name, or picture to people you meet on the Internet.
- Other computer users should be respected and should not be harassed, harmed or insulted.
- To protect yourself and the systems, you should respect the security on the computers; attempting to bypass or alter the settings is not allowed.
- Computer storage areas will be treated like school lockers. Staff may review your files and communications to ensure that you are using the system responsibly.

Internet

- All Internet traffic is monitored and logged for your protection; do not attempt to bypass this.
- You should access the Internet only for study or for school authorised/supervised activities.
- Only access suitable material – using the Internet to obtain, download, send, print, display or otherwise transmit or gain access to materials which are unlawful, obscene or abusive is not permitted.
- Respect the work and ownership rights of people outside the school, as well as other students or staff. This includes abiding by copyright laws.
- People you contact on the Internet are not always who they seem. You should never agree to meet someone you only know from the Internet or via email. If such a person suggests a meeting, tell your parents or a teacher.

Email

- Your use of the school email system is logged and regularly reviewed.
- Be polite and appreciate that other users might have different views from your own. The use of strong language, swearing or aggressive behaviour is as anti-social on the Internet as it is on the street.
- Only open attachments to emails if they come from someone you already know and trust. Attachments can contain viruses or other programs that could destroy all the files and software on your computer.
- If you receive an email containing material of violent, dangerous, racist, or inappropriate content, always report such messages to a member of staff. The sending of an email containing content likely to be unsuitable for children or schools is strictly forbidden.

Online behaviour

- When you are online you must behave with care and respect for others and the school, in the same way the school and your parents expect you to offline.
- Your online actions may be public and must not bring the school's reputation into disrepute.
- These rules apply at all times irrespective of whether you are using school or home based ICT equipment, or even devices such as smart phones.

Please read this document carefully along with the ICT Policy. Only once you have signed the Internet and E-mail Use Permission Form and returned it will access to the Internet be permitted. If you violate these provisions, access to the Internet will be denied and you may be subject to disciplinary action. Additional action may be taken by the school in line with existing policy regarding school behaviour. For serious violations, exclusion from school may be imposed. Where appropriate, police may be involved or other legal action taken.