

# St Bernard's College, Lower Hutt

## Code on Acceptable Use of Computers

### by Students

#### PUPILS WHO WISH TO USE COMPUTERS AT ST BERNARD'S MUST AGREE WITH THIS CODE

Pupils have open access to the computers. In class time if a computer is available and the class teacher has given permission a pupil may use the computer for a class exercise.

In return, pupils are expected to respect the hardware, the software and the rights of other users. Pupils who cannot do this will have their access removed.

The following will be treated as very serious offences

- Pirating software
- Hacking into files or the system
- Accessing violent, obscene or other objectionable material
- Sending silly or abusive e mail
- Breaching the conditions below for use of the Internet & e mail
- Seeking to discover and using another pupil's password
- Loading software onto or from the network without the permission of either the HOD Computing or the Network Manager. This includes downloads from the Internet
- Attempting to alter any configuration file for a software application or operating system
- Violating the copyright laws of NZ

#### Conditions for Using Internet & E mail

**Appropriate Use** - The purpose of Internet and E mail use at SBC is to support research and education that is consistent with the learning outcomes of the curriculum. Material that does not meet this condition may be considered inappropriate.

**Network Etiquette** - Be polite. Abusive language, swearing or other offensive language is prohibited. Discriminatory remarks, harassment, hate mail and other anti social behaviours are prohibited. Any communication that discredits the school is unacceptable.

**Plagiarism** - Any material downloaded or copied from the Internet or CD ROM and used in assignments must be acknowledged and correctly cited.

#### Penalties for Misuse of St Bernard's College Computer Facility

A student who fails to show the responsibilities listed in this code will:

- **At the first offence**, receive a warning, have all computing privileges suspended for two school days and attend a 1 hour after school detention.
- **At the second offence**, have all computing privileges suspended for five school days, attend a 1 hour after school detention and a letter confirming this will be sent home to his parents/caregivers.
- **At the third offence**, the student will lose all computer access and parents will be notified and requested to attend a meeting to discuss the student's future.

In cases of gross misconduct the College may act more severely than described here.

*Parents are asked to support the College in this code by signing and returning this document.*

#### **STUDENT:**

I understand and will abide by this Code of Acceptable Use of Computers by Students at St Bernard's College. Should I commit any violation of these conditions I accept that my access privileges may be revoked, school disciplinary action taken, and/or appropriate legal action may be instigated.

..... Student Name (please print)

..... Student signature

..... Date

#### **PARENT/CAREGIVER:**

I have read this Code on Acceptable Use of Computers by Students and accept that St Bernard's College has the right to discipline students who abuse its computer facility.

..... Parent/Caregiver Name (please print)

..... Parent/Caregiver signature

..... Date

**THIS AGREEMENT IS VALID FOR THE ENTIRE TIME THIS STUDENT IS ENROLLED AT THIS COLLEGE**