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# **Cyber-safe, Acceptable Use of ICT @ TLC Contract of Use (Years 4 to 12)**

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**CONTRACT OF USE OF ICT RESOURCES FOR ALL STUDENTS IN YEARS 4 TO 12**

**September 2010**

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**Document Control**

<b><i>Version</i></b>	<b><i>Date</i></b>	<b><i>Authorisation (Position)</i></b>
1.0	13/09/2010	David Kleinschmidt (IT Manager)

**Table of Authorised Officers**

<b><i>Position</i></b>	<b><i>Incumbent (Date of Leaving)</i></b>
Principal	Jeanette Fuller
IT Manager	David Kleinschmidt
College Secretary	Tracey Williamson
Business Manager	David Marquet

# Contract of Use (Years 4 to 12)

Name:.....



I have read and am aware of the obligations and responsibilities outlined in the following Lakes College documents:

- Cyber safe, Acceptable Use of ICT @ TLC Policy
- Cyber safe, Acceptable Use of ICT @ TLC Guide (Years 4 to 12)

copies of which I have been advised to retain for reference. These obligations and responsibilities relate to the cyber safety of, and acceptable use of ICT by: students, the school community and the school environment.

In particular I agree that while using the college network or other computer resources I will

- Ensure my use of ICT is appropriate to the school environment
- Keep my passwords confidential and personal information secure
- Understand that the principles of confidentiality, privacy and copyright apply.
- Understand that any communication across the network remains the property of the College.
- Not use the network to threaten or abuse any other user
- use appropriate language
- not send offensive, racist or sexist messages
- not send anonymous or falsely addressed email
- not retrieve, view or disseminate any inappropriate material from the Internet
- not intentionally disrupt the smooth running of the network

I also understand that breaches of this contract will be investigated and could result in disciplinary action, and where required, referral to law enforcement.

Name:.....

House:.....

Signed:.....

Date:     \_\_\_/\_\_\_/\_\_\_

Please tick one -

I believe that I have sufficient knowledge to ensure my use of the school's computer network, Internet access facilities, computers and other school ICT equipment/devices, is cyber safe and acceptable.

I require additional training/instruction in order to ensure my use of the school's computer network, Internet access facilities, computers and other school ICT equipment/devices, is cyber safe and acceptable.

If you have any queries about the agreement, you are encouraged to discuss them with the IT manager or the principal before you sign. Once signed, this form should be returned to the school office for filing with student records. A copy of the signed form will be supplied to you or your parents.