

**Computer Access Agreement**  
**Yarrilee State School**

Yarrilee State School promotes the use of information technology as an integral part of their learning experience. We endeavour to provide access to various computer resources including desktop and laptop computers within the classroom, the Local Area Network (LAN) and the Internet. These resources are available to enhance the learning process in a supportive environment and to achieve quality learning outcomes.

Yarrilee State School endeavours to ensure that students' work can be saved, stored and accessed in a secure manner. To achieve this outcome, it is expected that all students will respect that the access to information technology equipment, with which they have been provided, is a privilege and that this privilege can be withdrawn if necessary.

Students are to observe the following general rules when using computers:

- ❖ Disks and other storage devices shall not be brought from home, or taken home from school, without the permission of their class teacher.
- ❖ Students are not to alter file structures, or file names on the hard drive.
- ❖ Students are not to interfere with the files of other students.
- ❖ No food or drink will be brought, or consumed, near a computer.
- ❖ Students need to take care in saving their work in correct folders. Files placed in incorrect folders will be deleted during routine automated maintenance processes.
- ❖ Students will use all information technology equipment in educationally benefiting activities only.
- ❖ Students will not tamper with or alter any security networks in any way, and if a breach is found, they must report it to their teacher.

The agreement that follows must be signed by students and parents/guardians and returned to the school's office. Our school is continually developing and updating programs which will ensure that students have the most appropriate skills to operate the current information technology available to them.

**STUDENT**

Name: «Preferred\_Name» «Family\_Name» User ID: «MISID» Password:

I understand that while the Internet can connect me to useful information stored on computers around the world, I need to be responsible in the way I access and use the Internet.

**I WILL:**

- Only use the computers for educational purposes.
- Respect the rights and privacy of other users.
- Not look for anything that is illegal, dangerous or offensive.
- If I accidentally come across something that is illegal, dangerous or offensive, I will clear my screen and immediately and quietly inform my teacher.

**I WILL NOT**

- Reveal home addresses or phone numbers – mine or anyone else's.
- Download or print information without permission from my teacher.
- Attempt to change or tamper with the computer network in any way.

I understand that if the school decides I have broken this agreement, I may be denied access to the school's computers for a period of time.

\_\_\_\_\_  
(Student Name – Please Print)

\_\_\_\_\_  
(Learning Group)

\_\_\_\_\_  
(Student signature)

\_\_\_\_\_  
(Date)

**PARENT OR GUARDIAN**

I understand that the school's computer system can provide students with valuable learning experiences.

I understand that the school has explained to my child, the acceptable computer access rights for this school.

I also understand that, although we are protected by firewalls, the school's computer system may give access to information that is illegal, dangerous or offensive.

I understand that the school and Education Queensland have in place, many devices, which assist in exercising their duty of care and protection.

I accept that, while teachers will always exercise their duty of care, protection against exposure to harmful information must depend upon responsible use by students.

I give permission for \_\_\_\_\_ to use the school's computer network.

I understand that students who contravene the school's computer usage policy may be prevented from using school computers, and/or have other disciplinary action taken as per the Behaviour Development Policy.

\_\_\_\_\_  
(Parent or Guardian Name – Please Print)

\_\_\_\_\_  
Date Renewed

\_\_\_\_\_  
(Parent or Guardian signature)

\_\_\_\_\_  
Date Renewed

**Introduction**

Before you are given access to the school network, or the Internet, you will be required to read, understand and agree to Yarrilee State School's Computer Access Agreement. It outlines things you should and should not be doing when using computers at school. The rules are designed for your own protection. For your own protection and for the well being of all students at Yarrilee, all websites accessed at school and words entered into search engines are recorded centrally and checked periodically for inappropriate usage.

**Accessing classroom computers**

To access any PC/Mac desktop or laptop in the classroom you will need a User ID and a Password. Your User ID and Password for this purpose will be the same as that for gaining access to the Internet, your school E-Mail and resources in the Learning Place. Your initial Password will be set by your teacher. On your first log-in, you will be asked to change this initial Password for logging in from then on. You will be asked to change this password at regular intervals. All Passwords have to be a minimum of 8 characters and have to include letters, numerals and special characters. Passwords can not include your name nor are you able to re-use the most recent ten previous passwords. If you forget your password, your teacher can reset it at any time. Once reset, you will be prompted to change this default password on your first log-in after the reset.

Your User ID and initial Password are recorded at the top of page 2 of this document. You will be prompted to change this password on your first log-in.

When changing your Password, please note that it needs to be a minimum of 8 characters and include at least one Uppercase character or a numeral as well as a special character such as @, #, \$.

**Accessing the Internet**

To access the Internet you need to use a program called a web browser. The computers in the school will have one or more of the following web browsers installed – Internet Explorer, Safari or Firefox.

When you start up one of these programs, it will ask you for a User ID and a Password. Your User ID and Password for this purpose is the same as that for accessing a PC/Mac desktop.

For future reference you may wish to record your User ID and Password in a secure place. Please do not reveal your Password to anyone else. All your classmates will have their own User ID and Password to access the internet.

**Using E-Mail**

Use IE or Firefox to access the e-mail site <https://ce.eq.edu.au>. Once you log-in to this site using your User ID and Password you can start sending and receiving e-mail. You can access your school e-mail at home using this site.

Your email address is your User Id@eq.edu.au.

**E-Mail Security**

Education Queensland automatically scans in-coming and out-going e-mails for inappropriate language and words. E-mails containing inappropriate language or words will not be delivered. In the case of outgoing e-mails, a report will also be sent to the relevant school administrator(s).

**Excerpts from the Computer Access Agreement:**

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I understand that while the Internet can connect me to useful information from around the world there are also risks and dangers involved and I agree to the rules given below and on the previous page in order to manage these risks.

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It is expected that all students will respect that access to this equipment, with which they have been provided, is a privilege and that this privilege can be withdrawn if necessary as a result of a breach of this agreement.

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Students are required to follow the general computer usage rules as listed below:

- ❑ Flash drives, CD's or other storage devices are not to be brought to, or taken home from, school without permission from your teachers in order to protect the school network from viruses.
  - ❑ Students are not to alter file structures, or file names on the hard drive.
  - ❑ Students are not to interfere with other students' files.
  - ❑ No food or drink will be brought, or consumed, near a computer.
  - ❑ Files placed in folders incorrectly are automatically deleted by the system.
  - ❑ Students are not to delete, amend, move or otherwise alter the standard desktop icons, settings, wallpaper and layout because, in a multi user environment, it makes it difficult for other people to use this equipment.
  - ❑ Students are not to install programs or games brought in from outside the school or downloaded off the Internet.
  - ❑ Students will use all information technology equipment in educationally benefiting activities only.
  - ❑ Students will not tamper with or alter any security networks in any way, and if a breach is found, they must report it to the teacher in charge.
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