



**Kingsway Christian College**  
**Information Technology Account Application**  
**2009**

**All students and parents must read the Information Technology Code of Conduct and then complete this form. The form must be returned to your Form/Class Teacher immediately for continued access to the College Intranet.**

**1. Student Details**

**Note:** A password must contain a minimum of 6 characters. At least one of these must be a number. It **MUST NOT** contain spaces or special characters (e.g. ?!\$@). Words which exist in a dictionary, names, dates etc. are easily hacked and therefore must not be used.

First Name		<b>ATTENTION!</b> <b>You must remember your password. Write it down in a safe place. DO NOT REVEAL YOUR PASSWORD TO ANYONE!</b>
Surname		
Year and Form		

**2. Declaration**

<p><b>Parent(s) Agreement</b>          We have thoroughly read the Kingsway Christian College Information Technology Code of Conduct and agree to its conditions. We understand that the College may suspend access to the Information Technology equipment for students who fail to sign this form and/or for students who breach these conditions. We also understand that the College may take other appropriate action in the case of serious breaches.</p>	<p><b>Student Agreement</b>          I have thoroughly read the Kingsway Christian College Information Technology Code of Conduct and agree to abide by its conditions. I understand that the College may suspend access to Information technology equipment for students who breach these conditions, and may take other appropriate action in the case of serious breaches.</p>
<p><b>Parent Signature</b> <b>Date</b></p>	<p><b>Student Signature</b> <b>Date</b></p>

**YOUR ACCOUNT WILL ONLY BE VALID FOR THE YEAR 2009**



**Kingsway Christian College**

**Classroom Use of Computers  
Code of Conduct Policy**

**2009**

# Information Technology Code of Conduct

## Conditions for Computer Use

1. Students may only use computer applications that they have been given specific permission to use by the classroom teacher for a given period.
2. Students may only play educational games that are approved by the Information Technology Committee, and only then if they are invited to do so by the classroom teacher. **STUDENTS ARE NOT PERMITTED TO PLAY GAMES OF ANY OTHER TYPE.**
3. Students may not change any settings on a computer such as desktops, wallpapers, screen-savers, printers, taskbars, display properties, system files or any application found in the control panel.
4. Students should ensure that they report any damage/irregularities when they first approach a computer to the classroom teacher.
5. Students should tidy the area around their computer at the end of each class. At the end of the lesson, students **MUST** log off **OR** shutdown the computer if it is the last class using the room that day.
6. Students must log on to computers using their **OWN** user name and password. Students are not permitted to use other students' log-on information. **PASSWORDS ARE CONFIDENTIAL.**
7. Students are allocated their own disk space. Students may not attempt to access any part of the network other than their own disk space. Any attempt to 'hack' any part of the network will **be treated as a very serious breach of the conditions of use.**
8. Students may not insert disks or CD ROMS containing **applications and computer programs** into any College computer unless they have specific permission. Students must seek permission from the classroom teacher before inserting data disks into a computer. Students are not permitted to install software of any type on a College computer.
9. Students may not use the Information technology facilities to produce, store or access material that is contrary to the Christian ethos of the College.

## Conditions for Internet Use

1. The College's Internet account exists to provide access to **curriculum related information**. Students must not use this account to access material that is unrelated to the College curriculum unless they have been given permission by a teacher.
2. Students may only access email during break times or when given specific permission by a teacher. Only the official college email account may be used on College computers. The use of Hotmail or similar email retrieval systems is not allowed. Students must not use email to communicate in a manner that contravenes any sections of the Conditions for Internet or Computer Use.
3. Material and information dealing with pornography, drugs, violence, Satanism or Witchcraft are not permitted in the College. Students **MUST NOT** access any sites containing material of this kind, or any other material that is contrary to the ethos of the College.
4. Information published on the Internet may be inaccurate or may misrepresent a person or situation. Students should take care in their use of information found on the Internet. Students must not use the Internet to defame or denigrate any person.
5. Students must not use the Internet to menace or harass another person; or to use it in such a way as would be regarded by reasonable persons as being, in all circumstances, offensive.

6. Students must not break copyright laws. Multiple copies or articles may not be copied or printed without the permission of the author. Students must read the copyright warning notices in all areas where computers are located.
7. ALL sources of information collected from the Internet by students MUST ALWAYS be acknowledged in a list of references at the end of assignments as outlined in the College Guide to referencing (English Dept.)
8. Students are only permitted to use an Internet Chat service or Newsgroup service with permission from a teacher who has approval from a member of Executive Staff.
9. Students are not permitted to reveal home addresses or telephone numbers – their own or anyone else’s from College computers.
10. Students are not permitted to forward emails to anyone unless they have permission from the original author. Students are not permitted to forward chain emails using College equipment.
11. In fairness to other users, students should make their Internet use as efficient as possible. Downloading large files such as videos, sound files and some graphics adds considerable traffic to the network, slowing down the connection speed for other users and can only be done with the explicit permission of the classroom teacher.
12. Students are not permitted to download executable files (programs) without the specific permission of the Information Technology Committee.

### **Consequences**

Most breaches will result in a ban from the use of all computers within the College. Serious breaches will incur a longer ban period and will be referred to the Head of Students and Deputy Principal (Students) who may take further action, dependent on the seriousness of the breach.

Students who intentionally damage Information technology equipment, attempt to ‘hack’ into other persons’ files, intentionally cause inconvenience by tampering with software or hardware, or engage in any other destructive and/or criminal activity may have their account privileges suspended indefinitely. Suspension from the College may also result from such an activity.

Students who attempt to use the College’s Information Technology system to access pornographic or sex related material, may be reported to outside authorities.

Students or parents may appeal against any consequence. Such appeals must be addressed, in writing to the Deputy Principal (Students). A final ruling will be made by a panel consisting of the Deputy Principal (Students), the Deputy Principal (Staff and Administration), the relevant Head of Students, the College Chaplain and the Principal.