

Students

Upon reading this information in the student diary, and signing the **acknowledgement form**, the student agrees that they understand, accept and agree to abide by the following rules relating to the use of Information Technology at Prescott College.

- The Information Technology resources provided at Prescott College are provided for authorised pursuits and I agree to use it only for school-related learning (i.e. educational focus).
- I will not look for, or use the computers or the internet for anything that is illegal, dangerous or offensive. If I accidentally come across something that is illegal, dangerous or offensive, I will clear the screen immediately by using the leftwards arrow navigation key, and quietly inform the teacher.
- I accept that the use of the computers or internet connection while at the College is a privilege, not a right. I understand that any laptop brought to school is to be used for school purposes while on the College property. I will not use any laptop for games, music or sharing of unacceptable information. I understand that inappropriate behaviour according to school standards will be subject to action by the College. This may include loss of access to the computers and the internet, including my own.
- I will not use the computers or the internet to annoy or offend anyone.
- I agree not to access other email accounts while using the College computer, e.g. Hotmail and I will respect the email privacy of others.
- I agree not to register or enter my name on any site on the internet.
- I will not reveal home addresses or phone numbers - mine or anyone else's.
- I agree not to give my password to anyone else, either inside or outside the College.
- I will not "hack" into folders, work or files belonging to any student, staff member or administrator, or attempt to bypass College security procedures.
- I will care for and respect all furniture and equipment relating to computer use. I agree to follow all teacher instructions regarding the use and activities on the College's computers.
- All laptops that come to the College must be Insured privately.

Parents

Upon reading this information and signing the **acknowledgement form**, the Parent/Guardian agrees that they understand, accept and agree

to abide by the following rules relating to the use of Information Technology at Prescott College.

I understand that the College computers and the internet can provide students with valuable learning experiences. I also understand that the College uses filtering devices to control what is available, and while teachers will always exercise their duty of care, protection against harmful information will also depend upon responsible use by students. I have read and discussed the internet/computer information provided here with my child. I believe he/ she understands this responsibility, and hereby give permission for him/her to access the internet under the rules and expectations outlined above.

I understand that students breaking these rules will be subject to **disciplinary action**, which may include loss of access to the internet and/or computers; suspension; being charged for the loss of information and damage to the system; or criminal charges.

Evacuation Procedure

When the siren is heard (repeated rising pitch) follow your teacher's direction. It is expected that you will leave everything and exit the building in a quiet and orderly manner.

The teacher will be the last to leave and will ensure that the door to their classroom will be shut but not locked and the bin placed outside the door.

You will line up in Home Room groups on Field One assisted by Student Leaders and your Homeroom teacher. This is the Designated Evacuation Area.

Teachers will make sure all students are accounted for by marking the roll. If any students are missing, the Deputy or Principal will be contacted immediately.

Lock Down Procedure

When the siren is heard (repeated beep) follow your teacher's direction to remain in the classroom, in a position so as not to be seen by someone looking in.

Students are not to access any computer, personal devices or phones during a lock down.

Students are to remain quiet and follow all teacher directions until the all clear is given (airport 4 - chimes).

Students are not able to leave the classroom for any reason, including to use the bathroom.