

St. Mary's School  
Computer Usage Policy  
All Students

**Guidelines for using workstations**

**\*School\*** provides access to various computer/device resources and the Internet. These resources are available to enhance the learning process in a supportive school environment and to achieve quality-learning outcomes for our students.

The school encourages students to become familiar with the use of Information Technology.

As responsible members of the school community, it is expected that all students and other members of the community will follow and adhere to the guidelines established below. These guidelines are based on common sense, common decency, rules established by St. Mary's School.

For the benefit of all users, students are expected to observe the following:

**A. Use of Information Technology Equipment**

It is expected that all students will respect that the Information Technology Equipment with which they have been provided, and realise that using this equipment **is a privilege, not a right. This privilege can be withdrawn if necessary.**

- ❖ Use computers/ipads, etc... for the purpose directed by the teacher in charge. Students are not to play games or use any other software unless the teacher has given specific permission for this.
- ❖ Do not tamper with the computer system.
- ❖ Do not enter a computer room unless a teacher is present.
- ❖ Do not swap around any equipment. That is, no changing of keyboards, mice or other equipment from one computer to another.
- ❖ Report all equipment faults to your teacher immediately.
- ❖ Computers/devices are not to be used unless permission has been given by a teacher and/or under teacher supervision.
- ❖ Students are not to have food or drinks of any kind in any proximity to a computer.
- ❖ Computers are individual workstations and should be used by only one person at a time, unless directed otherwise by their teacher.
- ❖ No network files are to be copied from the network without the written permission of the School Administrator.

## **B. Printing**

The school has provided printing facilities for students to obtain printouts of their work. Students are expected to use the printers for school purposes only and endeavour to keep paper wastage to a minimum. Students are only to print when directed to do so.

- ❖ Before printing, proofread, spell check, and print preview your document.
- ❖ When completely satisfied with the final product, print the document.
- ❖ Place unwanted printouts in recycling boxes.

## **C. Use of the Internet**

Students are responsible for good behaviour on the school computer network. The sending, creating, storing or displaying of inappropriate mail, messages, documents or graphics, by way of the Internet or any other manner, is not allowed on any school computer. Violators of this policy will lose their computer use privilege, and will suffer consequences in conjunction with the severity of their behaviour.

## **D. Copyright**

Students are not allowed to store or install any copyrighted material whatsoever, (software, data or documents) onto the network without the expressed written permission of the Administration.

## **E. Breach of Rules**

Breaches of this policy may result in students being excluded from using the school's computer equipment and/or other disciplinary action as per the School Discipline Plan.

Principal

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**PLEASE RETURN TO THE SCHOOL OFFICE BY SEPTEMBER 5TH**

I have read the school computer policy that is outlined above.

I have reviewed the school computer policy with my child.

I will support the St. Mary's School computer policy.

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Student's Name (print)

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Student's Name (print) \*If more than one

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Parent's Signature