**EXPECTATIONS**

As a safe and responsible user of Information, Communication and Learning Technologies (ICLT) I will help keep myself and other people safe by following these procedures.

1. I cannot use College ICLT equipment until my parent and I have read and signed my "Use Agreement" form and returned it to the College.

2. I will log on only with my own user name. I will not knowingly allow anyone else to use my user name.

3. I will not provide my password to anyone. I must keep my account password private from others and must not log on for, or as, someone else.

4. While at College or whilst participating in a College-related activity, I must not at any time use ICLT to upset, offend, harass, threaten or in any way harm others. I also acknowledge that this will apply even if my actions are unintended or if they were meant as a joke.

5. While social media creates new tools, the same laws, policies and expectations for interacting with the USC community apply online.
   - Remember social media spreads far and wide – post appropriately
   - Be aware of liability. You are legally responsible for your own posts. They are almost impossible to erase. Think how your posts might affect other people
   - You must not use the USC logo/brand in any online space
   - Use your online presence to promote USC and not damage it

6. I understand that the procedures in this “Use Agreement” also apply to any electronic devices.
   - Make any attempt to get around or bypass security, monitoring and filtering that is in place at College.
   - Not show others
   - Close the application and
   - Report the incident to a teacher immediately.

7. If I accidentally access inappropriate, illegal or objectionable material, I will:
   - Not show others
   - Close the application and
   - Report the incident to a teacher immediately.

8. The College must comply with the Copyright Act 1994. I also understand that anyone who infringes copyright may be personally liable under this law.

9. The College must monitor traffic and audit any material sent, received or stored using the College’s ICLT network. The College may use filtering and/or monitoring software to restrict access to certain sites and data.

10. I understand that if I do not follow these online safety procedures, I may have my network access disabled. In serious cases the College may take disciplinary action against me. Further action will be taken at the discretion of the Principal. I also understand that my family may be charged for repair costs or any damaged College equipment. If illegal material or activities are involved, it may be necessary for the College to inform the police.