

---

# Acceptable Use Agreement

## ICT Resources Policy



---

### College Policy

Students at Scoresby Secondary College, who use College-owned and privately owned computer devices, access the College network, use College internet, use College email must agree (along with their parents and/or guardians) with this document.

### Student & Parent Declaration

When I use digital technologies I agree to be a safe, responsible and ethical user at all times, by:

1. Respecting others and communicating with them in a supportive manner; never writing or participating in online bullying (for example, forwarding messages and supporting others in harmful, inappropriate or hurtful online behaviours)
2. Protecting my privacy; not giving out personal details, including my full name, telephone number, address, passwords and images
3. Protecting the privacy of others; never posting or forwarding their personal details or images without their consent
4. Talking to a teacher if I personally feel uncomfortable or unsafe online, or if I see others participating in unsafe, inappropriate or hurtful online behaviours
5. Carefully considering the content that I upload or post online; this is often viewed as a personal reflection of who I am
6. Handling IT devices with care and notifying a teacher if a college-owned device is damaged or requires attention
7. Abiding by copyright and intellectual property regulations. If necessary, I will request permission to use images, text, audio and video and cite references
8. Not interfering with network systems and security, the data of another user or attempting to log into the network with a username or password of another user
9. Not bringing to school or downloading unauthorised programs
10. I acknowledge that whilst using certain College systems, my data may be stored in a different country.
11. In addition, when I use my personal device, I agree to be a safe, responsible and ethical user at all times, by:
  - a. Respecting others and communicating with them in a supportive manner; never verbally or in writing participating in bullying (for example, harassing text messages, supporting others in harmful, inappropriate or hurtful online behaviours by forwarding messages)
  - b. Keeping the device on silent during class times; only making or answering messages outside of school time (except for approved learning purposes)
  - c. Respecting the privacy of others; only taking photos or recording sound or video at school when I have formal consent or it is part of an approved lesson
  - d. Obtaining appropriate (written) consent from individuals who appear in images or sound and video recordings before forwarding them to other people or posting/uploading them to online spaces.
  - e. Understanding that I am allocated a set amount of printing credit which I am required to manage for the year (extra print credit can be purchased from the bursar)
  - f. Understanding that I may be electronically monitored while using computers, images are directly saved to hard drives and will be viewed by authorised staff when the misuse of the ICT facilities has occurred.
  - g. Agreeing I may use the internet out of class time (lunchtime and after school) provided a teacher has given permission to do so and the use is supervised by a staff member. Students using the Resource Centre or Senior School Hub must seek permission from staff in those areas.
  - h. Downloading only files and material which are of educational value and relevance.
  - i. Understanding that email must be used for educational purposes. All email communications should be stored in line with DEECD policies and maybe accessed by school management.

## Conditions of use for College-owned devices

Parents/guardians and students should be aware that files stored on a college-owned device, or on the school's server, are not private. Any problems, vandalism, damage, loss or theft of the device must be reported immediately to the College.

In the case of suspected theft of a college-owned device that has been loaned, a police report must be made by the family and a copy of the report provided to the school. In the case of loss or accidental damage, a statement should be signed by a parent/carer and provided to the school.

If a device is damaged and the damage is not covered by the manufacturer's warranty or any of the school's insurance arrangements, the principal may determine that the student will pay the costs of repairing the damage or if necessary the costs of replacing the borrowed College-owned device.

The student is responsible for:

Adhering to the school's Acceptable Use Agreement and the Student Engagement Policy when using the device, both at home and school.

## Conditions of use for privately-owned devices

- The student must bring portable devices fully-charged to school every day. Charging a device on school premises is not permitted. This is due to OH&S requirements for Safety Tagging of mains points & Slips, Trips and falls
- A nominated configuration fee may be required at the start of each year, per student. Scoresby Secondary College reserves the right to revoke network access should the configuration fee not be paid
- Parents/guardians and students should be aware that files stored on the device, or on the school's system, are not private.
- If the student leaves the school prior to completing Year 12 or moves to another government or non-government school, interstate or overseas, the device must be returned to the school to remove applications that connect the device with the College network.
- The IP address assigned to each student device will be recorded allowing for internet usage monitoring.
- Ensuring their device is safe for use in a school environment. Students will be directed to remove defective devices from the school premises. This would apply to cracked iPad screens, for example

### The student is responsible for:

- Adhering to the school's Acceptable Use Agreement and the Student Engagement Policy when using the machine, both at home and school.
- Backing up data securely.
- Inappropriate media may not be used as a screensaver or background photo. Images of guns, weapons, sexual images, inappropriate language, alcohol, tobacco and gang related symbols or pictures are forbidden. Students are able to use photos they have taken themselves or images taken from a source that has Creative Commons license applied.
- Students will not share their devices, passwords or other personal information.
- Under no circumstances should devices be left in unsupervised areas. Unsupervised areas include the school grounds, wet areas, undercover areas, school bags, resource centre, art and computer rooms. Any device left in an unsupervised area is in danger of being stolen or damaged. If a device is found in an unsupervised area it will be taken to the general office and parents will be notified.
- Scoresby Secondary College is not responsible for the provision of compensation, under any circumstance, relating to privately provided devices.
- Although 3G capable devices are approved for use, students must not access 3G or private networks, while on school premises

## Consequences

- Students who do not comply with the terms set out in this policy; will have their I.C.T access privileges revoked for a period of time consistent with the severity of the offence.
- Students not complying will have their names submitted to the appropriate Year Level Coordinators, Assistant Principal and/or Principal, and appropriate disciplinary action taken. Parents or guardians will be notified, regarding disciplinary actions.
- Details of offending students will be kept on record and used to determine disciplinary action for subsequent offenses.
- In cases involving vandalism, malicious damage or theft, the police will be notified and damages may be sought.
- Students who engage in cyber bullying practices can expect consequences which are consistent with practices outlined in the College Student Engagement and Wellbeing Policy. This may include referral to authorities, such as DEECD or Police as required.
- Restrictions may be placed on a privately provided device if deemed appropriate, during school time. This may involve restricting access to various Apps, for example.
- **A privately owned device on school premises is allowed to be accessed by authorised personnel and any passwords provided on request. Such an authorisation can only be made by an Assistant Principal or a Principal.**

## Definition of Digital Technologies

This Acceptable Use Agreement applies to digital technologies, social media tools and learning environments established by our school or accessed using school owned networks or systems, including (although are not limited to):

- School owned ICT devices (e.g. desktops, laptops, printers, scanners)
- Privately owned devices (e.g. iPads, Mobile phones)
- Email and instant messaging
- Internet, Intranet
- Social networking sites (e.g. Facebook)
- Video and photo sharing websites (e.g. Instagram, Youtube)
- Blogs
- Micro-blogs (e.g. Twitter)
- Forums, discussion boards and groups (e.g. Google groups, Whirlpool)
- Wikis (e.g. Wikipedia)
- Video on demand and podcasts
- Video conferences and web conferences.

This Acceptable Use Agreement applies when I am using any of the above school based digital technologies whether at school, at home, during school excursions, camps and extra-curricular activities.

I understand and agree to comply with the terms of acceptable use and expected standards of behaviour set out within this agreement. I understand that there are actions and consequences established within the school's Student Engagement and inclusion Policy if I do not behave appropriately.

STUDENT

PARENT

NAME ..... (Please Print)

NAME ..... (Please Print)

Signature: .....

Signature: .....

Date: .....

This policy was ratified at School Council in August 2015

To be reviewed August 2018